ELECTRA - GUIDE FOR PUBLICATIONS

Preamble

Production of Technical Information is the main mission of CIGRE.

This information is made available in different forms, with different access conditions, as stated in the Official Document "CIGRE Technical Information".

ELECTRA, the bi-monthly journal designed for CIGRE members, is sent out to all members of CIGRE: this, together with the web-sites, constitutes the main source of information on the life of the Association, on its technical events and on the technical documentation produced by CIGRE.

The present guide which is intended for Study Committees defines the contents of ELECTRA and sets out the specifications of the material intended for publication.

1.   CONTENTS OF ELECTRA

- **Abstracts**

Abstracts are **short summaries** (up to 60 words) of ELECTRA articles which are drawn up and appear in the "Abstracts" section of ELECTRA. They appear in English and French (only for translated papers). They apply to reports, summaries of Technical Brochures and Invited papers only.

- **Presentation of Technical Brochures (TBs)**

New Technical Brochures issued by the CIGRE Study Committees are introduced in ELECTRA through an **Executive Summary** published in French and English.

The full TBs are available in printed form or electronic version from the CIGRE on-line Library (www.e-cigre.org).

- **Working Group Reports**

These **reports** on the work of a Working Body are published in ELECTRA either in full if they are less than 3000 words in length. Publication is in English only. If length is more than 3000 they presented through an Executive Summary and the full report is made available from the CIGRE on-line Library (www.e-cigre.org).
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- **General Reports on events**

General Reports have to be issued after a Symposium, Colloquium, or Regional Meeting, under the authority of the Chairman of the event.

These Reports should be shorter than 2 000 words and are published in English only. Picture illustrations are recommended.

General Reports on other events in which CIGRE has been involved can also be accepted for publication in ELECTRA. The same rules apply.

When these General Reports are not drawn up the practice is to issue a short report in the "life of the Association" section.

- **Technical Reports of CIGRE**

Periodically CIGRE publishes a **Technical Report** drawn up by the Chairman of the Technical Committee, synthesising the work progressed by all SCs; this Report appears in ELECTRA. It is about 3000 words long and is issued in English, with pictures and is on free access on the CIGRE web-site.

The Study Committees as well publish periodically a Technical Report, issued in ELECTRA, and on free access on their SC websites.

- **Invited Papers / Others**

These are **papers of more general technical interest**, addressing a wider readership of ELECTRA. Invited papers are about 2500 words long, published in English only, and authors may be from outside CIGRE circles. Selection of the papers is effected as far as possible by the Editorial Committee of CIGRE.
(A paper for a CIGRE event may be singled out as an "outstanding paper" to be published in ELECTRA: it then follows the same specifications as an invited paper).

- **Other types of information**

Other information concerns:

- **Life of the Association:** it consists mainly of short reports on events organized by NCs, (1500 words max). This short report can be linked with a longer report, usually posted on a SC website or a NC website.
- **Events of Interest:** announcements of CIGRE events (Session, Symposia), SC events (Colloquia), NC events (Regional Meetings, conferences…), which serve a promotion purpose. Announcements are usually limited to a few lines or a table, with a link to a website where detailed information will be found.

  As a result of our Agreements (Cooperation Protocols) with other Associations, cross-advertising of events is being developed. The websites are the major support for this but ELECTRA can be used to the same end (beside the purchase of advertising space).

- **Advertisements**

A few pages of ELECTRA are dedicated to advertising. It should be reserved for collective members.

2. RULES GOVERNING PUBLICATION IN ELECTRA

These rules apply to the different types of papers published in ELECTRA: length, language, deadline for submission and technical validation… Technical validation is a prerequisite for all papers published in ELECTRA (except for papers on the "life of the Association"), and the validation requirements are specific for each type of papers.

2.1 Technical Brochures

- Technical Brochures have to be **approved by the Chairman of the SC in charge**, upon the advice of SC members; validation process is set by the SC Chairman. Only Technical Brochures received from the Chairman or the Secretary of the SC are accepted.

- Publications Requirements

The following have to be supplied to the Central Office:

- ✓ The **full TB**, electronic version, English only. The **electronic version** (<u>WORD A4 format</u>) has to be assembled as a single file, with the pictures inserted
- ✓ **Executive Summary** (1000-1500 words), electronic format, if possible with photos supplied separately. Publication in English and French (WORD)
- ✓ **Abstracts** (up to 60 words). Printed in English and French (WORD)
- ✓ The **list of WG members** (with full mailing addresses) so that in addition to mention of their participation they can be sent a complimentary copy of the Brochure
  This list must be restricted to real contributors, and should not comprise names of "past members" and so on

- Languages

  Technical Brochures are published in English only. Executive Summary and Abstracts are required to be bilingual (English/French). In this regard it is helpful to have a French-speaking member on the editorial team within the WG, for final wording of the paper. If no French version is supplied, CIGRE will handle translation.

- Timing

  For any issue of ELECTRA the material for printing must be received at the Central Office **12 weeks ahead of intended issue date (i.e. middle of the month)**.. Observance of the deadline means that availability of the Technical Brochures coincides with receipt of the journal by members.
  Printing can be delayed till 2 or more months, as the total number of pages of ELECTRA is limited.
  The catalogues of CIGRE are updated accordingly as well as the on-line Library data base.

2.2. Working Group Reports

- These papers must be **approved by the SC Chairman**.

- The following material is to be supplied (in WORD format)

- ✓ **Full Report** (≤ 3000 words) in English, electronic version; pictures are an asset; they have to be supplied separately
- ✓ **Abstracts** (up to 60 words) in English
- ✓ **List of WG members** (name & country), to be mentioned with the publication

- Time requirement for publication: **12 weeks ahead of intended issue of the journal**, as there is no translation.

2.3. General Reports

- They must be **approved and sent by the Chairman of the meeting**

- Papers must be supplied in **electronic version** (<u>WORD A4 format</u>) with separate illustrations.

- Time requirement for publication: **12 weeks ahead of intended issue of the journal**.

2.4. Invited Papers

- These papers must be **approved by ELECTRA's Editorial Committee**, who alone, have the authority to assess the acceptability of the proposed paper.

- Authors are required to supply the following:

- ✓ Paper in **electronic version** (<u>WORD A4 format</u>), up to 2500 words in length. Illustrations are desired, if available (See appendix for the technical requirements)
- ✓ **Abstracts** in English (60 words).

- Time requirement for publication: final paper should be received at the Central Office **12 weeks before intended issue of the journal**.

2.5 Advertising

Specifications for the material are to be asked from the person in charge of advertising.

Encl.: Specifications for pictures (definition, format…)

INSTRUCTIONS FOR THE PREPARATION OF ILLUSTRATIONS

FOR PUBLICATION IN ELECTRA

Photos – Pictures :

- They can be provided on paper or slides (colour). They can also come from digital camera or scanning and sent on digital medium (CD-Rom, zip disk) according to the following points:
- The required format being : **.EPS** or **.TIF** (**TIFF** for Mac). Do not send files with .JPEG or .LZW format. Do not use .pict, .pcx, .wmf, .gif or other formats as the quality is not good enough when printed.
- Picture resolution should be a minimum of 300 dpi (dot per inch) minimum for a format of 5 x 10 cm or higher. This resolution can be checked with high-performance software like Adobe Illustrator™, Adobe Photoshop™, Jasc Software Paint Shop Pro™.

MINIMUM ➜

≥10 cm
300 dpi
(minimum)

≥5 cm
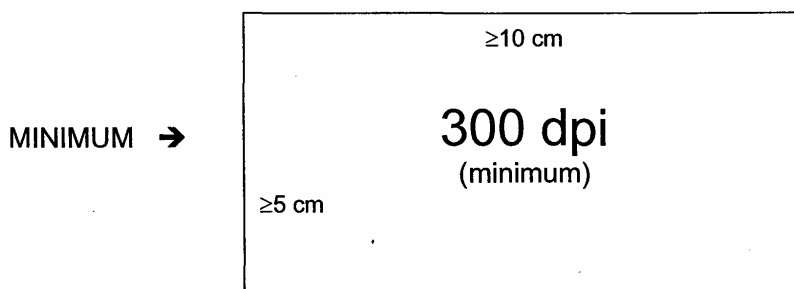
IMPORTANT NOTICE:
DO NOT SEND PICTURES BY E-MAIL!
As most of them are much too heavy (>1.5Mb),
your e-mail would be returned automatically.