

4 documents + standard email are required for the publication of your TB

1. **Full TB** – document produced as the end result of an SC Working Group project (pdf)
2. **Executive Summary** – 1500 word article in ELECTRA to announce and describe the publication of this TB and its availability on e-cigre (word)
3. **Abstract** – Brief 5-line résumé of TB for ELECTRA (word)
4. **Postal addresses of contributors** – CIGRE CO will send copy of final TB to members on list (word)
(Please use templates provided – appended to this document)

1. Full Technical Brochure (PDF document – WG xx.xx_TB_Title.doc)

A TB must be validated by the members of the SC and is released for publication upon **decision of the SC Chairman only**. Both a printed (if more than 25 pages long) and electronic version will be prepared.

Structure

Authors are fully responsible for the structure and contents of TB. Cigre will ‘standardize’ the presentation only.

There is no specification as to the length of Technical Brochures, as it depends on the subject. But downloading may become hazardous when size increases: 50 pages with a few photos is a good average. Shorter is OK, longer is a possibility. Page 1 of your document will be modified, as CIGRE will update ISBN and copyright year. However, please note that your TB will not be proofread by CIGRE. We like to provide high quality documents, so care should be taken with regard to spelling, section numbering, scientific formulae, general presentation etc...

Document should be sent in PDF: if structure and format described in this document is not respected, PDF file will be returned for modification.

The TB must be structured as shown below.

SC part:

- **Page 1:** Brochure Title, WG number, list WG members (initial, surname, country code), (see template 2)
- **Page 2 and next:** Table of Contents, list of appendices, list of acronyms..
- **Body of the text** top of following page
- **Page numbers** should be centered at the bottom of the page
- Do not add headers, footers, and CIGRE or company logos.
- No Cover page or “blank pages”
- In the text, use CIGRE abbreviations insofar as possible:
 - Study Committee – SC
 - Technical Brochure – TB
 - Working Group – WG
 - Joint Working Group – JWG
 - Task Force – TF
 - Technical Committee – TC

CIGRE Central Office (CO) part:

- Fill in ISBN number and update Copyright (if needed) on page 1
- Creation of one Cover Page for the electronic version (available for download on e-cigre)
- Creation of one Cover Page and one Back page for the printed version (available for purchase on e-cigre)
- Addition of Blank pages as necessary for the printed version (e.g. to start sections, appendices etc.. on right hand page). This will not alter page numbering
- Upload of TB on www.e-cigre where it is available for download.

2. Executive Summary for ELECTRA (Word document WG xx.xx_Electra_Title.doc)



CIGRE members are made aware of the publication of a new TB through the publication of a short “Executive Summary” of the TB in CIGRE’s magazine ELECTRA, which explains the objective of the work carried out, its main results and the suggested follow-up. **1 000 to 1 500 words is a suitable size** for this Summary.

Structure

This “Executive Summary” is published in English and French and the English version is uploaded on www.e-cigre and available for download. Whenever possible the WG should provide a French version of the Executive Summary.

The “Executive Summary” should have the same title as the TB. It should not be an extract from the TB itself but a clear concise and “attractive” description of the TB. Detail is not necessary as this should be in the TB itself. The objective is to stimulate interest in the TB, not to reproduce the information.

Page 1 should start with the TB Title, WG number, and list WG members as for TB. The typing should be single-column (no need to follow the ELECTRA presentation as the layout will be reviewed by CO).

Figures, Tables, Photos: Can be incorporated in the file, preferably, or supplied separately. They must be of **sufficient definition for printing (300 dpi)**; all figures and tables must be numbered and legends provided. 1 or 2 high quality **photos** should illustrate the “Executive Summary” issued in ELECTRA, minimum size being at least 11 cm (4 inches). If not supplied by the author, they will be selected by CIGRE.

Content

- 1 Introduction:** Explain the technical reasons for conducting the study (system/component failures, industrial/manufacture needs for technical improvement, inadequateness of present standards, etc...). Include reference, if any, to previous CIGRE work on the subject. A limited number of technical or numerical data may be included, only if strictly necessary.
- 2 Scope/Methodology:** Provide state of the art, compare different approaches/technologies. Mention survey(s), research, probabilistic methods, modelling techniques, etc..
- 3 Description of the TB** – This section can be divided into sub-sections, and should describe how the TB is organized. Mention the various chapters of the TB in order:
 - a. First chapter of the TB deals with... (*subject*) (give a brief description of ‘subject’ or simply report the title of the chapter if it is self-explanatory). Main results should be mentioned. Avoid use of tables and figures, and refer to the TB, to increase the interest of the potential reader.
 - b. Second chapter of the TB deals with... (the following subject) The main results are (As for a).
 - c. Third chapter of ... Etc.
- 4 Conclusions and main follow up:** This is where the case is "wrapped-up." Mention the main results, making reference to the TB in order to increase the interest of the potential reader. Discuss implementation of the solution, and state whatever concerns you may have about the recommended course of action.

3. Abstract for ELECTRA (Word format – WG xxxx_ELECTRAAbs_Title.doc)



A 5-line **abstract** (around 60 words) is also requested for the “Abstracts” section of ELECTRA and also as the Abstract of the Brochure in the “Catalogue of Publications” and in www.e-cigre.

4. List of postal addresses of contributors (Word format – WG xx.xx_MemberAddresses.doc)

On behalf of the TC Chairman, CIGRE CO sends a letter thanking the contributors and each of them receives a complimentary hardcopy of the TB. A copy is also sent to the SC Chairman and Secretary. Contributors may then also request a letter thanking their Companies for time dedicated to CIGRE (mail to edition@cigre.org)

A simple label format is provided by CIGRE (Avery L7163) – names and **full postal addresses** must be given. Please provide up-to-date address information. Quite a few TBs are returned to us generating unnecessary printing and postal costs. ***This list must be restricted to real contributors only, and should not comprise names of “past members”, SC members, etc....***

Schedule

The Chairman (or the SC Secretary, on his behalf) should send (by email) **four documents plus checklist** to CO (edition@cigre.org) to request the publication. Missing documents or non conforming documents lead to unnecessary mailing and delays in the publication of your brochure. TB's are usually published in order of arrival. However two or more TB's sent by the same SC will not be published in the same issue of ELECTRA, usually. Full Package must be sent to CO at least **12 weeks ahead of issue**: ex. mid-March for publication in the June issue of ELECTRA. At the time of publication of the Executive Summary and Abstract in ELECTRA, the TB will be available on e-cigre. In case of translation requirements of the Executive Summary, this will be done within this 12 week period. TB Publication needs to be planned in advance in order to balance the contents of ELECTRA. SCs should produce a publication agenda for the coming year.

How CIGRE's Central Office contributes to your Technical Brochure

Technical Brochure

- **Editing of both electronic and hardcopy** - Addition of cover page, blank pages, copyright, ISBN
- **Pricing**
- **Printing** (hardcopy version)
- **Mailing of complimentary copies** with thank you letter

TB Executive Summary and Abstract in ELECTRA

- **Proofreading**
- **Editing layout**
- **Translation** into French – (should SC be unable to provide French translation)

Both

- **Uploading** of TB and Abstract on e-cigre
- **Internet Sales Handling**
- **Updating of the catalogue** – The “Publications Catalogue” on e-cigre includes the reference number, the Abstract, the origin (WG, TF, Author), the price and other details (pages, file size, date of issue...)

Appendices

- **Appendix 1 - Cover page (added by CO) – example only**
- **Appendix 2 - TB Page 1 + Table of Contents**
- **Appendix 3 - Postal labels format**
- **Appendix 4 - TB standard email**

Appendix 1 Example only

- CIGRE to provide



Brochure Title

Working Group

A0.00

Month Year