### Instructions for Authors Following is the suggested format for submitting your SEAPAC 23 paper.

#### File Name format

Files must be submitted in original DOCX and PPTX file formats.

No PDF. PDF will be prepared by CIGRE in secure format for both the paper and presentation.

The filename must be as per Table 1:

1. **replace “xxx”** with your paper reference number provided with your confirmation of acceptance
2. **replace “Surname”** with main author’s surname

Table 1 File name formats

|  |  |
| --- | --- |
| Word documents: | SEAPAC2023DOC\_xxx\_Surname |
| Powerpoint presentation | SEAPAC2023PPT\_xxx\_Surname |

#### General Text

The following formatting style is to be used.

* **Two spaces after a full stop** at the end of each sentence. Like this has been done.
(Tip: Use Replace to replace dot followed by one space with dot followed by two spaces.
Then repeat but replacing dot followed by three spaces with dot followed by two spaces – repeat till no instances found.
* **Numbers less than twenty** should be spelt out. Numbers greater than 21 should be in numerals
* Font: Tahoma 10pt
* Paragraph spacing 6pt after paragraph
* Heading styles 12 pt before, 6pt after
* Page margins: Top and Bottom 2.5 cm, Left and Right 2 cm
* For any References – create the list of references at the end of the paper in the References section.
Then at the place in the paper indicate the reference number (as per this example1 ) by using a superscript and then >Insert >Reference >Cross reference >Numbered item >paragraph number
* CIGRE green colour if used: R 0, G 126, B 79
1. this is a numbered list format
2. with a number of items

Table 2 This is a Table (use Style “Caption - Table”)

| **Set: Repeat top row on each page** |  |  |  |  |
| --- | --- | --- | --- | --- |
| Set: Do not allow rows to break across page |  |  |  |  |

#### Pictures and Diagrams

* Diagrams and pictures should be inserted using >Edit >**Paste Special >Picture (Windows Metafile)** as below.
* If that option is not immediately available, paste as bit map, select picture Ctrl-X then try do the >Edit>Paste Special again.
* Then right click picture, select Format Picture > Layout > Advanced > Top and bottom
* When all pictures have been placed, click one of them then on menu bar select >Format>Compress Pictures and deselect “Apply only to this picture”



Figure 1 Example diagram (use Style “Caption - Figure”)

# Click to edit Title (File Properties)

## Click to edit Subject (File>Properties) or delete this line

|  |  |  |
| --- | --- | --- |
| Name | Company Name | Email address |
| Lead Author | Delete rows if unused |  |
| Coauthor2 | Delete rows if unused |  |
| Coauthor3 | Delete rows if unused |  |
| Coauthor4 | Delete rows if unused |  |

**Keywords:** Click to edit Keywords (File>Properties)

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### Abstract

Place your submitted abstract here. Max 300 words.

### Section (Heading Style: “Heading 3”)

Blah blah

#### Sub-Section (Heading Style: “Heading 4”)

Blah blah

##### Sub-sub section (Heading Style: “Heading 5”)

Blah blah

###### Sub-sub-sub section (Heading Style: “Heading 6”)

Blah blah

### Conclusion

Blah blah

References

List any references here

1. Event, Year, Ref number, Title, Author, web/email reference if known

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Biography: Author 1 Name

Less than 200 words per author

Biography: Author 2 Name

Less than 200 words per author

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