

INSUCON 2022 - INSTRUCTIONS FOR PREPARATION OF A PAPER

1. Confirmation of Submission

You are requested to complete and return the **AUTHOR CONFIRMATION FORM** immediately to confirm that you will submit your completed paper by Monday 17th January 2021. The information on this form will be used to establish your entry in the provisional programme. You will be notified of the final decision on your paper after it has been refereed. It is a requirement of acceptance that at least one author registers for the conference and pays the appropriate fee on submission of the paper. Payment may be made through the Insucon website (www.insucon.org).

2. Preparation of a Paper

Instructions for the preparation of your paper are attached. The paper should be prepared on A4 page size. It is preferred that your paper does not exceed 6 pages, including both text and illustrations. Guide notes and sample pages have been provided to indicate the way in which the text and illustrations should be laid out. You are requested to follow these carefully so that the papers will be uniform in appearance. The paper should be submitted by e-mail as a PDF file and also as a Word file by 17th January 2021. The Word file will be used to correct spelling, grammatical and lay-out errors and also for compiling the complete Insucon Proceedings file for the printer. The PDF file is used to check that symbols etc. are correctly reproduced in the Proceedings.

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INSUCON 2021 Secretary

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INSTRUCTIONS FOR THE PREPARATION OF A TYPESCRIPT

Papers are required to be submitted in a 2-column format and should preferably not exceed 6 pages. To ensure uniformity of appearance it is essential that these instructions are followed. A template follows these notes to show you how the finished paper should look.

TYPEFACE: Times New Roman. Text to be in black Typescript to be 10 point

PAGE LAYOUT:

Margins
top - 2.4 cm
Bottom - 2.4 cm
left 2 - cm
right - 2 cm
space between columns – 1 cm

Papers should be submitted by e-mail. The paper should be in Microsoft WORD. A second copy should be sent in pdf format so that symbols and graphics can be checked. The papers often require amending after they have been assessed. If the alterations are minor, the Secretariat can carry them out on your behalf. Any major rewrites should be carried out by the author only.

TITLE

Paper Title - should be typed centrally, with the top of the characters 2.4 cm from the top of the page in 12 point **CAPITALS** and **BOLD** and must not be underlined.

NAME(S)

At 4 cm from the top of the page, type in centrally the name of the author(s), initials and surname only, in capitals and small letters using 10 point bold. For example J A Smith. Decorations, degrees and professional qualifications should NOT be included.

AFFILIATIONS & COUNTRY

At 5 cm from the top of the page, type in centrally the affiliation(s) and country of the authors using 10 point. **Do not include postal or e-mail addresses or telephone numbers.** In each case, the title, name(s), affiliations and country should be centred on the A4 page.

ABSTRACT

DO NOT WRITE AN ABSTRACT. IF YOU DO, IT WILL BE REMOVED.

MAIN TEXT

Start with the top of the letters 6.5 cm from top of page. The text should be typed in two columns, each column 8 cm wide with a gap of 1 cm between the two.

FIRST ORDER HEADING - 10pt bold caps

First order or main headings should commence at the left-hand margin of each column and should be in capitals and in bold. Except at the top of a new column, the first order heading should be preceded

by one line of space and followed by one line of space.

Second Order Headings - 10pt bold

Second order headings or subsidiary headings should be in capitals and small letters and in bold. They should begin at the left-hand margin of each column and be preceded by one line of space and followed by one line of space.

Third order headings. - 10pt bold

Third order headings or minor headings should be typed in capitals and small letters at the left-hand margin of each column and followed with a full stop. As with other headings they should be preceded with one line of spacing but the text should continue on the same line.

Indentation of text - Do not indent. The text should always start at the left-hand margin.

Symbols - The pdf version will be used to check that any symbols you use are correctly reproduced.

Equations - Number equations consecutively with Arabic numbers in brackets placed at the right hand margin of each column.

References – In the text, refer to a reference in square brackets [1].

Listing of references – A numerical list of the references should be given at the end of the paper typed in 10 point italic script.. The format is: Name of author(s), the title of the relevant paper, the abbreviated name of the journal, the volume number (underlined), followed by the page numbers and the year. For example:

1. *Smith, J, "Title of paper", Int. J. Control, 27, pp.117-119, (1980).*
2. *Jones, W, "Title of paper", Meas C Control 5, pp.101-105, (1998).*
3. *Schmit, W and Carlson, A, "Title of paper", Insucon Conference, Birmingham UK, pp.110-114, (2009)*

Other information

Do not add CVs or author photographs or lengthy acknowledgements.

INSUCON 2022 : ADDITIONAL INFORMATION

Units - All units should be according to the international system of units (SI) as quoted in ISO 1000.

Abbreviations - Abbreviations of words should be avoided, bearing in mind the linguistic difficulties of readers whose mother tongue is not English. For the same reason, words which are in common use but not normally found in a dictionary should be avoided.

Proprietary articles - Should not be mentioned by name, unless this is unavoidable. When comparing the products call them "Product A and Product B".

Abstract - **Do not start the paper with an abstract.**

Acknowledgements - Any acknowledgement must be made at the conclusion of the text.

Tables - Should be self-contained and numbered consecutively. It improves the layout if they appear at the top or bottom of a page.

Tables should be headed by the word Table in 10 point bold followed by the number and then by the title of the table in 10 point bold. If the title extends to more than one line, start the second line immediately underneath.

Each column should be clearly headed and incorporate the **appropriate symbols and units** in which the quantities are measured.

Figures - Each figure must have a caption beneath it, which should be typed in 10 point bold and must not be wider than the figure to which it refers. Colours used in figures will be reproduced.

Photographs - Colours will be reproduced.

Graphs - The x- and y-axes should be labelled with the following information in 10 point bold: Symbol, dash, description of symbol, and in parentheses, the units (if applicable). Colours used in graphs will be reproduced.

Size of figures, graphs and photographs

Try to conserve space. More than one illustration should fit on to a page. For example, 4 quarter page size illustrations may be fitted onto one page. If there is one small illustration left for the final page, please place this in the top left-hand

area. Tables and figures may only occupy one column width.

Standard of written English

The assessors will review the papers based upon the technical content. However, papers suffering from excessive spelling mistakes and poor English may be returned to the author because of the difficulty in assessing them. Authors whose mother tongue is not English may find it useful to have their paper proof checked by a native English-speaking colleague.

Please read through your paper and check for spelling mistakes. It is recommended that you use the spell-check facility on your word processor.

Do not add page numbers, headers and footers. The EIA Secretariat will add them when the Proceedings are compiled.

TITLE OF PAPER IN BOLD CAPS at 2.4 cm from top

A. N. Author* and B. N. Author at 4 cm from top**

***Affiliation and country for first author, Affiliation and country for second author at 5 cm from top**

FIRST ORDER HEADING at 6.5 cm from top

The text should follow after leaving a line space below the heading. The text should extend from the left margin.

This is a Second Order Heading

The text should follow after leaving a line space below the heading.

This is a third order heading. The text should follow without any line space.

TABLE 2 Analysis of contamination in samples

Sample Number	Concentration (ppm)		
	Fe	Al	Cu
Sample 1	22	73	133
Sample 2	14	87	435
Sample 3	6	67	354

Ref	Material	MDM (pC)	Ageing Time
1	Epoxy A	100	10 Seconds
2	Epoxy B	1200	5 minutes
3	Epoxy C	23000	20 hours

References

1. *Smith, A.V, "Discharge phenomena" IEE Proceedings, Vol. 6, No. 4, pp.137-148 (1998).*
3. *Schmit, W and Carlson, A, "Title of paper", Insucon Conference, Birmingham UK, pp*

The text on the following pages starts at 2.4 cm from the top.

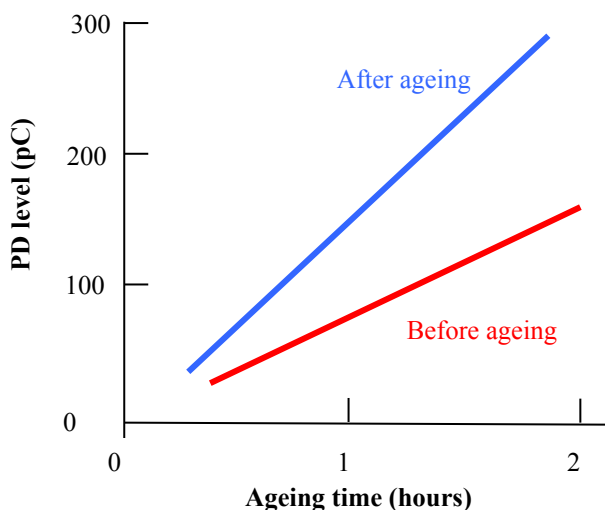


Figure 1 PD activity in PE as a function of time before and after ageing

TABLE 1 Measurements of partial discharge activity as a function of time