

**Please use Times New Roman bold size 14 for the heading.**

**Paper ID – 5 digits - example 10001**

**Full Name of Study Committee – example A2 Power transformers and reactors**

**Preferential Subject - example PS2 Power transformer digitalisations journey**

**IMPORTANT: synopsis ID should not be used anymore. See your Study Committee, Preferential Subject and full Paper ID in the notification of acceptance sent to your attention by email, or ask your National Committee.**

**Title of your Paper Times New Roman bold size 16-example**

**Thermal and electrical designs of transformers**

**Authorship: please complete the table below with each author's full details as indicated, adding/deleting columns if needed.**

**Use Times New Roman, bold, size 12**

<b>John DOE*</b>	<b>Jane DOE</b>	<b>John DOE</b>	<b>Jane DOE</b>
<b>Affiliation: Company,</b>	<b>Affiliation: Company,</b>	<b>Affiliation: Company,</b>	<b>Affiliation: Company,</b>
<b>Department, Faculty,</b>	<b>Department, Faculty,</b>	<b>Department, Faculty,</b>	<b>Department, Faculty,</b>
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**IMPORTANT: Delete Red Characters Before Sending your full Paper to Your National Committee.**

**SUMMARY Do not remove or shift the title**

**Times New Roman size 12.**

The summary should provide a thorough overview of the content of the paper to assist the readers. It should include the background and goal of the Paper; the main methods used and present the main results. It should be maximum **500 words**.

**KEYWORDS Do not remove or shift the title**

**3 to 10 keywords or phrases. Times New Roman size 12.**

Main text: 11 pages maximum after title page. Must start from this line, i.e., 1” (2, 5 cm) margin from the top (Times New Roman, size 12). Line Spacing 1.15. Use “Justified” paragraph alignment. Pages will be automatically numbered.  
See format below:

## **1 Introduction**

Start the main text here on a new page.

## **2 Heading-1**

Start the main text here.

### **2.1 Heading-2**

Start the main text here. Refer to Bibliography with the following numbering [1].

Refer to each Figure in the text before the Figure is presented in the paper. Figures are centred.



*Figure 1 - Explain the Figure in figure text*

#### **2.1.1 Heading-3**

## **3 Heading-1**

### **3.1 Heading-2**

Start the main text here.

List:

- Item 1.
  - Sub-level
- Item 2.
  - Sub-level

Refer to each Table in the text. Tables are centred.

*Table 1 - Explain the Table in table text*

text	text					
Text	...					
text	...					

Equations must be numbered, as illustrated below:

$$\dot{x} = f(x, v) \quad (1)$$

## BIBLIOGRAPHY

Type here the bibliography at the end of your text, according to this presentation (see sample references below). Times New Roman size 12.

For instance:

- [1] Working Group SC 22-12 CIGRE. "The thermal behaviour of overhead conductors Section 1 and 2 Mathematical model for evaluation of conductor temperature in the steady state and the application thereof" (Electra number 144 October 1992 pages 107-125)
- [2] T. Seppa "Fried Wire?" (Public Utilities Fortnightly, December 2003, pages 39-41)
- [3] Prospectiva del Sector Eléctrico 2002-2011. (Secretaría de Energía. Mexico, 2002).
- [4] Resolución sobre las Modificaciones a la Metodología para la Determinación de los Cargos por Servicio de Transmisión de Energía Eléctrica. (Diario Oficial de la Federación. Jueves 23 de Diciembre de 1999).

# **DELETE ALL THIS PART IN YOUR SUBMISSION**

## **INSTRUCTIONS FOR THE PRESENTATION OF PAPERS AT PARIS SESSION 2026**

This document gives general instructions to be followed for the preparation of Papers at CIGRE Sessions. We kindly ask you to read them carefully and comply with them so that publication of your Paper may be smoothly processed.

Further to these instructions, CIGRE will provide for each Session specific sample pages in both Word and PDF formats:

- title page with the Session header included,
- page 1 where the text starts,
- last page with a bibliography.

**Papers must strictly follow the official CIGRE template and the editing guidelines it contains.**

Authors are required to write their full Paper starting from this template, which will be circulate to their attention by Central Office and National Committees. It will be also available for downloading on the Session website <https://session.cigre.org/> - in the “Guides and Templates” section.

### **IMPORTANT POINTS:**

- ❖ **Papers will not be proof-read by the Central Office.**
- ❖ **Initial deadline to send full Papers of accepted synopses to National Committees is 12th January 2026, but National Committees may set up an earlier deadline if it better fits their timeline. We recommend that authors contact their National Committee for a confirmation.**
- ❖ **A PDF version of the full Paper that does not exceed 2 Mbytes should be provided by authors to their National Committees.**
- ❖ **After a first examination, reviewers may ask for an updated version.**
- ❖ **Authors are then expected to provide an updated version in WORD format with tracked changes and a clean PDF version to their National Committee.**
- ❖ **Final notification will be delivered to authors on 11<sup>th</sup> May 2026 after a peer review of Papers by a pool of experts constituted by Study Committees.**

## 1. GENERAL

### *1.1 Nature of Papers*

Papers presented at CIGRE Sessions and Symposia must be new, unpublished material and the contents strictly scientific or technical. Description of previous work should be limited to what is essential for understanding the current paper. Paper must demonstrate clearly the relevance to the preferential subject. No advertising is allowed and commercial names, such as manufacturer product names or commercial software are not allowed in the text, figures or tables. The names of companies, research institutes or universities can appear only in the affiliations of the authors. Authors must not use AI to create, rewrite, or summarize technical content or research findings.

### *1.2 Language used*

**Session Papers** must be in English. You may use British English or American English using the same English in the whole Paper for consistency. All papers must be reviewed for English language quality prior to submission. AI tools may only be used only for reviewing grammar, spelling, and style.

### *1.3 Length of Papers*

The recommended length for papers is **11 pages after the title page**, including figures and Bibliography. Acceptance of papers over this length will be at the discretion of the Study Committee Chair. Papers longer than 15 pages will be rejected.

### *1.4 File name, size and format*

The name of the file must follow the following convention:

**Paper number\_SC\_PSX\_Author family name\_Country**

Where:

- Paper number: is the ConfTool Full Paper number – 5 digits
- SC is the Study Committee the paper has been assigned to (e.g. A3)
- X is 1, 2 or 3,
- Country is two-letter country code (e.g. FR for France).
- The information is available in the notification of acceptance sent to your attention.

Example: 12045\_C4\_PS1\_DUPONT\_FR

## 2. STRUCTURE OF PAPERS

The papers should have a standardised format, explained below. Word styles of the template should be used.

To keep the standard layout of Session Papers, please do not remove headings “SUMMARY”, “KEYWORDS” and “BIBLIOGRAPHY”.

## ***2.1 Heading***

The heading comprises the Session header, the paper reference number, the title of the paper and the authors' identification.

## ***2.2 Summary***

The paper starts with an extensive summary, it should be maximum **500 words**, intended to provide readers with a thorough overview of the paper.

Summary and title give the first impression of a paper; hence great care should be taken in their formulation.

## ***2.3 Keywords***

A list of keywords follows the summary, as specified in **Appendix 1**. These keywords are intended for recording by documentation departments, follow right after the summary.

## ***2.5 Bibliography***

Included at the end of the paper, it gives the details of the references mentioned in the paper. See on the Full Paper template.

# **3. LAYOUT OF PAPERS**

## ***3.1 Main text.***

The main contents of the text should start a new page and include chapter numbering.

The main text must be in one Column, Font Times New Roman size 12 and Line Spacing 1.15.

The main headings must use the styles embedded in this template:

- 1 Heading 1: Font Times New Roman size 14
- 1.1 Heading 2: Font Times New Roman size 12
- 1.1.1 Heading 3: Font Times New Roman size 12

**In order to simplify and speed up the editing of the Papers, CIGRE kindly requests the authors to use ISO 21x29,7cm / DIN A4-format (final size) for the layout of their Papers**  
Please do not use other formats.

Pages other than the title page must be numbered at the bottom page (right hand side).

The use of the provided template ensures that the Paper is compliant with these requirements.

### **3.2 Bibliography**

An adequate bibliography must be provided, with proper references to previous work from different investigators. References should be mentioned following the order in which they appear in the text. Each reference should be set as follows:

- Reference number (in the text) in square brackets [ ]
- First name(s) or initial(s), name(s) of the author(s)
- Title of the article and in brackets the name of the publication, reference number, date, page (or first and last page numbers),

or

- Title of the Paper, and in brackets the name of the relevant Conference, date, reference number and page (or first and last page numbers)

or

- Title of the book, editor, year of publication and page (or first and last page numbers).
- Authors should not refer to internal company documents and more generally to unpublished

### **3.5 Figures and Images**

Figures and tables

Refer to each figure and table in the text before the table is presented in the paper. Figures and tables are centralized.

Figures and tables should be numbered. Figure numbers and captions should appear under each figure and be centralized. Table numbers and captions should appear above each table and be centralized.

Figures should be readable and include appropriate references if they are sourced from elsewhere. The authors are responsible to ensure that they have the right permissions to publish their figures and diagrams.

Figures and tables should be self-explanatory. The title, axes, parameters, abbreviations, etc., should all be in the figure or in the figure text. All comments relevant to the figures should appear in the caption. Typing characters must be carefully selected to ensure legibility.

Use good quality figures with sufficient resolution while keeping the size of the full paper pdf file of 2 MB.

Typing characters for tables should be chosen such as to be clearly legible and no smaller than 10pt.

Equations, symbols and units

Authors are asked to use the decimal metric system referred to as International System SI (explained in IEC publication No 60027 Technical international standards for letter symbols in 6 parts).

Authors should avoid giving mathematical developments. If these are necessary, they should be in an appendix.

Equations should be numbered. Write equations with equation editor. Equations are in the same role as words in the text and they should appear logically.

Define the symbols in your equation before the equation appears or immediately following or in a separate list of symbols. You can separate similar symbols for example with subscripts. Use symbols, not words or abbreviations in the equations. Use italic for variables and only for variables. Constants such as  $j$  for imaginary unit and some subscripts, are not italicized.

Appendix C gives recommendations for symbols and abbreviations.

## 5. PRESENTATION OF PAPERS

Authors of Session Papers present their work during interactive Poster Sessions, offering delegates the chance to engage directly with experts in their fields.

A specific guide and template will be made available to authors before the Session to prepare their presentation at the best.

## 6. COPYRIGHT

The Papers are copyrighted to protect the interests of CIGRE as well as their authors'. Authors who submit a paper for publication agree to assign to CIGRE the copyright in the paper, in accordance with the "copyright provisions" exposed in **Appendix 3**.

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Papers will be uploaded to a dedicated ConfTool© platform by National Committees who should then create their personal account for each Session.

Authors with no Cigre National Committee should send the PDF file of their paper directly to the Central Office.

**In this case, the naming of the PDF file must follow the convention mentioned page 2 – paragraph 1.4 *File name, size and format*:**

**Paper number\_SC\_PSX\_Author family name\_Country**

## 7. AVAILABILITY OF PAPERS

Session Papers will be available for downloading in June before the Session for registered delegates only through their personal account on CIGRE Registration Platform. They will be also available during the Session on the mobile application.

After the Session papers will be available on CIGRE online library [www.e-cigre.org](http://www.e-cigre.org)

The CIGRE Science & Engineering (CSE) journal will publish the best Papers selected from the Session.



## APPENDIX 1

### CHOICE OF THE KEYWORDS

#### *A.1. Number of keywords*

Authors have full latitude as regards choice and number of keywords. As an indication, 3 to 10 words or groups of words are usually sufficient to characterise a technical document.

#### *A.2. Choice of keywords*

1. Each keyword should correspond to a single and precise notion. Certain compound words or groups of words designating one sole notion will constitute keywords.

Examples: High Voltage - Reactive Power - Power Factor

On the other hand, many compound words which are in fact an association of two independent notions will have to appear as two separate keywords.

Examples:

Interconnection systems -> Interconnection - System

Anchor tower -> Anchor - Tower

2. Words, which do not convey precise information, such as: product, matter, agent, effect, process, device, phenomenon, etc... must not be used as keywords.

Examples: Breaking device -> Breaking

Corona effect -> Corona

However, with 'Switching Overvoltage' the keywords will be: 'Switching' and 'Overvoltage'.

3. For the purpose of indexation, wherever possible, the noun in the singular should be used, rather than the adjective.

Examples: Guyed tower -> Tower - Guy

Inhibited oil -> Oil - Inhibitor

4. A well-defined chemical substance is a single keyword.

Example: Sulphur Hexafluoride

However, chemical substance types should be coded with the help of independent keywords.

Example: Alkaline Chloride -> Chloride - Alkaline

#### *A.3. Final comments*

Keywords should always be written **in singular**, start with a capital letter, and a dash between each word.

Authors are advised to use as keywords the terms which appear in the IEC's International Electrotechnical Vocabulary (IEC Publication No 50).

## APPENDIX 2

### RECOMMENDATIONS ON THE SYMBOLS WHICH SHOULD BE USED TO REPRESENT UNITS

The SI symbols for units are typed with vertical characters, whatever the kind of characters used in the text. They are written in small letters, except when the name of the unit comes from a name, in which case the first letter of the symbol is a capital one.

Examples: metre: m    volt: V    hertz: Hz

The products of two units are expressed by combining their symbols with a full stop.

Example:    Newton metre: N.m

The symbols for single units can however be joined together without a full stop when there is no risk of confusion:

Examples:    Watt-hour: Wh                  Volt ampere: VA  
                  Kilovolt: kV                    Megavar: Mvar

Write:        HV or h.v.                          HVDC or h.v.d.c.  
                  AC or a.c.                        DC or d.c.

The quotient of two units is expressed by putting a stroke between their symbols or by using negative exponents, preferably when there are several symbols in the denominator.

Examples: metre per second: m/s or m.s<sup>-1</sup>  
metre per second squared: m/s<sup>2</sup> or m.s<sup>-2</sup>

The multiples and sub-multiples of SI units are linked to the basic units by standardised symbols

Examples:                  T for Tera (10<sup>12</sup>)                  k for kilo (10<sup>3</sup>)                  n for nano (10<sup>-9</sup>)

The prefix should not be separated from the name of the unit either by a space or any typographical sign.

Thus, one should write:

GW: 10 <sup>9</sup> watts	mA: 10 <sup>-3</sup> amperes
MHz: 10 <sup>6</sup> hertz	μF: 10 <sup>-6</sup> farads
kV: 10 <sup>3</sup> volts	ns: 10 <sup>-9</sup> seconds
cm: 10 <sup>-2</sup> metres	

Symbols are written without a full stop (except when the full stop is a punctuation mark at the end of a sentence which finishes with a symbol) and must not bear the indication that they are plural because 's' stands for 'second'.

Examples: 100 kilometres: 100 km

1 metre per second: 1 m/s

1 lumen second: 1 lm.s

Symbols with decimal figures should appear at the right of the whole number, which indicates the numerical value:

One should write: 24,5 m - 25,4°C

One should not write: 24 m,5 – 25°,4C nor °C25,4

Symbols for units should not be used after a number written out in full.

One should write:                      Five kilometres  
    5 kilometres  
    5 km

One should not write:                five km.

Generally speaking, it is not advisable to use a symbol for a unit in a text without it being associated with a numerical value written in figures.

One should write:                      'Length is expressed in metres'

One should not write:                'Length is expressed in m'

## **APPENDIX 3**

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