

Instructions for Preparing Your Final Manuscript

ABSTRACT

Correctly formatting your paper is critical. Please read all the instructions carefully. A document layout summary is provided on page 3.

INTRODUCTION

These are the instructions for authors for the Power System 2003 Conference: Distributed Generation and Advanced Metering.

FORMAT AND LAYOUT

GENERAL REQUIREMENTS

- **Language:** English (check carefully for correct grammar and spelling)
- **Maximum Length:** 6 pages.
- **Paper Size:** Letter (8.5" by 11" or 21.6 by 27.9 cm) Note: A4 electronics size will not be accepted.
- **Font:** Times New Roman (Arial or Helvetica may be used for Headings)
- **Line Spacing:** Single spaced, with a double line space between paragraphs and a 5-space paragraph indentation. Allow an extra half space above a line containing superscripts and/or below a line containing subscripts.
- **Margins:**
 - First Page - Top 1.25" (3.2 cm)
 - Bottom 0.75" (1.9 cm)
 - Right 0.75" (1.9 cm)
 - Left 0.75" (1.9 cm)
 - Subsequent Pages - Top, Bottom, Right, and Left - 0.75" (1.9 cm)
 - Column Spacing 0.5" (1.25 cm)
- **Justification:** Full

- **Headers and Footers:** None
- **Page Numbering:** None

SPECIFIC REQUIREMENTS

Your final manuscript should include:

- **Title:** 10 words maximum, 14 point type size, uppercase, bold, centered over two columns of body text.
- **Author Information:** Name, Affiliation and country, 10 point type size, uppercase for Name, upper and lower case for Address, normal or italic, centered under the title.
- **Paper:**
 - **Headings** - 12 point type size uppercase and lowercase bold, aligned with left margin.
 - **Text Size** - 10 point type size, upper and lower case
 - **Columns** - 2 columns, 0.50" space between columns
- **Abstract:** Maximum 200 words clearly outlining the contribution of your paper.
- **Keywords:** Maximum of 6 words.
- **Introduction:** Clearly explain the nature of the problem, previous work, purpose, and contribution of the paper.
- **Body of Paper:**
 - **Tables and Graphs** - type size 8 point minimum, line thickness minimum .013" or .30 mm, captions - upper and lower case, centered over 1 or 2 columns of body text.

- **Illustrations and Photographs**
 - halftones, type size 8 point minimum, captions - upper and lower case, centered over 1 or 2 columns of body text.
- **Diagrams and Images** - must be computer designed and submitted as embedded images in your document (postscript or MS Word format). Digitized photographs in 256 greyscale are recommended. Please do not submit color images: remove all color information from your originals.
- **Conclusion:** Should clearly indicate advantages, limitations and possible applications.
- **Reference:** Must be numbered in the order cited in the manuscript and indicated in the text by a number in square brackets (e.g., [1]). The correct format for references are:

- **Papers:** Author, paper, title, *journal name (in italics)*, volume and issue numbers, year, inclusive pages e.g.:

[1] T.C. Hsia, Simple robust schemes for space control of robot manipulators, *Int. J. of Robotics and Automation*, 9(4), 1994, 167-174.

- **Books:** Author, *title (in italics)*, (location of publisher, publisher, year) e.g.:

[2] M. Kayston and W.R. Fried, *Avionic Navigation Systems* (New York: John Wiley and Sons Inc., 1969).

- **Chapters in Books:** Chapter Author, Chapter Title, in Editor (Ed.), *title (in italics)* (location

of publisher, publisher, year) inclusive pages e.g.:

[3] P.O. Biship, Neurophysiology of binocular vision, in J. Housman (Ed.) *Handbook of Physiology*, 4 (New York: Springer-Verlag, 1970) 342-366.

- **Proceedings Papers:** Author, paper title, *proceedings title (in italics)*, City, Country, year, inclusive pages e.g.:

[4] W.J. Book, Modeling design and control of flexible manipulator arms: A tutorial review, *Proc. 29th IEEE Conf. On Design and Control*, San Francisco, USA, 1990, 500-506.

Submitting you Final Manuscript

DEADLINE FOR RECEIPT OF FINAL MANUSCRIPTS IS POSTED ON THE CONFERENCE WEBPAGE.

When submitting your final manuscript, please also submit your slides for your presentation, as this will expedite the creation of the conference CD, proceedings, and other materials.

In order for your final manuscript to be published, the following conditions must be satisfied:

1. Your paper must be registered and fully paid for by the deadline.
2. Your paper must be presented at the conference by the authors.

LETTER SIZE
(8.5" x 11" or 21.6 cm x 27.9 cm)
Page Layout Guidelines

FONTS

Body Text: Times New Roman
 Headings: Arial or Helvetica, or
 same as body text

MANUSCRIPT TITLE

Type size 14 point
 UPPERCASE
BOLD
 Centered under the title

AUTHOR INFORMATION

Type size 10 point
 UPPERCASE for name
 Upper and lower case for address
 Style normal or *italic*
 Centered under the title

HEADINGS

Type size 12 point
 Upper and Lower Case
 Style **BOLD** or **BOLD ITALIC**
 Alignment left

BODY TEXT

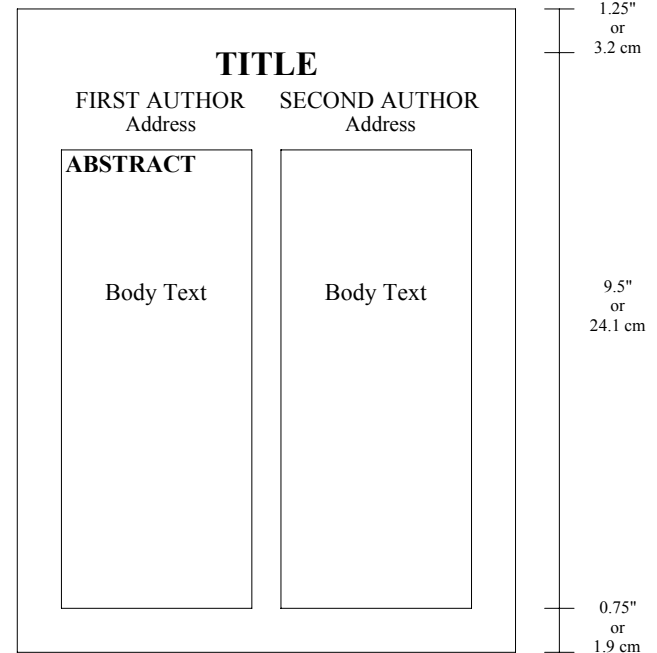
Type size 10 point
 Upper and lower case
 Style normal
 Alignment fully justified

**CHARTS, GRAPHS, ILLUSTRATIONS,
 PHOTOGRAPHS**

Type size 8 point minimum
 Upper and lower case Captions
 Style normal
 Centered over 1 or 2 columns of
 body text
 Line thickness minimum .013" or
 .30 mm
 Black-and-white line drawings,
 charts, and graphs
 Grayscale photographs

FIRST PAGE

0.75" or 1.9 cm	3.25" or 8.3 cm	0.50" or 1.2 cm	3.25" or 8.3 cm	0.75" or 1.9 cm
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------



FOLLOWING PAGES

0.75" or 1.9 cm	3.25" or 8.3 cm	0.50" or 1.2 cm	3.25" or 8.3 cm	0.75" or 1.9 cm
-----------------------	-----------------------	-----------------------	-----------------------	-----------------------

