

IEEE / PCIC STYLE OF PAPERS AND PAPER FORMAT (REV 0/2006)

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Abstract - This is an overview for preparing papers for the PCIC (Petroleum and Chemical Industry Committee) Technical Conference. It is intended to define the **required** format style for PCIC papers for publication in the PCIC Conference Record. In general this format also complies with the style requirements for IAS (Industry Applications Society) [1], and IEEE (Institute of Electrical and Electronic Engineers). Information regarding text style, margins, headings, abbreviations, figures, tables, etc. is included. Note that the layout, margins, and style of this paper follow the requirements described in this paper. Authors using MS Word may use this paper as a template for preparing their own papers by substituting their own text for the text of this paper.

Index Terms — PCIC Paper Format, Style requirements (Authors should insert key words for their papers here).

I. INTRODUCTION

In general, PCIC conference papers are created using PC word processing programs such as Microsoft Word or Word Perfect. This paper provides general overview for authors preparing papers on PCs. Papers must be formatted in the style described and shown in this document. Papers must be submitted in final form on clean, plain white letter size bond paper (8 1/2" X 11"). Papers and / or figures are not accepted on disk for publication. However, an electronic copy will be required for the paper evaluation process. Paper length, including appendix, should be 7 to 9 pages in length, when produced in the format described below.

II. STYLE FOR PCIC CONFERENCE PAPERS

A. Organization

A PCIC paper generally consists of nine major sections. These are as follows, and should *always* appear in this order: 1) title; 2) author information; 3) abstract; 4) index terms; 5) introduction; 6) body; 7) conclusion; 8) references; and 9) vita. This order should be altered only if the author chooses to use the following additional parts: 10) nomenclature (glossary of symbols); 11) acknowledgment; 12) appendices. The conclusion must *always* follow the body of the paper and the references must *always* be the *last* part of the paper. The vita is always at the very end of the document, following all other sections. The requirements of style and content for each of

these parts are discussed next. The order of discussion for the various possible parts of a paper should be as they appear in this paper. Items 1-9 are required for all papers. Items 10, 11, and 12 may be added if applicable to a particular paper.

1) *Title*: The title should indicate the subject of the paper as clearly and succinctly as possible. It is typed in bold all capital letters at the top and center of the paper on the first page.

2) *Author Information*: The name of each author should include a full first name and last name; use of middle names and/or initials is optional. Each author's IEEE membership grade (where applicable), should appear under his or her name. These parts of the author information should be typed in upper and lower case letters as shown. Finally each author's business affiliation and mailing address, complete with post office box number, zip code, country, and e-mail address, are required; this information should be typed below each author's name (and IEEE membership grade, where applicable) in upper and lower case letters. Do not include telephone information. The author has the option to place the email address for all of the paper's authors in the author's vita section rather than with the author information when paper spacing or email address length results in an undesirable presentation of the email address.

3) *Abstract*: The abstract is a very important part of the paper. It is used for library purposes and may appear by itself in an abstract journal and/or be stored in a database. Its contents will determine how and where those who compile the annual indexes of the literature reference it. It should therefore be written with extreme care.

The abstract is a concise, one-paragraph collection of statements that describes the most significant ideas, procedures, and/or results of the paper. It typically contains 125 - 200 words, but is never longer than necessary and never explores concepts beyond those actually described in the paper. A satisfactory abstract will briefly answer these questions. 1) What is the problem being discussed, and what is the scope of its treatment? 2) What is the author's unique approach or important contributions; and is it primary information, a review, or tutorial in nature? 3) What is the principal result or typical application?

The abstract does not serve as an introduction, nor does it contain acronyms, abbreviations, footnotes, tables, figures, or references. It is indented, then identified by the italicized word "Abstract," followed by a dash, which is immediately followed by the text of the abstract, as shown above. The writing style is confined to the passive voice; for example, instead of "We

measured the results of the test," the author should write: "The results of the test were measured."

4) *Index Terms*: Not more than 8 index terms should be on this line, under the Abstract, and on the same line as the heading 'index terms'. These should be selected to entice the data base searcher to look further into this paper. The index terms may be a mixture of phrase(s) and words, with each phrase and separate word separated from the others by a comma.

5) *Introduction*: The introduction prepares the reader for the body of the paper by giving historical and/or background information and by serving as a guide to the author's approach to, and organization of, the material. It should include the author's statement of the problem to be addressed in the paper. The introduction should not be a repetition of the abstract and, unlike the abstract, may be as long as is necessary.

The introduction will serve as the first major part of text, and is therefore the first section of the paper to be enumerated, when and if the author chooses to use an enumerated headings system (See Section B, "Style for Headings").

6) *Body*: The body of the paper contains the primary message of the paper in detail. Its purpose is to communicate information efficiently and effectively to the reader. Frequent guideposts are essential for non-specialists who want to understand the general nature and significance of the work, and even workers in the same field appreciate clear indications of the line of thought being followed. Therefore the body of the paper should be broken down into specialized sections that are identifiable by the use of an orderly headings system (see Section B).

In any breakdown of the body into several sections, the author's significant contribution should be the subject of the longest section; the supporting or peripheral material should be condensed in shorter sections. This gives proper emphasis to the main subject of the paper and yields a high information density in the overall structure.

Some of the sections into which the body may be broken down include:

- a) *Analysis*. Present any theoretical mathematical analysis of the problem you are covering.
- b) *Description*. Describe any apparatus or equipment which is the topic of the paper, or which is used in experimental work covered by the paper. Describe experimental procedures.
- c) *Experimental data*. Present the data collected in the experimental phase of your work, or at least so much as is necessary to demonstrate the conclusions reached.
- d) *Data analysis*. Analyze the data to demonstrate the validity of your conclusions.

Major sections such as these would ordinarily have a PRIMARY HEADING. The word "BODY" should not be used as a heading.

7) *Conclusion*: The conclusion should be a clearly stated finish to the paper and should cover the following issues. What is shown by this work and what is its significance? What are the limitations and advantages of the information? Where applicable, the following points should also be included: applications of the results and recommendations for further work.

8) *Nomenclature*: The nomenclature consists of the symbols and meanings of those symbols used in the paper. The symbols are indented from the left margin; separated from their definitions by space only with the first letter of the definition capitalized and the remainder lower case. Each definition is ended with a period; and no articles (introductory words such as "the" or "a") precede the definition. An example follows.

NOMENCLATURE

E_i	Initial energy (J).
M_0	Initial drop mass (kg).
M_2	Sibling mass (kg).
M_1	Residual drop mass (kg).

9) *Appendices*: Mathematical details that are ancillary to the main discussion of the paper, such as many derivations and proofs are among the items to be placed in the appendices. Other items that bear on or support the topic as developed by the author may also be included in the appendices.

10) *Acknowledgement*: If the paper deals with prior work by other author(s), and/or others have made important contributions to the paper, this fact should be clearly stated in the acknowledgement section. If contributions by others are a substantial portion of the paper, consideration should be given to their inclusion as coauthors.

Acknowledgement of financial support (e.g., grants or government contracts) should appear as a footnote to the title or to the introduction of the paper. However, in no case should it appear in the abstract. Any financial support by a company or trade association, except for the authors' employers, must be acknowledged. Footnotes should be avoided as far as possible by integrating the information into the text.

11) *References*: Reference information must be complete. Reference should be made to any prior publications on the subject by either the authors or others. Any excerpt, quotation, figure, or table taken from another publication must be referenced. Use of others' work without reference may be considered plagiarism and can lead to expense and embarrassment for both the authors and PCIC. Titles of papers must be given, as well as beginning and ending page numbers, where appropriate. Normally, references should be commonly available publications.

Prior publications not specifically referred to in the text are not considered to be references. Authors of a paper that is a survey of its subject may want to include additional prior publications in a Bibliography following the references.

12) *Vita*: The vita (a short biographical or autobiographical account) should provide background information about the author(s) and would typically include degrees received, granting institution and year granted, current employment and other activities items related to the paper such as previous papers, activities within IEEE and other standards organizations, licenses and similar information. The biography should be limited to about 75-100 words per author. The biography should not include a photograph.

B. Style for Headings

An organized headings system serves to divide the body of the paper into clearly marked sections that help the reader locate areas and items of the paper that interest him or her.

They also help the author to develop his or her topic in an orderly manner, with the focus of each division of the paper indicated by its heading. The following will describe and give examples of the proper style for headings.

1) Primary Heading: A primary heading is separated from the text that follows by one full line of space, is centered above that text, and is all capital letters. When enumerated (author's option), the primary heading is assigned a roman numeral followed by a period. Note: Once an author begins enumeration of the headings, he or she must continue the enumerated headings style throughout his or her paper (in the manner described in this section). An example of a primary heading follows.

I. PRIMARY HEADING

2) Secondary Heading: A secondary heading is separated from the text that follows by one line of space. It is flush with the left margin, with initial letters of all words capitalized; the rest are lower case. Enumeration of the secondary heading is in capital letters followed by a period. The entire secondary heading is underlined or italicized. An example of a secondary heading follows.

A. Secondary Heading: An Example

3) Tertiary Heading: A tertiary heading is the same as a secondary heading, except that the heading is not separated from the text; it is joined to it by a colon. The tertiary heading is enumerated using Arabic numerals and a closing parenthesis. It is indented once and underlined or italicized. An example follows.

1) *Tertiary Heading:* This is an example.

4) Quaternary Heading: A quaternary heading is styled the same as a tertiary heading, except for the following. It is indented twice; only the first word of the heading is capitalized; and it is enumerated using lower case letters followed by a closing parenthesis. An example follows.

a) *Quaternary heading:* This is an example.

C. Style for Figure and Tables

The following are the criteria the author should use in preparing figures and tables for a PCIC technical paper.

1. Page space is costly. All unessential figures and tables should be eliminated. The author should combine the information of different tables and/or figures whenever and wherever it is practical and possible. However, do not clutter or crowd the figure or table so that the information is not understandable.
2. All figures and tables should be numbered consecutively and should be mentioned in the text in the order of their appearance.
3. Figure captions should be centered neatly below their respective figures. Both in the text of the paper and in the caption, the figure should be identified by an Arabic numeral and the word "figure" abbreviated. For example:

Fig. 1 (plural is "Figs."). Parts of the figure should always be labeled and referred to using lowercase letters enclosed in parentheses. For example, in text: Fig. 2(a); in captions: Fig. 2. (leave a space here) (a) Measurement for phase-controlled rectifier.

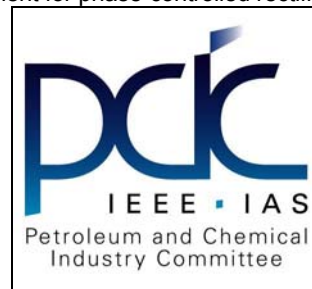


Fig. 1 PCIC Logo

4. Table captions are bilevel in nature and are centered above the double lines used to separate the caption from the body of the table. The top line of the caption should be in all capital letters and should identify only the number of the table using a Roman numeral. For example: TABLE I. The lines of the second caption should be centered below the top caption in all capital letters. This second caption should describe briefly the information of the table. For example: TYPE SIZES FOR CAMERA-READY PAPERS.

Note: Both figure and table captions should use as few words as possible.

Tables are typically inserted into the text of the paper, as long as they are simple and brief. Longer, bigger, or more complicated tables may be separated from the text. **Table I** is an example of a table that also provides information on the size of fonts for PCIC PC (personal computer) generated papers.

Type size (pts.)	Appearance		
	Regular	Bold	Italic
8	Table captions, ^a table superscripts		
9	Section titles, ^a references, tables, table names, ^a first letters in table captions, ^a figure captions, footnotes, text subscripts and superscripts		Reference publication name
9	main text, Authors' affiliations, equations, first letters in section titles	Abstract	Subheadings
10	Authors' names		
14	Paper title ^a		

^aUppercase.

5. All lettering used on or in figures and tables should be large enough to be visible, especially in formats resulting in a final, reduced size. This final size should never be less than 3/64 in (1.2 mm) high.
6. The size of the lettering used for figures and tables should be kept uniform throughout the paper. Hand

lettering should not be used. All figures, both line art and photographs, should be inserted in the paper electronically. However, the author should be sure to preserve the original electronic file for possible future use.

7. The PCIC conference record is printed in black and white, so all figures, both line art and photographs, must be suitable for black and white reproduction. No figure should depend on color to convey its meaning. If the paper's electronic file includes figures using color, the author should print the file in black and white and verify that these figures can be understood by the reader without color being present.
8. Digital photographs may be inserted directly into the electronic text of the paper. Glossy prints of conventional film photographs may be scanned and the files created by scanning inserted in the paper. Do not attempt to use scanned images of previously published photographs that have already been screened, as these do not produce images of acceptable quality.
9. Figures should never exceed 6 ½ X 9 in (16.5 X 22.9 cm), to fit on an 8 ½ X 11 in (21.6 X 27.9 cm) page with 1 in (2.54 cm) margins on all 4 sides.
10. Graph-type figures should show only the major coordinate lines; and the author should use short "ticks" that extend but a short distance from the axes, for convenience in reading intermediate values. Two or more simple graphs having the same scale often may be combined to save space and increase effectiveness.

D. Style for Mathematical Notations and Equations

Handwritten letters and symbols should not be used. All equations should be created using the equation editor furnished with the word processing program used for the manuscript, or other equation editing software. To prevent errors by readers, subscripts, superscripts, Greek letters, and other symbols should be identified very clearly, with explanations included wherever ambiguity may arise. The following are examples of terms that often are confusing.

1. Capital and lower-case letters, when used as symbols.
2. Zero and the letter "o".
3. The small letter "l," the numeral one, and the prime sign.
4. The letters "k" and kappa; "u" and mu; "v" and nu; and "n" and eta.

Vectors and matrices should be in boldface type, if available to the author. Symbols, markings, and/or lines (except underlining) below letters should be avoided. A new symbol for a complicated expression that will be repeated often should be introduced in the text. Care should be taken in the use of solid (slants), vertical bars, radical signs, parentheses, and brackets to avoid ambiguities in equations. The author should adhere to the conventional order of brackets: {{{ }}.

When fractions are typed on one line, ambiguities often arise. For example, 1/2 r may mean 1/(2r) or (1/2)r. The author should use the devices at his or her disposal to ensure that the meaning is not misconstrued.

To facilitate the reading of numbers and to eliminate confusion arising from different uses of the comma and the

period in different countries, IEEE editorial practice is to separate numbers consisting of more than four digits with a space. Such numbers are separated by the space into groups of three, counting from the decimal sign to either the left or the right. Examples are as follows.

12 3517465 9.216 492

If the magnitude of the number is less than unity, the decimal sign should be preceded by a zero; for example: 0.102.

Where more than one equation is displayed in the paper, the author should be consistent in his or her style for fractions: either built up or broken down. Equations should be separated from the text with a line of space above and below, and numbered consecutively. The numbers should be enclosed in parentheses and flush with the right margin. In text, equations should be referred to only by their number in parentheses. The word "equation" precedes the number in parentheses only when used at the beginning of a sentence; for example: "Equation (23) enables us to write (17) in the form..."

Samples of typical equations with concluding text are as follows.

$$\alpha_1 + u_1 + \omega t_{\text{off}} > \alpha_2 + \frac{\pi}{3} \quad (1)$$

$$\alpha_2 + u_2 + \frac{\pi}{3} + \omega t_{\text{off}} > \alpha_1 \quad (2)$$

where

α_i	firing angle of upper and lower thyristor group $i = 1, 2$;
u_i	commutation overlap angle of upper and lower thyristor group $i = 1, 2$;
t_{off}	thyristor turn-off time.

E. Style for Units and Abbreviations

The use of the International System of Units (SI units) is required for use in IEEE publications because of its international readership and inherent convenience in many fields. This system includes as a subsystem the MKSA units, which are based on the meter, kilogram, second, and ampere. However, this practice may be impractical for certain industrial specifications, such as those giving drill sizes or power ratings of motors. In such cases, use of conventional units is acceptable.

All units should be abbreviated when they appear with numerals; for example: 480 V or 18 ft. Units are written out only in such cases as "... the distance in inches is measured from..."

The unit of frequency used in IEEE publications is the "hertz" rather than "cycles per second."

The use of abbreviations, other than for units, is optional. Authors should avoid abbreviations that are not generally accepted. All abbreviations and acronyms must be defined where first mentioned. Abbreviations and symbols used on illustrations should conform to those used in the text.

F. Word Usage

It is most important that the paper be correct, concise, and clear. Attention to grammar fosters clarity. Here are some suggestions on usage.

1. Write in complete sentences.
2. Avoid jargon. Introduce new terminology only when it is indispensable.
3. Do not write one-sentence paragraphs. In revising, combine any series of very short paragraphs where possible.
4. Do not use slang or contractions. Avoid expressions that are used only in familiar speech.
No: "Taking a time interval, say, $t = t_2 - t_1$, in which the quantity...".
Yes: "Taking a time interval, for example, $t = t_2 - t_1$, in which the quantity...".
5. Write in third person, not first or second person.
6. Avoid overuse of italics and overuse of quotation marks around single words.
7. Capitalize adjectives and nouns derived from proper names, except in the case of units of measures, which are lower case. For example: "Gaussian noise"; "Cartesian coordinates"; "The Hamiltonian of the system is ..."; "The inductance is in henrys."
8. Abbreviations and acronyms should be defined where first used, even those considered by the author to be commonly used and understood. The full text should be spelled out, followed by the abbreviation or acronym in parentheses.

G. Typing

The typeface should be sans serif 9 point (e.g. Arial, Univers, Swiss or Helvetica). Arial is the preferred font. (This document was produced using Microsoft Word® with typeface Arial). The paper should be prepared in double column format. The left and right margins should be 0.70 inch (18mm), the column width is 3.45 inches (88mm) and the column spacing at 0.20 inch (5mm). Justification should be both left and right sides. The top and bottom margins should be 1 inch (25mm) each (If you are using A4 paper, set the right margin to 12 mm and the bottom margin to 43mm). Paragraphs should be indented about .14 inches (3.5mm) and spaces should not be left between paragraphs. Two spaces should follow a period.

Printer quality must be very good (e.g. 300 dpi minimum) because the conference record is created by photographing the final copy. Documents must be reproduced from laser printers or printers of equal clarity. Print on one side only.

Center the title on the page so as to run across the upper portions of both columns as illustrated above. The title of the paper is typed in upper case letters only, bold, typeface size 14 point, and spaced 1" below the top of the page. As a general rule, the title should fit on one line. If the title exceeds this length, the author should seriously consider shortening the title.

There should be one (1) 10 point blank line below the title. This blank line should be followed by the words "Copyright Material IEEE" in 10 point font as shown above. The Next line should have the words " Paper No. PCIC-". The Publications Chair will assign the paper number after authors have submitted their final drafts.

The name(s) of the author(s) should be one (1) 10 point space below the paper number line. The lead author should be listed first and the other authors in alphabetical order, left justified and listed in column format as illustrated above. The name information should be typeface size 10 point. There should be two (2) 10 point blank lines below the author(s) information.

Primary headings are centered in the column. Use upper case letters. The typeface is bold size 10 point. All other headings typeface is 9 point.

Page numbers should be included on both draft and final copies. These should be 9 point font and should be centered at the bottom of the page.

III. COMMERCIALISM

From the beginning of PCIC, it has been revered as a technical conference free from commercialism. To assure that the PCIC remains free from commercialism, a policy regarding commercialism was developed and is enforced.

In summary, the technical papers and the oral presentations will be free from commercialism by all authors whether affiliated with manufacturers, users, contractors, or non-profit institutions such as universities, governmental organizations, or learned societies. It is acceptable to present valid technical data. It is not acceptable to show company logos, use company names, use trade names, use trademarks, use facility names, or use facility locations. Since the initiation of electronic presentations only, all authors need to review, not only their presentations, but their screen savers to assure a commercialism free presentation. Please refer to "**ATTACHMENT A**" for the complete "PCIC Policy on Freedom From Commercialism in PCIC Conference Technical Papers." This is also available on the PCIC website, Information for Authors at <http://www.ieee-pcic.org/Author Guides/authors.htm>

IV. CONCLUSIONS

This paper describes the basic format and style for PCIC papers. For additional information, contact the chair of the technical subcommittee for which your paper is being prepared.

V. ACKNOWLEDGEMENTS

It is common practice when writing technical papers to acknowledge people who have contributed to the paper, but are not authors. It is acceptable to specifically name an individual and company affiliation for those who have provided significant contributions to the paper and in general note their contribution. It is not acceptable to thank companies, or promote any product.

VII. REFERENCES

List and number all bibliographical references at the end of the paper. All references should be numbered consecutively in the document. When referring to them in the text, type the corresponding reference number in square brackets as was shown for reference [1] above in the abstract.

In the reference list, the number should be listed left justified with brackets. The reference title and publisher information

should be indented as shown below. Examples are given for pamphlets [1], transaction papers [2], standards [3], conference records [4], books [5], and National Electrical Code [6].

- [1] IEEE, January 1997, *IEEE Industry Applications Society Author's Guide and Guide to Procedures for Processing Technical Papers for use in IAS Conferences and Transactions, and for the IEEE Industry Applications Magazine*, Piscataway, NJ: IEEE.
- [2] D. S. Baker, "Generator Backup Overcurrent Protection," *IEEE Transactions on Industry Applications*, vol IA-18, pp 632-640, Nov/Dec 1982.
- [3] ANSI/IEEE C37.102-1990, *IEEE Guide for AC Generator Protection*, New York, NY: IEEE.
- [4] J. S. Dudor and L. K. Padden, "Protective Relaying on Medium and High Voltage Systems, Some Lessons To Be Learned," in *IEEE PCIC Conference Record*, 1994, pp 53-61.
- [5] J. L. Blackburn, *Applied Protective Relaying, Principles and Applications*, New York, NY: Marcel Dekker, Inc. 1987.
- [6] NFPA 70, 1996 *National Electrical Code*, Quincy, MA: NFPA.

VIII. APPENDIX

If the paper has an appendix, it should start on a separate page following the eight major parts of the paper as described in Section II A. The Appendices should be lettered A, B, C, etc. The words "Appendix A" should be typeface size 12 point, bold, and centered. The title of the Appendix should be below the "Appendix A" with a line between them. The title should be typeface size 12 point, bold, and centered.

The text, headings, subheadings, figures, and tables should follow the same format as the paper. Figures should be numbered A-1, A-2, A-3, etc. Tables should be numbered A-I, A-II, A-III, etc.

H. VITA

This section provides a short biographical or autobiographical account of the author(s). An example would be: John Smith graduated from State University in 1995 with a BSEE degree. He has been a design engineer for the Ace Engineering Company of Houston TX since 1996. He is a member of the IEEE 1234 subcommittee, an author of two previous PCIC papers. He is a member of the PCIC Standards subcommittee and a registered professional engineer in the states of Texas and Kansas.

The author has the option to place the email address for all of the paper's authors in the author's vita section rather than with the author information when paper spacing or email address length results in an undesirable presentation of the email address.

ATTACHMENT A

PCIC POLICY ON FREEDOM FROM COMMERCIALISM IN PCIC CONFERENCE TECHNICAL PAPERS

INTRODUCTION:

Freedom from commercialism is a requirement for ALL papers and oral presentations regardless of the affiliation of the author or authors (manufacturer, consultant, user, university, governmental organization, etc.).

From its beginning in 1954, the IEEE PCIC Conference has been a technical conference free of commercial displays and other forms of commercialism common to conferences that are in essence "trade shows". Pursuant to this concept, this ***PCIC Policy on Freedom From Commercialism in PCIC Technical Papers*** augments the IEEE IAS "**Author's Guide and Guide to Procedures for Processing Technical Papers for use in IAS Conferences and Transactions, and for the IEEE Industry Applications Magazine**". The intent is to give you and your employer due recognition within the constraints of maintaining a high level of professionalism in writing the technical paper and during its presentation at the conference.

The audience you will be addressing is technically oriented, and sophisticated to the point where authors do not need to resort to displays of commercialism in order to gain recognition for themselves or their employer.

PCIC POLICY STATEMENT:

The PCIC presents a technical conference for the exchange of electrical applications technology related to the petroleum and chemical industry. There shall be no commercial content in the written paper, in the oral presentation, in the slides and photos associated with the oral presentation, or in the question and answer session following the oral presentation.

NON-COMPLIANCE PENALTY:

Authors are encouraged to keep this policy in mind as they write their papers. Failure to adhere to these guidelines will disqualify a paper from presentation or from further consideration for awards. Flagrant and repeated violations may preclude a company from presenting papers at future PCIC Conferences.

The PCIC Advisory and Awards (A&A) Subcommittee will review all incidents, will notify the parties involved of the infractions and resulting consequences, and will address any infraction appeals. Any appeal of an incident shall be submitted in writing to the PCIC Chair.

EXAMPLES:

Following are examples of what the PCIC considers "UNACCEPTABLE", and "ACCEPTABLE" with regard to commercialism. These examples apply to all authors whether they are affiliated with manufacturers, users, or contractors.

UNACCEPTABLE:

- Company logos on slides, photos, or screensavers. This includes logos in the background of slide templates for electronic presentations.
- Text or verbal statements that include specific product or company references.
- Photos or slides that clearly identify the author's company affiliation, or the company that supplied a product or service.
- Photos or slides of equipment where the company name or logo is clearly visible and identifiable.
- Text or verbal statements that go beyond the direct technical data that is needed for understanding and are actually commercial statements.
- To respond to a floor question pertaining to commercial aspects of a design or product. It is acceptable to refuse to answer a question by explaining that it is commercial in nature and must be discussed outside the presentation.
- Direct reference to a company's name in the paper or during the presentation.
- Direct quotes (from references) that make commercial statements.
- Mention of a company's postal or Internet (Web Site) address anywhere in the paper, including the Reference Section.

ACCEPTABLE:

- Author's complete name, business affiliation, complete mailing address, and IEEE membership grade on the Title Page or on the Introductory Slide.
- Author's use of valid technical data to support a product short of specifically using a company's trade name, specific names or locations of facilities, etc.
- Photos or slides of a product installed in a "real world" application, directly related to an understanding of the paper, that do NOT intentionally identify the company who supplied the product.
- To refuse to discuss commercial aspects of the topic during the question and answer session. The presenter should advise the person asking the question that it cannot be answered due to its commercial nature.
- Product and organization names that have no commercial significance to the presentation other than to convey information necessary for a more complete understanding by the audience. e.g. IBM compatible PC, Microsoft Excel software, Internet, OSHA.
- Non-technical trademark names that have become so common over time that they are often used as generic names. e.g. vice-grips, scotch-tape, Teflon, neoprene.
- Direct and specific reference to IEEE, NFPA, NEC, API, NEMA, UL, FM, CSA, IEC, or any other nationally or internationally recognized consensus standards organization.
- Slides or photos that have masked unacceptable trademarks or logos for presentation. Note that the quality of the slides influences the evaluation of the oral presentation. Authors should attempt to mask unacceptable logos and names prior to taking photos. When this cannot be done, the author must consider other means to alter or touch up the photos prior to presentation.
- Affiliation(s) of person(s) mentioned in the Acknowledgment Section (if included). The affiliated company or institution's name only should appear in parenthesis beside the acknowledged persons name - e.g., J. Q. Engineer (XYS Company) - if affiliate is recognized at all.

If there are any questions, contact the appropriate PCIC Technical Subcommittee Chair, prior to presentation, for counsel. There are no acceptable reasons for being out of compliance with these requirements.

ATTACHMENT B

PCIC Information for Authors

The PCIC is a technical conference with an established tradition of highly respected technical presentations. It is an honor to be selected to author a paper and present it before a qualified group of Electrical Engineers. You as the author should put forth your best effort to write an outstanding paper and make an effective presentation.

All papers will be prepared and compiled into a single volume "Conference Record" by the local Conference Committee. To accomplish this, the authors must adhere to the following time schedule:

November 30 Current Year	Send first draft to your Subcommittee Chair. Send final title and authors along with current addresses and telephone numbers.
February 1 Next Year	Send original of the completed copyright form to Quent Reynolds (address below).
May 1 Next Year	Send 2 hard-copies and an electronic file, on disk or CD, of original manuscript to PCIC Publications Collection Point at address noted below. Electronic file and hard-copies must be in sent in one envelope. Do not send as an email attachment. Electronic file should be in "Word" doc format. If possible, author should also submit the file in "Adobe" pdf format.

Failure to meet the required time schedule may result in your paper's being removed from the conference program.

Larry Anderson for Quent Reynolds
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The requirement for an electronic copy to be sent to Mr. Reynolds was added in 2002. The PCIC has begun producing a CD-ROM of the Conference Program and the electronic copy is required for this purpose.

In addition, you must send a copy of your manuscript to your Subcommittee Chair. Your cooperation in meeting the required dates will be very much appreciated. If you must withdraw, please advise your Subcommittee Chair immediately, preferably by telephone.

The preprinting of papers will be done by the "photo-offset" method; therefore, please adhere to *the IEEE/PCIC Style of Papers and Paper Format* in order to create a more uniform looking conference record.

The IEEE Copyright Form must be signed and returned to Quent Reynolds by February 1. The form has been accepted by all of the major companies. If the form is new and you feel you must submit it through channels in your company for approval, do so promptly so that any potential difficulties can be

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To fulfill IEEE's requirements, it is necessary on co-authored papers for only one author to sign. If paper is co-authored by a U.S. Government employee, the form must be signed by the non-Government employee.

Presentation

Since 1998, PCIC has provided facilities for the projection of PC generated slide presentations. The presentations are typically generated on commercially available programs such as Microsoft PowerPoint. The author has the option of using any software for the creation of the presentation. Authors using this method of presentation are required to provide their own laptop PC. A 120 VAC power supply is provided. The LCD projection system will be connected to the video output of the author's PC. The author's laptop computer should be set for 1024 X 768 pixel output resolution. PC Audio outputs are not allowed nor connections provided for. Authors are encouraged to provide an external mouse or other pointing device to aid in slide advancement and pointing. Authors are also encouraged to arrange for a backup PC and backup presentation in case the primary PC should fail. Authors are strongly encouraged to check their PC with the LCD projection equipment in the Author's screening room to assure compatibility prior to the presentation. Note that absolutely no commercialism is allowed in the presentation. This includes but is not limited to trademarks, logos, copyright names, and logos or names in photographs. Any commercialism will result in immediate disqualification from any prize paper awards, advancement of the paper to Transactions or the IAS Magazine, and may impact the author or author's company participation in future paper presentations. Please review Attachment A for additional guidance. If you have any questions, please contact the Subcommittee Chair prior to the conference.

Overhead projectors are not to be used! They detract from the presentation and will not be available at the conference.

On the day of the paper presentation, **all authors are required to attend the complimentary Authors Breakfast** — check the program for time and location. At this time any last-minute details, requirements, or questions may be handled prior to the opening of the day's session.

When you present your paper at the conference, do not read it word-for-word. Instead, present the highlights and pertinent items in your own words in 30 to 40 minutes, thereby allowing adequate time for comments from the floor and your discussion of these remarks.

Your paper should not be published in any medium prior to or following the conference. Every effort will be made by the Papers Review Committee to review your paper promptly.

Your paper should not be released to other media until you are notified that you may do so.

Commercialism, in any form, is not allowed. The format for the PCIC meeting is technical, and as such has no provision for a commercial point of view. Company names, logos, trademarks, etc., are not allowed in the text nor in any slides that may be used but not published. Review "**ATTACHMENT A**" for additional guidance.

Slides can add to a presentation if they are easily read and are not "busy". Colors add to the impact of a slide and should be used to highlight specific points. Duplicate slides should be used if possible, rather than backtracking to make a point. Flipping slides back and forth detracts from audience attention.

Finally, a screening room is available to check the sequence of your slides.

In keeping with past policy, authors are expected to pay the Registration Fee.

It has been the practice of PCIC to minimize multiple papers from one author at a PCIC Conference. If an author is involved with more than one paper, he or she should be the lead author for just one paper and a co-author of the other paper. The desire is to be reliant on an author for just one paper. If for some reason the author is unable to complete the paper or attend the conference, the impact on the program will be minimal.