	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 1 / 2</i>

Name and surname of the Author 1*
Name of the Company/Institution
E-mail of the Author 1

Name and surname of the Author 2
Name of the Company/Institution
E-mail of the Author 2

Name and surname of the Author 3
Name of the Company/Institution
E-mail of the Author 3

Name and surname of the Author 4
Name of the Company/Institution
E-mail of the Author 3

INSTRUCTIONS ON THE PREPARATION OF THE PAPER (size: 12)

SUMMARY (size: 11)

The purpose of this instruction is to have the authors write their papers in a standardized and unified manner with all necessary titles, including summary, keywords, introduction of the paper, elaboration of the topic of the paper, presentation of figures, tables with results, then conclusions, references and other relevant details.

For all the Conference papers, the content of the paper should not exceed 15 rows or 300 words. Attention should be paid to the formulation of the paper title and to the paper summary since readers will get their first impression on the paper from these two items.

All papers should be unified, so special attention should be paid to the size of the page, the distance between the title and sub-title, the width and height of the text on the page, and other technical details. **Use these instructions as a basis for your paper.**

Keywords: keyword1; keyword2; keyword3; . . . keyword10.

INSTRUCTIONS TO THE AUTHORS

PËRMBLEDHJA (size: 11)


Qëllimi i këtij udhëzimi është që të gjithë autorët e punimeve të shkruajnë punimin e tyre të standardizuar dhe në mënyrë të unifikuar, me të gjithë titujt e nevojshëm, duke përfshi: përmbledhjen, fjalët kyçe, hyrjen e punimit, elaborimin dhe shtjellimin e temës së punimit, paraqitjen e figurave, tabelave me rezultate, pastaj përfundimin, literaturën e përdorur si dhe detaje të tjera relevante.

Për të gjitha punimet e Konferencës, përmbajtja e punimit nuk duhet të tejkalojë 15 rreshta apo 300 fjalë. Vëmendje duhet t'i kushtohet formulimit të titullit të punimit dhe përmbledhjes së punimit, pasi që lexuesit nga ato do të formojnë përshtypjen e tyre të parë për punimin.

Të gjitha punimet duhet të jenë të unifikuara, prandaj vëmendje e posaçme duhet t'i kushtohet, madhësisë së faqes, distancës midis titullit dhe nëntitullit, gjerësisë dhe lartësisë së tekstit në faqe, dhe detajeve të tjera teknike. **Përdorni këtë Udhëzues si bazë për punimin tuaj.**

Fjalët kyçe: fjala kyçe1; fjala kyçe2; fjala kyçe3; . . . fjala kyçe10.

* E-mail Address of the author 1

	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 2 / 2</i>

1. GENERAL INSTRUCTIONS (style: Heading 1, size: 11)

1.1 Nature of work (style: Heading 2, size: 11)

The text of the paper should be prepared in Microsoft Word format (*.docx)

The contents of the NC CIGRE KO Conference paper should be unpublished material at various scientific or professional conferences, nationally and internationally, and without ads. In this regard, it is not allowed to mention the names of the producers within the text, on tables or figures. The names of companies, institutions or universities can be found/placed only at the top of the first page (front page) of the paper, under the author's name.

NC CIGRE KO will undertake to format the final version of the paper. However, authors will be required to follow these instructions and use the criteria set. The reviewers, through the Secretary and the Organizing Council, will require from the authors to reformat and resubmit the paper if the content of it does not comply significantly with this model, for example, poor quality images or drawings that cannot be reproduced clearly during the printing process, etc..

1.2 Language of the Paper

Papers can be compiled in Albanian or English language.

1.3 Length of the Paper

The length of the paper is recommended to be up to 8 pages, while the maximum length of the paper, including the title and content in both languages, should not be larger than 10 pages.

NC CIGRE KO has the right to return the paper and to require from the authors to reduce the number of pages if the recommended number of pages is exceeded considerably.

1.3.1 Format of the Paper (style: Heading 3, size 11)

The format of the paper should be of dimensions 21.0cm x 29.7cm (A4).


It is required that the paper be arranged/adjusted and standardized. The font size of the text is required to be 11 unless otherwise specified.

The “Times New Roman” font should be used for the text of the paper. The “Symbol” font should be used for the Greek letters/alphabet.

2. TECHNICAL PREPARATION OF THE PAPER

2.1 Structure of the Paper

The structure of the paper should include the following: name and surname of each author, the title of the company or institution where they work, and their e-mails. Title of the paper, summary (up to 15 rows), keywords originally written in Albanian and then in English; followed by the introduction of the paper, the text of the paper, conclusion, and the list of references.

	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 3 / 2</i>

2.2 Text placement

The text should be placed only on one side of the sheet and on the entire width of the sheet. The text distance from the left edge and the right edge, as well as the bottom edge of the sheet, should be 2.5cm.

The Times New Roman (Normal) font, size 11, should be used for the text placement. Smaller or larger font sizes are not allowed. To prepare the papers effectively, the authors of the NC CIGRE KO Conference papers are required to process their papers on PCs (including figures and tables) and submit them via the electronic platform on the website for the submission of papers www.cigre-ks.com.

The front page with the paper title and other pages should be prepared in a way that the text size, distances, and text placement on the page are fully in line with the requirements presented under these instructions.

2.3 First page (Title of the Paper)

The name of the author, company or institution, e-mail address, title of the paper, keywords, titles, sub-titles and the text of the paper shall be written in such a way and form as to comply with these "Instructions".

Only the address of the primary author – the contact author (marked with a “star” immediately after his/her name) shall be written at the end of the first page.

In case there are several authors from the same company or institution, the names/surnames and e-mail addresses of these authors shall be written alternately so the name of the company or institution is written at the end.

In case there are authors from different companies or institutions, the name of the company or institution shall be written under the name of the author, whereas the e-mail address shall be written under the name of the company or institution. The name of the next author, the name of the company or institution, the e-mail address, etc. is similarly written.

A space of three (3) rows (size 11 each) shall be left between the names of authors and the title of the paper. In case there is more than one author, the names of authors shall be written in two columns in the upper part at the beginning of the paper.


The title of the paper shall be in bold Times New Roman font with size 12 pt. in capital letters.

2.4 Abstract

A space of two (2) rows with size 11 each shall be left between the Title and Summary (abstract) of the paper.

The first row of the Summary of the paper and other new paragraphs shall be written indented to 1.25cm from the left side of the page (via the Tab keyboard). The other rows within the paragraphs shall be written without indenting the text.

The Summary shall be prepared simultaneously in Albanian and English language, so that both of them are submitted as a joint document, while only one of them will be included in the paper.

	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 4 / 2</i>

Both summaries (abstracts), that in Albanian and that in English language will be published in a joint document, along with all the summaries (abstracts) of other papers of the Conference.

2.5 Keywords

Keywords shall be written immediately after the summary (abstract).

A space of one (1) row with size 11 shall be left between the abstract's text and the keywords. The title of keywords shall be written in bold with size 11 pt. in capital letters.

The authors of the paper shall have full freedom as regards the number of keywords, in accordance with the following instructions:

- keywords shall always be written in singular,
- the recommended keyword number is 3 to 10 keywords or word group;
- each keyword shall be matched with an exact term.
- some complex words or word groups that define a single term may be keywords. On the other hand, more complex words that represent two independent united terms shall appear as two independent keywords;
- keywords are used for purposes of the documentation.

2.6 Text spaces and spacing between rows

A space of one (1) free row shall be left between the title of the chapter and the sub-title or the following text.

A space of two (2) free rows shall be left between the last row of a chapter and the title of the next chapter.

A space of one (1) free row shall be left between the last row of a sub-title and the new sub-title (category 1:1).

A space of one (1) free row shall be left between the last row of a sub-title and sub-titles (category 1.1.1.).

Never use blank rows within the text of a title or sub-title.

2.7 Titles and sub-titles

The titles of chapters shall be written in capital letters, while sub-titles shall be written in small letters, in bold with size 11 pt.

The number of chapters shall be written in the left margin of the page, while the titles and sub-titles shall be indented to 1.25cm from the margin (via the Tab keyboard).

Each new paragraph shall be indented to 1.25 cm from the left margin of the page.

Titles of chapters and sub-titles shall be listed according to the decimal classification, for example:

1. TITLE OF THE CHAPTER

1.1. Sub-title (category 1.1)

1.1.1. Sub-title (category 1.1.1)

2.8 Equations

All equations shall be written in Microsoft Word Equation by positioning them in the middle of the row. The size of letters in equations is 11 pt., with the exception of subscripts and superscripts, the size of which is determined by Microsoft Word Equation depending on the basic font size. On the right edge of the equation, in the same row, the ordinal number of the equation shall be written in brackets, e.g. (1).

$$\Delta P_{Cun} = 3 \cdot I_n^2 \cdot R \quad (1)$$

Where:

I_n – is the nominal current

R – is the resistance

It is always necessary to explain in the text the sizes given in the equation.

2.9 Figures and Tables

Figures and tables should be placed with their textual description attached. Figures may be prepared by some graphical software (Corel, Visio, AutoCAD, etc.), downloaded from other programs (e.g. Excel diagrams) or scanned but with a minimum resolution of 300 dpi.

Figures, images and diagrams should be marked with Arabic numbers from 1, 2, 3, ... and so on, whereas tables with Roman numbers from I, II, III, ... and so on. Figures' ordinal numbers and names should be entered underneath the figures, such as “Figure 1. System block scheme”.

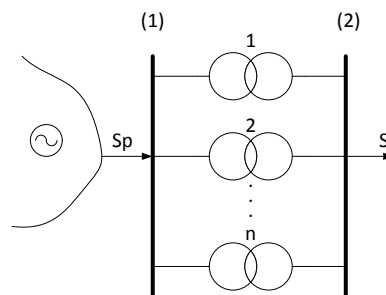



Figure 1. System block scheme

Figures should include drawings, images, diagrams, and others. Figures should not be placed separately in additional frames. Chapter or subtitle cannot begin with only one scheme, image, drawing or table.

Ordinal numbers and names of tables should be entered above the table, e.g. “Table I. Statistical measurement outcomes”.

Table I. Statistical measurement outcomes

#	Column 1	Column 2	Column 3
1	125,56	295,78	987,32
2	256,78	568,45	125,56

	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 6 / 2</i>

Names of figures and tables should be placed at centre text, underneath the figure or above the table.

Yellow should be avoided on diagrams.

Figures should be of high quality, sharp and with sufficient contrast.

2.10 List of used literature

Used literature should be presented at the end of the sentence, figure, or table in square brackets, e.g. [1] or counting [1], [2] or [1] - [3] implying, one sentence, figure or used table, must end with reference to literature used, e.g. [2].

It is required that the literature be listed in the order quoted in the paper.

Where the Company's internal documentation or any other unpublished document is used for the purposes of the paper, then the name of any author should not be placed as a reference.

An example of how the sources of work should be listed, published in a magazine or conference, is provided as follows:

[1] Author 1, Author 2. "Title of Work", Name of the Magazine or Conference. Magazine number or date of conference.

An example of how books, or similar publications should be listed, is provided below:

[2] Author 1, Author 2. *Title of Book*. Place of publication: Publisher, year of publication

3 VARIOUS RECOMMENDATIONS

Submitted papers will be considered as the final version. Once it has been submitted, is not possible for authors to make any changes or additions, or a new version of the paper.

It is necessary to submit the electronic version of the paper, such as the original version of it and a copyright's completed form.


During the conference, the author of the paper will present his joint work (with other authors) using a projector and MS PowerPoint software. The author must submit the presentation to the Organizer/Secretariat no later than one day before the presentation.

The paper's authors should avoid mathematical executions. If they are needed then they should be attached as Annexes of the paper.

4 COPYRIGHT

For the purpose of protecting the interests of NC CIGRE KO and of the author, each paper will be subject to copyright in accordance with the CIGRE KO's privacy policy.

Authors shall sign a statement through a specific copyright form prior to publishing their paper. This form is an integral part of the instruction and shall be signed by the lead author or contacting person and as a scanned document shall be submitted/attached simultaneously to the paper through the paper attachment platform.

	National Committee CIGRE Kosovo PAPER	No.
	<i>ver. 1.0</i>	<i>page 7 / 2</i>

5 PUBLISHING PAPERS AND THEIR APPEARANCE IN WEB SITES

The conference USB disk will contain all the works and summaries. Also, a special leaflet will be published on all the conference proceedings, both in Albanian and English languages.

Paper presentations in PDF format and/or MS PowerPoint will be posted on the NC CIGRE KO website (www.cigre-ks.com) immediately following the end of the Conference.

6 IMPORTANT FOR AUTHORS

Authors should strictly adhere to the official submission deadline, presentations submitted after this deadline shall not be accepted.

The submission of papers by the contact author shall be carried out through the paper attachment electronic platform in www.cigre-ks.com. Regarding this application, the contact author shall receive an automatic feedback.

Subsequently, the work on MS Word is submitted to the reviewer who, after reviewing the paper, forwards it to the Secretary with eventual comments. Then, the secretary forwards the eventual comments and reviewer's suggestions to the contact author, and the paper may need to be processed by the author.

After processing the paper by the author, the latter once again attaches it as a final version on the paper electronic platform, and then, upon the reviewer's assessment, it shall be considered as a final version.

7 CONCLUSION

Each paper prepared for the Conference at its last part shall contain conclusions regarding the issue and topic addressed by the author.

All papers must be prepared under this Instruction. If not, they shall be returned to authors for re-preparation.

8 LITERATURE

- [1] Surname 1, Surname 2, "*Book Title*", Publication, Publishing House, Month, and Year.
- [2] Surname 1, Surname 2, "*Paper's Title*", Conference, Summary of Papers, Venue, State, Month and Year, journal or page number.