

STYLE GUIDELINES TO ASSIST AUTHORS PREPARING PAPERS FOR EARTHING AFRICA 2017.

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Abstract: The purpose of this document is to provide an easy-to-use template/style sheet to enable authors to prepare papers in the correct format and style for Earthing Africa 2017 and for possible publishing in the SAIEE Africa Research Journal, when selected. This document is an example of the template/style sheet for paper submissions in electronic form for the Earthing Africa 2017 and is used with permission of the South African Institute of Electrical Engineers (SAIEE). The document is also available on the official website of the Earthing Africa 2017 (www.earthingafrica.co.za).

Key words: SAIEE Transactions, style guidelines, style sheet, style template, authors guide.

1. INTRODUCTION

The purpose of this document is to provide guidance and an easy-to-use template/style sheet to assist authors in the preparation of papers in the correct format and style for the Earthing Africa 2017 Symposium.

This document may be obtained in printed or electronic form (by e-mail) on request from the Symposium Secretariat: Ms Anelja de Bok, anelja@activecapture.co.za or can be downloaded from the Earthing Africa website: www.earthingafrica.co.za.

2. MARGINS

The margins for the paper should be as given below:

2.1 Title, authors, affiliations, abstract and key words

On the first page of the paper, for the title, authors, affiliations, abstract and key words, there should be a single column, with left and right justified text, and with margins as follows:

- Top margin: 3 cm
- Left margin: 4 cm
- Right margin: 4 cm

2.2 Remainder (body) of the paper

For the remainder (body) of the paper, there should be two columns, with left and right justified text, and with margins as follows:

- Top margin: 3 cm
- Bottom margin: 2 cm
- Left margin: 2 cm

- Right margin: 2 cm
- Gap between columns: 0,6 cm

3. TITLE

The title at the top of the first page should be capitalised in a bold, 12-point, Times New Roman font, with right and left justified text of no more than three lines, as shown above.

The title should be followed by one 12-point line spacing.

4. AUTHOR(S)

The initials and surnames of the authors should be listed, without titles, with full stops after the initials, with a character space after the initials, and with asterisk(s) after each name to identify the author's affiliation, as shown above.

The authors' names and initials should be in a bold, 10-point, Times New Roman font, with right and left justified text.

The list of author(s) should be followed by one 12-point line spacing.

5. AFFILIATION(S)

The affiliation(s) and address(es) of the author(s) should be listed, each starting on a separate line, with asterisk(s) before each affiliation to identify the author(s), as shown above

These should be in an Italics (not bold), 9-point, Times New Roman font, with right and left justified text.

The affiliations should be followed by three 9-point line spacings.

6. ABSTRACT

The abstract should commence with the word **Abstract:** (with a colon), in a bold (not Italics), 9-point, Times New Roman font, followed by a maximum of ten lines describing the essence of the paper, in a standard (not bold or Italics), 9-point, Times New Roman font, with right and left justified text, as shown above.

The abstract should be followed by one 9-point line spacing.

7. KEY WORDS

The keywords should commence with the words **Key words:** (with a colon), in a bold (not italics), 9-point, Times New Roman font, followed by a maximum of three lines of keywords or phrases, separated by commas, in a standard (not bold or italics), 9-point, Times New Roman font, with right and left justified text, as shown above.

The key words should be followed by three 9-point line spacings.

8. HEADINGS

8.1 Main (first level) headings

First level headings, starting with INTRODUCTION and ending with REFERENCES, should be sequentially numbered (1., 2., 3., etc.) and capitalised, in a standard (not bold or italics), 10-point, Times New Roman font, with centred text, as shown above. Each first level heading should be followed by one 10-point line spacing.

8.2 Subheadings (second and third level headings)

Second level headings: These should be sequentially numbered (e.g. 8.1, 8.2, etc.) and not capitalised, in an italics (not bold), 10-point, Times New Roman font, with left and right justified text, as shown above. Second level headings should not be indented, and each should be followed by one 10-point line spacing.

Third level headings: These should be in an italics (not bold), 10-point, Times New Roman font, not be numbered, capitalised or indented, followed by a colon and character space, and then immediately by the left and right justified body of the subheading, as shown above.

9. BODY

The body of the paper should be in a standard (not bold or italics), 10-point, Times New Roman font, with left and right justified text, as shown above.

Paragraphs within the body of the paper should be separated with a 10-point line spacing, and the last paragraph under a heading or subheading should be followed by one 10-point line spacing.

10. EQUATIONS

Equations can be prepared using the basic Equation Editor integrated in MS Word using the Insert/ Object/ MS Equation function.

Alternatively a full-featured plug-in equation editor for MS Word (MathType V5.1 by Design Science Inc., USA) is available at www.bluestallion.co.za.

Equations should be sequentially numbered in round brackets at the end of the equation line, and where possible, indented. A 1,5-line spacing should be included above and below the equation for clarity.

For example:

$$I_n = \sum_{q=1}^{\infty} \hat{I}_n \cos(s_q \omega t - \phi_{bq}) \quad (1)$$

Where:

\hat{I}_n = peak magnitude of current

s_q = the per unit slip of harmonic q

ω = the supply frequency in rad./sec

ϕ_{bq} = phase angle for harmonic q

And:

$$\lambda = \sqrt{3 \cdot \frac{Z_b}{R_c}} \quad (2)$$

11. FIGURES AND TABLES

Figures, illustrations, tables and graphs should be embedded within the body of the document as close as possible to the first reference to the figure or table. Where possible, these should fit within a single column width. However, if essential for the appearance and readability of the text, figures and tables may span two column widths. Alternatively, if this is not possible, figures and tables may be included at the end of the paper.

Figures and tables should be sequentially numbered and a title should be included under the figure or above the table in a standard (not bold or italics), 10-point, Times New Roman font, with centred text, as shown in Figure 1 below.

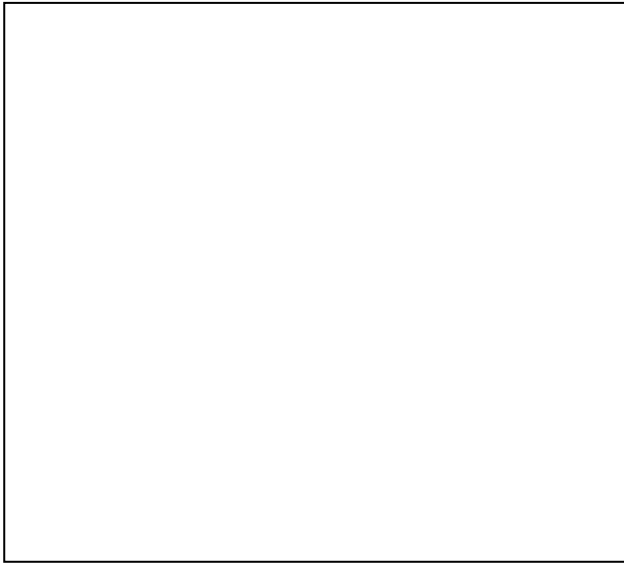


Figure 1: Example of a figure embedded in the text

It should be noted that papers in SAIEE Transactions are published in black-and-white, and therefore figures, illustrations, tables and graphs that rely on the use of colour to be understood, should be avoided.

12. BALANCE COLUMNS ON LAST PAGE

Please balance the columns on the last page so that the two columns are nearly the same length. This will release some space which could be used for advertising academic posts, conferences etcetera.

13. PAGE NUMBERS

Pages numbers should not be included because the numbering of pages is done by the publisher during the lay-out of the particular issue of SAIEE Transactions.

14. HEADERS AND FOOTERS

The space above and below the top and bottom margins of each page should be kept free of headers and footers, because a header is included on each page by the publisher during the lay-out of the particular issue of SAIEE Transactions.

15. UNITS

SI (Standard International) units should be used throughout. One character space should be left between the numerical value and its associated unit(s).

Care should be taken to ensure that the numerical value and its associated unit(s) appear on the same line (e.g. by the use of a hard character space between the numerical value and its associated units).

16. WORD PROCESSOR SOFTWARE

This template/style sheet has been prepared using MS Word. MS Word and pdf are the preferred formats for paper submission for the Symposium. Should authors use other word processor software, such as LaTeX, file conversion to Word must be done and the paper must be submitted in Word format. File conversion software from LaTeX to MS Word, and vice versa, is available at www.bluestallion.co.za.

17. REFERENCES

In the last main heading of the paper, references should be listed and sequentially numbered in square brackets in the order in which they first appear in the text.

When citing references in the text, the corresponding reference number(s) in square brackets should be given e.g. [1], [1, 4, 5] or [2, 6-10]. Only references that are actually cited in the text should be listed. References should be complete, in IEEE style, and in a 10-point, Times New Roman font.

Style for published papers: Author(s) (initials and surnames), title (in inverted commas), periodical (italics), volume and issue number, page numbers (inclusive), month and year (optional) [1-2].

Style for conference papers: Author(s) (initials and surnames), title (in inverted commas), full conference name (italics), location, page numbers (inclusive), month and year [3].

Style for books: Author(s) (initials and surnames), title (italics), publisher, location, edition number, chapters and/or page numbers (inclusive), month and year (optional) [4].

Some examples are given below:

- [1] G.H. Muller and C.F. Landy: "Detection of broken rotor bars, Part 1 – new theory", *SAIEE Transactions*, Vol. 95 No. 1, pp. 7-18, March 2003.
- [2] L. Finn, R. Mulholland and G.J. Gibbon: "Design and implementation of a prototype computer based rehabilitation device for the lower extremities", *SAIEE Transactions*, Vol. 95 No. 1, pp. 29-32, March 2003.
- [3] P. Vas: "Simulation and monitoring of induction motors with rotor asymmetry", *Proceeding of the 6th International Conference on Electrical Machines*, Manchester, pp. 435-439, May 1992.
- [4] A.V. Oppenheim and R.W. Schaffer: *Discrete-time signal processing*, Prentice-Hall Inc., USA, first edition, chapter 3, pp. 82-112, August 1989.