**Title of the Report**

PREPARED BY THE

Technical Committee

Subcommittee (If Applicable)

?? Task Force or Working Group (If Applicable)

technIcal report

**(GROUP NAME THAT WROTE THE REPORT)**

Example

**TASK FORCE ON**

**TURBINE-GOVERNOR MODELING**

Chair: Insert Name

**Members and Contributors**

Name 1

Name 2

Name 3

Name 4

Name 5

Name 6

etc.

**ACKNOWLEDGMENTS (Optional)**

The following are examples of acknowledgments.

The Task Force is truly grateful for the support of our sponsoring subcommittee and committee.

The Task Force gratefully acknowledges the contributions of T. Edison, G. Westinghouse, N. Tesla, A. Volta and A. Ampere to the electric power industry.

The Task Force gratefully acknowledges the principal authors/contributors of the following sections:

* Section 1: T. Edison
* Section 2: G. Westinghouse and N. Tesla
* Section 3: A. Ampere, N. Tesla and A. Volta
* Appendix A: T. Edison

**KEYWORDS**

Provide up to 10 keywords (in alphabetical order) to help identify the major topics of the paper.

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INTRODUCTION (Heading 1)

This template provides authors with most of the formatting specifications needed for preparing electronic versions of PES Technical Reports. All standard report components have been specified for three reasons:

(1) ease of use when formatting individual reports

(2) automatic compliance to electronic requirements that facilitate the concurrent or later production of electronic products

(3) conformity of style for all PES Technical Reports.

Margins, line spacing, and type styles are built-in; type styles are provided throughout this document and are identified within parentheses following the example. Some components, such as multi-leveled equations, graphics, and tables are not prescribed, although the various table text styles are provided. The formatter will need to create these components, incorporating the applicable criteria that follow.

# EASE OF USE (Heading 1)

## Template (Heading 2)

This template has been tailored for output on US letter-sized paper.

## Maintaining the Integrity of the Specifications (Heading 2)

The template is used to format your paper and style the text. All margins, column widths, line spaces, and text fonts are prescribed; please do not alter them. You may note peculiarities. For example, the heading margin in this template measures proportionately more than is customary. This measurement and others are deliberate, using specifications that anticipate your paper as one part of the entire

# TECHNICAL REPORT PREPARATION (Heading 1)

Please use automatic hyphenation and check your spelling. Additionally, be sure your sentences are complete and that there is continuity within your paragraphs. Check the numbering of your graphics (figures and tables) and make sure that all appropriate references are included. Please take note of the following items when proofreading spelling and grammar.

## Abbreviations and Acronyms (Heading 2)

Define abbreviations and acronyms the first time they are used in the text. Abbreviations such as IEEE, SI, ac, dc, and rms do not have to be defined. Do not use abbreviations in the title or section headings unless they are unavoidable.

## Units (Heading 2)

Metric units are preferred for use in IEEE publications in light of their global readership and the inherent convenience of these units in many fields. In particular, the use of the International System of Units (System International unites or SI Units) is advocated. This system includes a subsystem of units based on the meter, kilogram, second, and ampere (MKSA). U.S. Customary units, or British units, may be used as secondary units (in parentheses). An exception is when U.S. Customary units are used as identifiers in trade, such as 3.5-inch disk drive.

Avoid combining SI and U.S. Customary units, such as current in amperes and magnetic field in oersted’s. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

### Members and Contributors (Heading 3)

The title of the group that prepared the document, including the Chair, Co-Chair(s), Editor(s), Members and/or Contributors shall be listed on page iii.

## Figures and Tables (Heading 2)

### Figures (Heading 3)

* Figures should be numbered consecutively using Arabic numerals.
* Use bold 12-point Times New Roman for figure captions.
* Use words rather than symbols or abbreviations when writing figure axis labels to avoid confusing the reader. As an example, write the quantity “Magnetization,” or “Magnetization, M,” not just “M.”
* If including units in the label, present them within parentheses.
* Do not label axes only with units. In the example, write “Magnetization (A/m)” or “Magnetization {A[m (1)]},” not just “A/m.”
* Do not label axes with a ratio of quantities and units. For example, write “Temperature (K),” not “Temperature/K.”

### Tables (Heading 3)

* Tables should be numbered consecutively using Arabic numerals.
* Use bold 12-point Times New Roman for table titles (labels).
* Use bold 10-point Times New Roman for table headings and subheadings.
* Use 10-point Times New Roman for text (table copy) within the table.
* Use words rather than symbols or abbreviations when writing table headings/subheadings to avoid confusing the reader. As an example, write “Transient Recovery Voltage,” not just “TRV.” Do not label headings/ subheadings only with units. If abbreviations must be used, define the abbreviation as a footnote to the table or in the text immediately preceding the table.
* If including units in the heading/subheading, present them within parentheses. For example, “Temperature (K).”

### Positioning Figures and Tables (Heading 3)

* Figures and tables should be centered in the page (see Table 1 and Fig. 1).
* Figure captions should be centered below the figures.
* Table labels should be centered above the tables.
* Insert figures and tables after they are cited in the text as close to the citation as possible.
* Use the abbreviation “Fig. 1,” even at the beginning of a sentence.

TABLE 1. Table Type Styles

| Table Heading | Table Column Heading | | |
| --- | --- | --- | --- |
| Table column subheading | Subheading | Subheading |
| copy | More table copya |  |  |

a. Example of a Table footnote.

We suggest that you use a text box to insert a graphic (which is ideally a 300 dpi TIFF or EPS file, with all fonts embedded) because, in an MSW document, this method is somewhat more stable than directly inserting a picture.

To have non-visible rules on your frame, use the MSWord “Format” pull-down menu, select Shape Outline > No Outline.

# REFERENCES (Heading 1)

References are important to the reader; therefore, each citation must be complete and correct. There is no editorial check on references; therefore, an incomplete or wrong reference will be published unless caught by a reviewer and will detract from the authority and value of the paper. References should be readily available publications.

Footnotes should be used for the references. List only one reference per footnote. If a reference is available from two sources, each should be listed as a separate footnote See the footnotes below for samples of the correct formats for the following types of references: periodicals[[1]](#footnote-1),[[2]](#footnote-2)

S. Hwang, “Frequency domain system identification of helicopter rotor dynamics incorporating models with time periodic coefficients,” Ph.D. dissertation, Dept. Aerospace. Eng., Univ. Maryland, College Park, 1997.

*IEEE Guide for Application of Shunt Power Capacitors*, IEEE Std. 1036-2010, Sep. 2010.

G. Brandli and M. Dick, “Alternating current fed power supply,” U.S. Patent 4 084 217, Nov. 4, 1978.

J. F. Fuller, E. F. Fuchs, and K. J. Roessler, “Influence of harmonics on power distribution system protection,” *IEEE Trans. Power Delivery*, vol. 3, pp. 549–557, Apr. 1988.

R. J. Vidmar. (1992, Aug.). On the use of atmospheric plasmas as electromagnetic reflectors. *IEEE Trans. Plasma Sci.* [Online]. *21(3)*, pp. 876–880. Available: http://www.halcyon.com/pub/journals/  
21ps03-vidmar

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)