

ISA Power Industry Division

59th Annual POWID Symposium

Paper and Presentation Author Resources

Authors and presenters! We welcome your participation in the upcoming 59th POWID Symposium! Each Spring for the past 58 years the Power Industry Division of ISA has hosted this technical Symposium specifically dedicated to Instrumentation and Controls in the Power Industry. Over the years many innovations in the I&C arena have been presented, reflective of the issues facing the industry at the time of each symposium. And we anticipate this year's Symposium will follow suit due to the onslaught of yet even more challenges facing the power industry today, virtually redefining the industry daily.

These guidelines provide information regarding the format and submission of your technical paper and/or presentation. The Symposium requires that paper submissions be reviewed by a panel of anonymous peers whose goal is to maintain the highest level of useful, quality technical content as well as complying with certain formats and protocols regarding the production of papers and presentations. In particular, you are reminded that the symposium has rigid restrictions in regard to commercial content. Since the emphasis of the symposium is technical information exchange, commercial content must be limited as defined below.

Below you will find the instructions for participation, links for guidelines from ISA for formats and templates, instructions for submissions, and details about the entire review process and associated timelines. Your abstract and paper or presentation will be assigned to a Session Developer who will keep you informed about progress, provide feedback and who will also serve as the session moderator on the day your paper/presentation is to be presented during the symposium.

If you have any questions, please contact your Session Developer or one of the Program Chairs.

Key dates:

- Abstracts due 19 February 2016
- First Draft 18 March 2016
- Final paper due 20 May 2016
- ISA Rights & Responsibilities (R&R) form due 27 May 2016
- Draft presentation due 27 May 2016
- Final presentation due 10 June 2016

Technical Paper Guidelines:

Draft technical paper submissions are peer-reviewed to determine whether they should be accepted for conference publication and presentation. The result of the review process will be one of four grades: Accepted, Accepted with Comments, Conditionally Accepted with Comments, or Rejected with Comments. The most common reason for paper rejection is excess commercialism but it can also be due to prior publication or poor technical content. The goal of the Program Chairs and Session Developers and the review team is to work with each contributor to ensure the submission passes the review process. It is important that the draft be submitted on or as soon as possible after the above draft paper submission date. If a due-date is problematic, please contact the Program Chair or your Session Developer for assistance. We want your participation!

After the review process is complete Authors will be informed of the results. If reviewers have provided comments, authors should review the comments and make changes to the paper to address the comments. Once comments are addressed the author must submit a final version of the paper.

There are three ISA documents that provide the guidelines for preparation of your technical paper:

- [Guidelines for Technical Papers and Presentations](#)
- [Paper format guide](#)
- [ISA Rights & Responsibilities form](#)

If this is your first time submitting a technical paper, you may also wish to consult a technical style guide. A number of good guides are available at libraries, bookstores or on the internet for downloading.

It is a long-standing ISA policy and the policy of the Power Industry Division that paper content cannot be commercial in nature and must not be constructed so as to present a sales pitch for a product, service, or company. Please remember that your colleagues attending the symposium are interested in your technical-based solutions to the challenges facing the industry.

Identification of an author's affiliation in the title and one mention of a trade name or trademark in the body of the paper or presentation is acceptable.

Final technical papers are published and distributed in each year's conference proceedings and are made available on ISA's web site, provided the **final paper** and completed **R&R form** (Rights and Responsibilities form) have been submitted **prior** to the deadline of May 27th.

Papers received after the publication deadline will be reviewed for inclusion in the symposium in the session presentations if time permits. The paper will then be published the following year in the proceedings and posted to the web site at that time. If a paper is approved but the author is unable to present it, so long as the program chairs are notified in advance where possible, the author will be invited to give the presentation at the following year's symposium.

The Review Process:

Reviewers from across the power industry volunteer each year to review the technical papers that are submitted. Draft papers are assigned to reviewers according to the expertise needed to review each paper. Each paper is reviewed by 3 reviewers; collusion is avoided in that reviewers remain anonymous to each other. A standard scoring system is utilized with points assigned to various categories (originality, clarity and cohesiveness, completeness, accuracy (particularly where mathematic, scientific or related industry/engineering practices are quoted or referred to), and usefulness).

Reviewers also are alert to commercialism; drafts with excessive use of such are sent back for resubmittal (refusal to clear the exception(s) to commercialism results in a paper's exclusion).

Once a draft is reviewed and scored, it falls into one of several categories: a) if scored high enough, it can be accepted as-is and the author is notified to finalize and submit final paper; b) if scored and falls into conditional acceptance, the author is sent the suggestions made by the reviewers for moving the paper into the accepted category; upon correction, the paper is resubmitted as final and typically is approved.

There are times (relatively few) when the consensus of the reviewers is such that a paper is deemed inappropriate or so flawed as to recommend exclusion. Ordinarily when such is done, authors are notified as to the reasons for rejection. The Conference Paper Review Coordinator will inform the author. As the intent of the conference is to encourage participation, authors are usually encouraged to reconfigure the paper, correct the deficiencies and resubmit at the next conference.

Technical Presentations:

A paper that is reviewed and accepted is eligible to be presented via a PowerPoint presentation during the session to which the paper is assigned. Presentations are to be submitted for review by the session developer to ensure use of the ISA/POWID template and for adherence to the ISA/POWID guidelines re commercialism.

Those choosing to participate via technical presentation-only, should submit a short abstract as well of intended content and scope via the X-CD system to allow for tracking and for a number assignment.

The POWID Symposium Committee also encourages the submittal and presentation of informational, topical presentations as part of the sessions. These presentations do not require a technical paper as the basis, but presenters must submit an abstract of the intent, theme and content of the presentation. Presentations are not scored but are reviewed by the session developer for conformance to ISA/POWID template and ISA/POWID guidelines re commercialism.

Whether presenting a paper or Power Point-only presentation, it is important to remember that the conference intent is a technical exchange of information. The actual delivery of a presentation is itself not meant to be an infomercial. We ask

that presenters refrain from comparison terms that imply competitive evaluations. Presentations that do not meet the ISA/POWID guidelines will be returned to the author for revision.

Submittals:

Abstracts, whether for submittal of a technical paper or for submittal of a presentation-only are to be submitted via the X-CD system, which has a link on the conference website (www.isa.org/powersymp).

It is through this process that papers can be tracked. You will be contacted by your session developer and the review coordinator (Terri Graham) as your paper progresses.

Once your abstract is submitted (whether for a paper or for a presentation) and reviewed for acceptance, you will be notified and will be assigned a session number and session developer to correspond with should you have questions. You can also of course contact one of the Program Co-Chairs listed on the Symposium web site.

Prefix your email subject with your paper number (assigned from the X-CD system) and your last name followed by the purpose of the email (e.g. P025-Smith, Draft Paper Submittal or P025-Smith, Draft Presentation Submittal, etc.)

Prefix the name of any attached files with your paper number (P0xx) and your last name followed by the type of submittal (e.g. draft or final paper, draft or final presentation, or R&R) and a subset of the paper title (e.g. P025-Smith-DraftPaper-HumanFactorCons or P025-Smith-DraftPres-HumanFactorCons, etc.) .

Applying this procedure will streamline the processing of your documents and reduce the risk of lost or misplaced documents. We have very tight schedule requirements to complete the technical paper peer reviews and meet the CD publication deadline and the subsequent presentation deadline so your cooperation is very much appreciated.

Presentation Guidelines:

Presentations are not included on the conference proceedings. All presentations (whether resulting from a paper completed or as a presentation-only) must apply the [ISA POWID Microsoft® PowerPoint® template](#) available from the ISA POWID conference web site. Identification of an author's affiliation in the title and one mention of a trade name or trademark in the body of the presentation are acceptable.

Draft presentations must be submitted for review by May 27th and final presentations submitted by June 10th. Similar to the review of papers, draft presentations are reviewed for non-commercial content and to ensure the use of the conference template. Authors may distribute the presentation at the session, provided the presentation has been **approved** through the review process.

PowerPoint Only Presentations:

The conference as mentioned above, also accepts presentations, without technical papers, that are relevant to power plant Instrumentation and Control topics. Please review the Guidelines for Technical Papers and Presentations as they also apply to PowerPoint Only Presentations. Although these presentations do not go through the same peer review process as does a technical paper, the ISA POWID program committee may similarly accept or reject the presentation if it does not conform to the Guidelines.

Abstracts for submittal of a presentation-only must be submitted via the X-CD system, which has a link (Submit Abstracts) on the conference website (<http://www.isa.org/powersymp>).