

**PL NOTE :**

Papers for submission shall be mailed to [ipsntpctech\\_ntpc@ntpc.co.in](mailto:ipsntpctech_ntpc@ntpc.co.in)

Last date for submission of Papers : **31<sup>st</sup> Dec, 2018.**

**Coordinators - Technical papers**

For any clarifications, the following persons may please be contacted:

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**Guide Lines for Paper Submission**

All the Papers for presentation in the Conference shall be submitted should meet the general format and style requirements as specified below:

1. Authors are requested to forward the following in (**Soft Form only**) :
  - a. ABSTRACT of the paper not exceeding 500 words - PDF Format only
  - b. **Bio data (CV) is to be submitted only in EXCEL Formatted Template file(BIO-DATA-AUTHOR.xlsx) attached.**
  - c. Photo of the main & co author - .jpg or .jpeg format
  - d. Full manuscript - PDF Format only
  - e. **Authors are requested to strictly follow the Pre-defined file naming structure, for each of the soft copies being submitted, as explained below :**

**CATEGORY-COMPANY/STATION Name-AUTHOR-Type-SubType**

**Explanation of Filename structure :**

**Author** : Surname(to differentiate in case of multiple papers from same company/organization)

**Type** : **Main** – For Main paper, **Abs** – Abstract, **CV** – Bio data, **Photo** – Photo file(.jpg or .jpeg)

**Sub Type** : **Main** – For Main paper, ANN#1,2,3, - For Annexures

**Note** : CATEGORY-COMPANY/STATION Name will be prefixed, at our end, to all files received as explained below :

**CATEGORY** : I : International, N : National, H : NTPC/In-house

**COMPANY/STATION Name** : in Short form(ABB/GE/TOSHIBA, etc) / initial or prominent part of company name(STERLING/INOX/BGR, etc)

**Pl refer next page for Formatting requirements to be followed**

2. **Format requirements** :

a. **Language:** Articles must be submitted in Standard English.

b. **Originality/Copyright** : All the contents must be original and Author only shall be responsible for any issues which may arise w.r.t copy right/IPR.

c. **Paper** :

Paper Size : A4  
Paper orientation : Portrait

d. **FONT SIZE** :

Title : 14  
Author's Name : 12 point Bold  
Affiliation & Address : 9 point Italics  
Headings : 10 point Bold capital  
Sub-headings : 10 point Bold  
Text : 10 point Normal  
Footer : 9 point Italics (footer should Not exceed page margins)  
FONT : ARIAL(preferred)

e. **Tables, Figures, Equations** : Tables plus figures should not exceed a total of six. All tables, figures and references must necessarily be labelled (e.g. Figure 1, Table 2, Equation (3) etc.,) and must be referred to in the text.

f. **Graphics:** All graphic images must necessarily be included/embedded in the document itself. No separate image or graphic shall be accepted. In case an image is available for inclusion, such image must be scanned and then inserted in to the document at its proper place.

g. **Mode of submission** : All the requests for submission of Papers for presentation in the conference shall be mailed to the e-mail Id mentioned on pre-page.

3. **NTPC reserves the right for selection/rejection of Papers for presentation in the conference without communicating any reasons.**