

**B2 – OVERHEAD LINES – TECHNICAL BROCHURE (TB) AND
WORKING GROUP - ELECTRA REPORT (ER)**

Documents to provide to SC Chairman

(Reviewed August 10th, 2010) (R5)

(see "TB addresses table format" on SCB2 Web site/member area/sc documents)

	TB	ER
1. Technical Brochure (TB) and Working Group Electra report (ER)		
• Electronic version (e-mail file or – for large document – CD sent by mail to SC Chairman, PDF format) (R4)	<input type="checkbox"/>	<input type="checkbox"/>
• Documents must be formatted by the WG (pictures set in appropriate spaces)	<input type="checkbox"/>	<input type="checkbox"/>
• Full Electra Report maximum 3000 words , in MSWord file version (R3)		<input type="checkbox"/>
2. Executive summary of a TB	<input type="checkbox"/>	
• Published in <i>ELECTRA</i> to convince the readers to read the TB		
• Not too technical, explain what are the new findings and the added value		
• Maximum 1500 words , in MSWord file version and not be over 5 pages (R5)		
• The Executive Summary of the TB has to be provided as a separate file for publication in <i>ELECTRA</i> . It must be a Word file (as required by the software of the printing company), with the same title as the TB.		
3. Abstract and keyword	<input type="checkbox"/>	<input type="checkbox"/>
• Published in <i>ELECTRA</i> in "abstract section"		
• Up to 60 words, in <i>MS Word</i> file version		
• Keywords follow		
• The Abstract and keywords of the TB has to be provided as a separate file for publication in <i>ELECTRA</i> . It must be a Word file (as required by the software of the printing company), with the same title as the TB (R3).		
4. Photos	<input type="checkbox"/>	<input type="checkbox"/>
• A few high-quality photos (300 dpi) for the executive summary and Electra Report, relevant to the subject		
• They have to be supplied separately		
5. Acknowledgements to reviewers	<input type="checkbox"/>	<input type="checkbox"/>
• The mail sent to the reviewers by the authors (or the WG convener to the reviewers) stating what action was taken about the comments received.		
6. Addresses – label format	<input type="checkbox"/>	
• The central office needs the standardized address-label file of all TB authors and contributors.		
• This <u>blank</u> file is on the SCB2 web site: Members area/ SC Documents /TB Addresses label format (R4).		
7. French version of the Executive Summary or Electra Report (ER)	<input type="checkbox"/>	<input type="checkbox"/>
• Whenever possible, the WG should be providing a French version of the Executive Summary of the TB or the Electra Report (ER).		