How to Use the Connection Engineering Study Report for AUC Application Template

This guide describes how to use the Connection Engineering Study Report template to write an engineering report for the AESO.

Cover Page

If the project title on the cover page takes up two lines, replace one of the blank *CoverTitleProject* style paragraphs below the project title with a blank *CoverRevision/Date/DocNumber* style paragraph to ensure the file number is the correct distance below the line

Tense

Use the past tense when describing the studies that have been carried out. Use the present tense when discussing what is in the report.

Structure

The Connection Engineering Study Report must follow the basic structure of the template.

Do not alter or delete Level 1 headings (1. Introduction; 2. Criteria, System Data, and Study Assumptions; etc.). Except in the situations described below, do not alter or delete subsection headings.

Subsection Heading Deletion

A template subsection heading that relates to a certain type of study, study result, or item does not mean that that type of study, study result, or item is required for every project.

If a subsection heading in the template does not apply to the project, in the first draft of the report write "Not Applicable" under the heading. (Note: Each draft sent to the AESO must be signed by the engineers who prepared it and the engineers who reviewed it.) The AESO will determine whether the subsection heading applies. Subsection headings that do not apply to the project must be removed by the authors following the AESO's review prior to the report being finalized.

Subsection Heading Alteration

Do not change Level 2, Level 3, or Level 4 subsection headings except where there is an indication that customization is required.

Template Examples

Examples of data presentation, tables, and figures are provided to demonstrate methods of data presentation. Alter or remove the examples as appropriate before submission of the first draft to the AESO. Add tables and figures where necessary and use the same formatting as the template. (Except for emphasis, do not use italics for the project data.)

Styles

Use the template styles to format the document. (2003: Style drop-down list [to the right of the *AA* icon] or the Styles and Formatting pane [*AA* icon]; 2007: Arrow on the Styles bar on the Home tab to open the Styles and Formatting pane.)

Use *BodyText1* style for paragraphs. **Do not use *Normal* style for any purpose**.

Paragraph spacing is built into the styles. **Do not press ENTER to insert a space between paragraphs.** However, insert a blank line (*BodyText1*) after each table.

For bulleted and numbered lists, use styles (*ListBullet1 and ListNumber1,* etc.). **Do not use the bullet and numbering icons on the toolbar for bulleted and numbered lists.**

Bookmarks

The bookmark brackets must be visible to prevent cross-reference problems when bookmarked text is cross-referenced.

The project name, the date, and the attachment titles are bookmarked and cross-referenced. To ensure that these cross-references pick up all the text, make the bookmark brackets visible (2003: Tools/Options/View/Bookmarks; 2007: Office Button/Word Options/Advanced/Show document content/Show bookmarks) and insert the text between the brackets.

Tables and Figures

Use captions (2003: Insert/Reference/Caption; 2007: References/Insert Caption) above tables and figures. Format the captions using *Caption* style.

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When referring to tables and figures use cross-references to the captions (2003: Insert/Reference/Cross-reference; 2007: Inset/Cross-reference).

For the captions of tables and figures in attachments, use the *AttachFigure* and *AttachTable* styles appropriate to the letter of the attachment. This prevents the attachment tables and figures from appearing in the lists of tables and figures in the Table of Contents section.

To ensure correct alignment, use *Figure* style to format figures.

For the contents of tables, use the appropriate table styles (*TableColumnTitle*, *TableDataLeft, TableDataCentre*, etc.).

Place a blank *BodyText1* line after each table. (Note: The default table is *AESO Table*.) Make sure the table content is formatted using the styles, which are 10pt in size. Word will usually default to 11pt size, which is too large for many tables.

Use a separate table for each group of column titles. **Do not change the title of a column in the middle of a table.**

To ensure the column titles appear at the top of each page the table is on, click Repeat Header Rows.

If you do not want a table to split over two pages, select all the table rows except the last row, and click Keep with next on the Line and Page Breaks tab of the paragraph dialogue box (2003: Format/Paragraph/Line and Page Breaks; 2007: Home/Paragraph/Line and Page Breaks)

Headings

Use *Heading 1* through *Heading 5* for the main body of the report. Use *Heading 6* through *Heading 9* for headings in the attachments. This prevents the headings in attachments from appearing in the Table of Contents section.

Attachments

Each attachment title page is a separate section, as is the content of each attachment.

The attachment letters and attachment titles on attachment title pages are bookmarked separately and cross-referenced in the Table of Contents Section.

Attachment title pages do not have page numbers. Attachment content page numbers begin on the first page of the attachment content and contain the letter of the attachment (A-1, A-2, etc.).

Attachment Deletion and Addition

If an attachment in the template does not apply to the project, in the first draft of the report write "Not Applicable" on the blank page that follows the attachment title page. The AESO will determine whether the attachment applies.

Attachments that do not apply to the project must be removed by the authors following the AESO's review prior to the report being finalized.

If additional studies are needed, add attachments.

When attachments are added or deleted, re-letter the attachments so they form an unbroken sequence.