

# INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE 2<sup>ND</sup> IAASS CONFERENCE

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## ABSTRACT

Authors should deliver their papers to the ESA editor at the conference as electronic 'PDF' files. Please read the following instructions for the preparation of your paper in accordance with ESA's standards for conference proceedings. Each submission should resemble these instruction sheets in format and style.

### 1. GENERAL SPECIFICATIONS

All papers shall be written in English. Presentation slides and commercial brochures will not be accepted. The suggested length of the paper is 10 pages.

### 2. FORMATTING REQUIREMENTS

A Word template & LaTeX macros are available at:

*<http://www.esa.int/publications/authors>*

- Paper format: standard A4 (297x210 mm),
- Two-columns at 8 cm, 1 cm column spacing,
- Margins: top 25 mm, left/right 20 mm, bottom 37 mm,
- Fully justified.

#### 2.1. Fonts & Type Sizes

*Table 1. List of fonts and type sizes.*

Text:	Times New Roman
Symbol:	True Type Symbol font ( <b>Type 1 fonts only</b> )
Paper title:	12 pt bold ( <b>TITLE</b> )
Author(s):	10 pt bold ( <b>Author</b> )
Affiliation(s):	10 pt italic ( <i>Affiliation</i> )
Normal text:	10 pt (regular text)
Captions:	10 pt italic ( <i>Figure...</i> )
Symbols:	10 pt ( $\Omega \cong \phi$ )
Sub/superscript:	7 pt (x <sup>y</sup> )

#### 2.2. Headers and Footers

Both the header and the footer should be left empty. Do not add page numbers.

## 3. HEADINGS

This sheet has been typeset in accordance with the style to be followed for the headings. Use the decimal system in Arabic figures for the numbering of headings and subheadings. Major (or section) headings are to be in capitals and bold.

### 3.1. Subheadings

Subheadings or subsection headings are to be in lower case with initial capitals and bold font. They should be flush with the left-hand margin, on a separate line.

## 4. CONTENT

### 4.1. TITLE AND AUTHOR AFFILIATION

The paper title, author(s) name(s), affiliation, complete mailing address and email should be centred at the top of the first page using the fonts and type sizes indicated above. If there are several authors, the complete affiliation should be given for each of them using superscripts<sup>(1)</sup> in the authors<sup>(2)</sup> list to refer to them.

### 4.2. Abstract

Start with a concise abstract (limited to 15 lines or 150 words) that summarises the contents of the paper.

### 4.3. Equations

Equations are to be numbered consecutively throughout the paper. Each equation number must be unique. Equations should be centred, with the equation number in parentheses, flush with the right-hand margin of the column. Leave a blank line before and after equations. Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as 'above' or 'below'.

$$T_s = \frac{T_b}{1 + (\lambda T_b / \alpha) \ln \varepsilon} \quad (1)$$

### 4.4. Figures and Tables

Figures and tables can extend over two columns if required. Table captions should be centred above the

tables; figure captions should be centred below the figures. Use full word ‘Table 1’ or ‘Figure 1’ in the caption. Use the abbreviation “Tab. 1” or “Fig. 1” in the text (even at the beginning of a sentence).



Figure 1. The 2<sup>nd</sup> IAASS conference poster.

#### 4.5. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

#### 4.6. References

Number citations consecutively in square brackets [1]. Refer simply to the reference number, as in [3]. Do not use ‘Ref. [3]’ or ‘reference [3]’ except at the beginning of a sentence: ‘Reference [3] was the first ...’ The title of the book or of the journal should be in italic script.

#### 4.7. Sample References

1. Johnson N.L. and McKnight D.S., *Reducing Costs*, Orbit Book Company, Malabar, Florida, 1991.
2. Grün E., et al., *Icarus*, Vol. 62, 244 – 272, 1985.

### 5. PDF PREPARATION

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Files do not always print well even though they may look good on the screen. *Please make a test print to check the quality before you submit your file.* Generally, images should be compressed to correspond to about 150-300 dpi at the size they will print.

### 6. SUBMITTING THE PAPER

Papers must be delivered to the ESA editor at the conference.

**Submission deadline: 15 May 2007**

Late papers may be omitted from the proceedings.

#### 6.1. Contact Details

For further information about preparing your paper, please contact the editor (always include SP-625 in the subject line of an email):

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