

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE 7TH RCSGSO CONFERENCE

Principal Author Name⁽¹⁾, Co-Author Name⁽¹⁾, Co-Author Name⁽²⁾

⁽¹⁾*Affiliation, Complete mailing address (including country), Email:*

⁽²⁾*Affiliation, Complete mailing address (including country), Email:*

ABSTRACT

Authors must **deliver their electronic papers before giving their presentations and, in any case, no later than 12 June**. The electronic papers PDF (preferred) or Word format will be collected and checked by the ESA Editor at the conference. If you wish to **submit before the conference**, see Section 7. The proceedings will be published on CD-ROM a maximum of three months following the conference. Papers not presented at the conference will not be included in the proceedings.

Please read the following instructions to prepare 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. The maximum 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 1 Symbol font only
Paper title:	12 pt bold (TITLE)
Author(s):	10 pt bold (Author)
Affiliation(s):	10 pt italic (<i>Affiliation</i>)
Normal text:	10 pt (regular text)
Captions:	10 pt italic (<i>Figure...</i>)
Symbols:	10 pt ($\Omega \equiv \phi$)
Sub/superscript:	10 pt (x ^y)

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.

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⁽¹⁾ in the authors⁽²⁾ 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 7th RCSGSO will take place in Moscow.

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. EXTRA MATERIAL

Presentation slides (e.g. Powerpoint) and commercial brochures will not be accepted. However, animated clips or short movies (Quicktime format) can be included – these must be linked from within your paper.

6. 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.

7. CONTACT & DELIVERY DETAILS

For further information about preparing your paper, please contact the editor (always include SP-648 in the subject line of an email):

Dorothea Danesy, Editor
ESA Publications Division, LEX-CRP
ESA/ESOC
Robert-Bosch Str. 5
64293 Darmstadt, Germany

Phone: (+49) 6151 90 2807
Fax: (+49) 6151 90 2973
Email: Dorothea.Danesy@esa.int

If you wish to submit your paper before the conference, please upload it to the following ftp site:

ftp address: ftp.estec.esa.nl
username: conf
password: confpa55
directory: sp648_RCSGSO

The conference directory is only available for uploading – you will not be able to see any papers, including your own. Once the upload has completed, please send an email to the editor with “RCSGSO-Paper uploaded” in the subject line. You will receive a return confirmation.