

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE 10TH ESA LIFE SCIENCE SYMPOSIUM/29TH ANNUAL ISGP MEETING/24TH ANNUAL ASGSB MEETING/ELGRA SYMPOSIUM

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ABSTRACT

The Proceedings will be published approximately 3 months after the Symposium by the European Space Agency as Special Publication SP-663 on CD and by the *Journal of Gravitational Physiology* in print form. The Proceedings are a reflection of the meeting; authors of all presentations (whether oral or poster) are expected to submit written papers.

Papers not presented at the meeting will not be published. Each participant in the conference will receive a copy of the Proceedings.

Manuscripts must be submitted **electronically** as a PDF (portable document format) without password protection. The submitted document will be used as camera-ready copy for the printed version, and will not be edited or formatted by the publisher.

The following are guidelines for preparing the paper in accordance with the ESA and *JGP* standards for conference proceedings. Each completed submission should resemble these instruction sheets in layout and style.

1. GENERAL SPECIFICATIONS

All papers shall be written in English only. Presentation slides and commercial brochures will not be accepted. The number of pages should not exceed:

Invited Paper:	4 pages
Oral Paper:	2 pages
Poster Paper:	2 pages

2. PAGE LAYOUT

The paper must be written in double-column layout, as follows:

- Page size: standard US Letter size or A4.
- Two 8 cm (3.15") columns, with 1 cm (.39") between.
- Fully justified.
- Single line spacing.
- Total typing area 24 cm (9.45") long by 17 cm (6.7") wide, with margins as in Table 1.

Table 1. Page margins

Unit:	A4		Letter	
	cm	in	cm	in
Top	2.50	0.98	1.98	0.78
Bottom	3.20	1.26	1.98	0.78
Left	2.00	0.79	2.28	0.90
Right	2.00	0.79	2.28	0.90

Please do not put anything in the margins specified in Table 1.

2.1 Fonts

Text: Times New Roman
 Variables: Times New Roman italic
 Symbols: True Type Symbol font
(Type 1 fonts only)

2.2 Type Sizes

Paper title: 12 pt bold, capitals (**TITLE**)
 Author(s): 10 pt bold, mixed case (**Author**)
 Affiliation(s): 10 pt italic, mixed case (*Affiliation*)
 Normal text: 10 pt (regular text)
 References: 9 pt (regular text)
 Text in tables: 9 pt (regular text)
 Captions: 9 pt italic mixed case (*Caption*)

2.3 Page Numbering. Do not include page numbers in your document.

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 bold capitals without underlining.

3.1 Subheadings. Subheadings or subsection headings are to be in lower case with initial capitals, in bold, without underlining.

4. CONTENT

4.1 Title and Author. The paper title and author(s) name(s), each with affiliation, complete mailing address and email, should be centred across both columns at the top of the first page, using the fonts and type sizes indicated above. If there are multiple authors, the complete affiliation should be given for each of them using superscripts⁽¹⁾ in the authors⁽²⁾ list⁽³⁾ to refer to them.

4.2 Abstract. Please start with a concise abstract, which summarises the contents of the paper (about 150 words). Define all abbreviations and acronyms that are used in the abstract itself.

4.3 Figures & Tables. Responsibility for the inclusion of good quality figures and illustrations resides with the author. The CD version of the proceedings may contain colour figures; however, authors are reminded that the *JGP* proceedings will only reproduce black-and-white figures and are thus asked to make sure that their illustrations are readable in black and white. Ensure also that the text is still clear in this case (e.g. do not say "the green line shows...").

Remember that detail and contrast are lost in printing, so please ensure the illustrations are of good quality and contrast. Remember also that files prepared for viewing on-screen will probably not be sufficiently high resolution for quality. Please make a black and white test print to verify quality before submitting your file.



Fig. 1. Aerial view of ESTEC

All figures should be integrated in the document. Where possible, figures and tables should fit within one column, but they may also stretch across both; in this case they should be at the top or bottom of the page.

Figure captions should be in italics, centred below the figures; table captions should be centred above the tables. When referring to figures, use the abbreviation “Fig. 1,” even at the beginning of a sentence.

4.4 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.

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

Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as “above” or “below”.

4.5 Abbreviations & Acronyms. Define each abbreviation and acronym the first time it is used in the text, even if it has already 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 journal should be in italic script (see sample references).

1. Johnson N. L. and McKnight D. S., *Artificial Space Debris*, Orbit Book Company, Malabar, Florida, USA, 1991.
2. Grün E., et al. Collisional Balance of the Meteoritic Complex, *ICARUS*, Vol. 62, 244 – 272, 1985.

5. ELECTRONIC FILE FORMATS

The submitted file should be in PDF format only.

5.1 PDF Preparation. Please do not apply password protection to the file.

Fonts. It is very important that you embed all fonts in the file. If you routinely work with unusual fonts (e.g. Chinese or Japanese ones), these can inadvertently be included with the document even if no such characters are written. Please ensure that they have been removed before the PDF file is generated, e.g. by selecting all text and applying Times New Roman.

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5.2 LaTeX. For users of LaTeX software, a set of macros is available on the ESA Publications website (www.esa.int/publications/authors). In the event of any discrepancies, these instructions to authors take precedence over the information on the website. Note that LaTeX files cannot be accepted for electronic submission under any circumstances.

Please ensure that only Type 1 Fonts are used, and that they are embedded in the final PDF file. (Type 3 fonts display poorly on screen and are not searchable.)

6. A NOTE FROM JGP

The *Journal* endorses the principles embodied in the Declaration of Helsinki and insists that all investigations involving human subjects reported in the *Journal* be conducted in conformity with those principles. The *Journal* also insists that all animal experimentation reported in the *Journal* be conducted in accordance with the principles expressed in the "Guide for the Care and Use of Laboratory Animals" published by the Office of Science and Health Reports of the USA National Institutes of Health, Bethesda MD 20892.

In describing surgical procedures on animals, the type and dosage of the anesthetic agent should be specified. Curarizing agents are not anesthetics; if these were used, evidence must be provided that anesthesia of suitable grade and duration was employed.

7. SUBMITTING THE PAPER

Submission deadline: 26 June 2008

Authors should submit an electronic copy of their paper **in PDF format** to the *JGP* Editor (Bobbi Coon) at the Meeting. Alternatively, you may email your PDF file prior to the Meeting to bjcoon@ucdavis.edu. Late papers may be omitted from the Proceedings.

7.1 Contact Details. If you have any questions about the deadline or preparing your paper, please contact the Editor: bjcoon@ucdavis.edu.