

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE 3RD IAASS CONFERENCE 'BUILDING A SAFER SPACE TOGETHER'

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ABSTRACT

The Proceedings of the Workshop will be published by ESA's Communication Production Office as Special Publication SP-662 on CD.

Authors must deliver their full papers by 23 October 2008 as electronic 'PDF' files to the dedicated FTP site; details are given in Sections 10 and 11.

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

1. GENERAL SPECIFICATIONS

The paper must be prepared in this two-column format and **must not be longer than**

8 pages (minimum 4).

2. PAGE LAYOUT

- Paper format: standard A4 (297x210 mm),
- two-column format (8 cm each column),
- margins: top 25 mm, left and right 20 mm, bottom 37 mm,
- fully justified.

Font:

Text: Times New Roman
Variable: Times New Roman italic
Symbol: True Type Symbol font

Type Size:

Paper title: 12 pt bold (**TITLE**)
Author(s): 10 pt bold (**Author**)
Affiliation(s): 10 pt italic (*Affiliation*)
Normal text: 10 pt (regular text)
Captions: 10 pt italic (*Figure...*)
Text in tables: 9 pt

Symbols: 10 pt ($\Omega \cong \phi$)

Sub/superscript: 7 pt (x^y)

For LaTeX or Word users: Macros and template are available on the ESA Publications conference Proceedings website at:

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

3. HEADERS AND FOOTERS

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

4. 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.

5. 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.

5.1. 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.

6. 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’.

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

7. FIGURES AND TABLES

Figures and tables can extend over two columns if required. Figure captions should be centred below the figures; table captions should be centred above the tables. Use full word ‘Figure 1’ or ‘Table 1’ in the caption. Use the abbreviation “Fig. 1” or “Tab. 1” in the text (even at the beginning of a sentence).



Figure 1. 3rd IAASS

8. 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.

9. 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. Further information is available in “How to reference a publication” at: <http://www.esa.int/esapub/conference/references.pdf>

9.1. Sample References

1. Smith, J.M., Adams, B.A. & Wilson, A. (2002). The Future for Asteroid Exploration. *Planet. Space Sci.* **285**(11), 123-126.
2. Johnson, A.B. & Radice, X.T. (2002). *Comets for Beginners*, Cambridge University Press, Cambridge, UK, pp103-106.
3. Svalgaard, L. & LeSager, P. (2003). What Heliosesimology Teaches us About the Sun. In Proc. 4th. ISCS ‘Solar Variability as an Input to the Earth’s Environment’ (Eds. H. Lacoste & H. Xerxes), ESA SP-535 (CD-ROM), ESA

Publications Division, European Space Agency, Noordwijk, The Netherlands.

10. PDF PREPARATION

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Generally, image resolutions should be 600 dpi for monochrome, 300 dpi for greyscale and colour.

VERY IMPORTANT: EMBED ALL FONTS and ensure that the PDF’s security setting is on ‘**NO SECURITY**’.

11. SUBMITTING THE PAPER

*Absolute deadline for submission is
23 October 2008*

Late submission may not be accepted

11.1. Papers are to be delivered by ftp

ftp address: ftp.estec.esa.nl
username: conf
password: confpa55
directory: SP-662_IAASS

The filename must clearly identify the paper. Use the IAASS **abstract** number followed by the name of the **main author** (e.g. 1253smith.pdf), using a maximum of 8 characters before the point. Use only lower case. *DO NOT name your file “IAASS.pdf”.*

Papers must be delivered by **23 October 2008** at the latest, if they are to be included in the final Proceedings.

11.2. Confirming receipt of electronic files

For security reasons, authors will not see the document placed in the upload directory. To receive confirmation of receipt, please send one email to the editor identifying **SP-662** in the subject line, and giving the filename(s).

For further information about preparing your paper, please contact:

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