

SMALL SATELLITE SYSTEMS AND SERVICES THE 4S SYMPOSIUM

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ABSTRACT

The proceedings of the symposium will be published by ESA's Publications Division as Special Publication SP-660 on CD. **Authors should deliver their papers as electronic 'PDF' files (firstauthor.pdf); details are given in Sections 9 and 10.**

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. FORMATTING REQUIREMENTS

- Suggested length: 10 pages,
- Paper format: standard A4 (297x210 mm),
- two-column format (8 cm each column, 1 cm column spacing),
- 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)

This document is available as a template in Word format from the conference website under author instructions. Simply replace the current text with your own. The headings and subheading are created using styles.

2. HEADERS AND FOOTERS

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

3. 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. 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.

4.1. 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.

5. 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'.

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

6. 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).

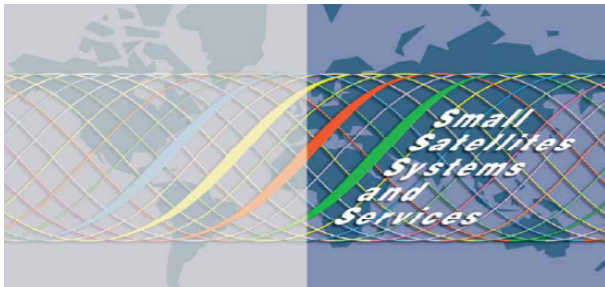


Figure 1. The 4S conference 26-30 May 2008.

7. 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.

8. 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.

8.1. 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.

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No Paper – No Podium

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For further information about preparing your paper, contact (please always include SP-660 in the subject line of an email):

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