INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE “TITLE” <CONFERENCE/SYMPOSIUM>

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

The Proceedings will be published by ESA’s Publications Division (EPD) after the meeting, as Special Publication SP-XXX. The Proceedings are a reflection of the meeting itself, so any papers which are not presented at the meeting will not be included.

Authors should submit the papers in the following format only:
• A single-sided, hard (printed) copy, in black and white
The submitted document will be used as camera-ready copy for the printed version, and will not be edited or formatted by EPD.

The Proceedings will be published as a black and white book. Each participant in the conference will receive a copy of the Proceedings. In addition, the first author named on each paper will receive 50 loose copies of that paper only.

The following are guidelines for preparing the paper in accordance with the European Space Agency’s standards for conference proceedings. Each submission should resemble these instruction sheets in layout and style when completed.

1. GENERAL SPECIFICATIONS

All papers shall be written in <English only/one of the two official ESA languages, English and French>.

Presentation slides and commercial brochures will not be accepted.

As a guideline, the number of pages should not exceed [ask the organiser how many; max 850 pages per vol]:

Keynote/Invited Paper: 12 pages
Oral Paper: 8 pages
Poster Paper: 6 pages

2. PAGE LAYOUT

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

• Page size: standard A4 (21 x 29.7 cm) or US Letter (8.5 x 11 in)
• Two columns of 8 cm each, with 1 cm between
• Fully justified
• Single line spacing
• Total typing area 24 cm long by 17 cm wide, with margins as in Table 1.

<table>
<thead>
<tr>
<th>Paper format: A4</th>
<th>US Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: cm</td>
<td>in</td>
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<td>Left</td>
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</tbody>
</table>

2.1 Fonts

Text: Times New Roman
Variables: Times New Roman italic
Symbols: True Type Symbol font

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)
Text in tables: 9 pt

2.3 Page Numbering

Please write your last name and the page number on the back of each page, lightly in pencil, e.g. “Smith-2”.

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.

Please do not put anything in the margins specified in Table 1.
They should be flush with the left-hand margin, on a separate line.

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 and Tables

Responsibility for the inclusion of good quality figures and illustrations resides with the author.

In line drawings, please avoid shading. If you include colour illustrations, please ensure that they will reproduce clearly in greyscale, and ensure that the text does not refer to colours (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 printing. Please check the quality of your printed copy before you submit it.

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.

Figure captions should be centred below the figures; table captions should be centred above the tables. In references, 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.

\[
T_i = \frac{T_0}{1 + (\beta \gamma \ln \gamma)}
\]  

(1)

Leave a line of space before and after each equation. Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as “above” or “below”.

4.5 Abbreviations and 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. For more about references, see… [Andy TBW?]

Sample References


5. ELECTRONIC FILE ISSUES

The submitted document should be on paper, and *electronic file submissions will not be accepted.*

The information in this section is intended to assist with production of the printed copy.

5.1 LaTeX

For users of LaTeX software, a set of macros is available on the ESA Publication Website:

http://esapub.esrin.esa.it/conference/esapubzip.htm

In the event of any discrepancies, these instructions to authors take precedence over the information on the website.

5.2 Microsoft Word

For users of Microsoft Word software, a template may be found at: TBD. Once completed, the document should be printed to PDF before submission.

For advice on inserting figures into Word files so that they do not jump around the page, please see…

6. SUBMITTING THE PAPER

The camera-ready hard copy of the paper should be delivered to the Proceedings editor either before or at the conference.

Submission deadline: **date**

Late papers may be omitted from the Proceedings.

6.1 Contact Details

If you have any questions about preparing your paper, please contact the editor:

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Proceedings Editor  
ESA Publications Division, SER-CP  
ESTEC, Postbus 299  
2200 AG Noordwijk, The Netherlands

Phone: (+31) 71 565 XXXX  Fax: (+31) 71 565 5433  
Email: Name@esa.int

Please note that any questions concerning conference arrangements, fees, accommodation, etc., should be addressed to the ESTEC Conference Bureau, confburo@esa.int.