

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE SOHO 18/GONG 2006/HELAS I CONFERENCE “BEYOND THE SPHERICAL SUN”

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ABSTRACT

The Proceedings will be published by ESA's Publications Division (EPD) after the meeting, as Special Publication SP-624. The Proceedings are a reflection of the meeting, so authors of all presentations (whether oral or poster) are expected to submit written papers. Likewise, any papers which are not presented at the meeting will not be included.

Authors should submit the papers in the following format only:

- **Electronically** in 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 EPD.

The Proceedings will be published on CD-ROM only. Each participant in the conference will receive a copy of the Proceedings.

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. Presentation slides and commercial brochures will not be accepted.

As a guideline, the number of pages should not exceed:

Invited paper: 12 pages
Contributed paper: 8 pages

2. PAGE LAYOUT

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

- Page size: standard A4 only (21 x 29.7 cm)
- 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 1. Page margins

Unit:	cm	in
Top	2.50	0.98
Bottom	3.20	1.26
Left	2.00	0.79
Right	2.00	0.79

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)
Text in tables: 9 pt

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. 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.

Colour illustrations may be included on the CD, but please ensure that they will reproduce clearly if printed in greyscale, and ensure 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 printing. Please make a black and white test print to check the quality before you submit your file.

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.



Fig. 1. Aerial view of ESTEC

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.

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

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.

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.

Page size

If you usually work with the US 'Letter' size paper, don't forget to set your document to A4 before specifying the margins. In addition, before generating the PDF file, ensure that the PDF properties specify A4 page size and not Letter.

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.

Filename

The filename should consist of the surname of the primary author, followed by a number if the author has presented multiple papers, e.g. Smith_02.pdf.

Image quality

Files prepared for viewing on-screen only do not always print well. Images inserted in the document should be of a sufficiently high resolution (300 dpi is recommended).

Please ensure you use print-quality settings when generating your PDF, otherwise the image quality may be lost. Make a test print to check the quality.

5.2 Templates

For users of Microsoft Word, a template is available on the ESA Publications website:

www.esa.int/publications/authors

For users of LaTeX software, a set of macros is available at the same address. In the event of any discrepancies, these instructions to authors take precedence over the information on the website.

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.)

Note that LaTeX files cannot be accepted for electronic submission under any circumstances.

6. SUBMITTING THE PAPER

Because the conference is during the holiday season, the deadline for submission of papers is exceptionally set for after the conference has finished. However, **you are strongly encouraged to bring your paper to the conference** if at all possible. Please bring it in PDF format on a CD or USB key.

Submission deadline: 1 September 2006

Please submit the electronic copy of your paper, in PDF format, to the following FTP site:

Address: **ftp.estec.esa.nl**
User name: **conf**
Password: **confpa55**
Directory: **SP-624_SOHO18**

The above FTP site is secured, and should preferably be accessed using an FTP software application rather than an internet browser.

After submitting your file by FTP, please notify the editor by email, identifying the conference and providing the filename you have submitted.

Please note that the access rights do not allow you to see your paper after you have submitted it. You should assume the transfer has been successful unless notified otherwise by the editor.

Please do not submit the file by email!

Late papers may be omitted from the Proceedings.

6.1 Contact Details

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

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