

# INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE CONFERENCE “TOWARDS OTHER EARTHS”

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## ABSTRACT

The Proceedings will be published in book form by ESA’s Publications Division (EPD) some 8 weeks after the meeting, as ESA Special Publication SP-539. Authors should submit the papers **electronically** in **PDF - portable document format - only**, to the ESA Publications ftp site.

The following are some guidelines for preparing the camera-ready/electronic copy in accordance with the European Space Agency’s standards for conference proceedings. Each submission should resemble these instruction sheets in format and style when completed. Start with a concise Abstract, which summarises the contents of the paper (about 150 words).

## 1. GENERAL SPECIFICATIONS

All papers should be in English.

The paper must be prepared in double-column format. The number of pages should not exceed:

- Invited/Overview* papers – 12 pages
- Oral* Paper – 8 pages
- Poster* Paper – 6 pages

## 2. PAGE LAYOUT

- Paper format: standard A4 or U.S. letter size;
- Two-column format (8 cm each)
- Fully justified.

Paper format:	US LETTER		A4	
Unit:	Inch	cm	inch	cm
Margin LEFT	0.90	2.29	0.79	2.00
Margin RIGHT	0.90	2.29	0.79	2.00
Margin TOP	1.00	2.54	1.00	2.54
Margin BOTTOM	0.79	2.00	1.48	3.76

## Font:

Text: Times New Roman  
 Variable: Times New Roman italic  
 Symbol: True Type Symbol font  
**(Type 1 fonts only)**

## 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)  
 Text in tables: 9 pt  
 Symbols: 12 pt (□ □ □)  
 Sub/super-script: 7 pt (x<sup>y</sup>)

For users of Latex\* software, a set of macros is available on the ESA Publications Website:  
<http://esapub.esrin.esa.it/conference/esapubzip.htm>

\* For the electronic submission, please ensure that only Type 1 Fonts are used and embedded in the final PDF file.

## 3. TITLE and AUTHOR AFFILIATION

The paper title, author(s) name(s), affiliation(s), complete mailing address and e-mail 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<sup>(1)</sup> in the authors<sup>(2)</sup> list<sup>(3)</sup> 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, subheadings. Major (or section) headings are to be in capitals without underlining.

#### 4.1 Subheadings

Subheadings or subsection headings are to be in lower case with initial capitals. 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 (do not use “Equation 2bis” or “4’...” ). Equations should be centred, with the equation number in parentheses, flush with the right-hand margin of the column.

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

$$T_s = \frac{T_b}{1 + (\Delta T_b / \Delta) \ln \Delta} \quad (1)$$

#### 6. FIGURES AND TABLES

Responsibility for the inclusion of good quality figures/illustrations (black and white or colour) resides with the author.

Figure captions should be below the figures; table captions should be above the tables. Use the abbreviation “Fig.1,” even at the beginning of a sentence.

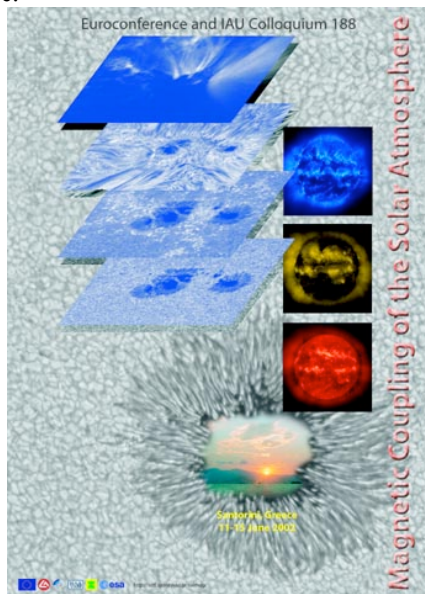


Fig. 1. XXXXXXXXXXXXX

#### 7. 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 shall be in italic script.

##### 7.1 Sample References

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

#### 8. SUBMITTING THE PAPER

Please submit the electronic copy of your paper, in PDF format, at the following ftp address:

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NOT LATER THAN **16 May 2003**, to ensure its inclusion in the Proceedings.

For further information about preparing your paper, please contact:

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