

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE 8TH IAASS CONFERENCE “SAFETY FIRST, SAFETY FOR ALL”

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 of the Conference will be published electronically by IAASS.

Authors must deliver their full papers by 22 April 2016 as PDF and WORD (or LaTeX) files.

The link for papers upload will be provided as of 29 January 2016 at: <http://iaassconference2016.space-safety.org/author-instructions/>

Please read the following instructions for the preparation of your paper in accordance with IAASS’s standard 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 10 pages**, unless differently agreed by the Assistant to the Editor (carmen.felix@gmail.com).

Use American English spelling and the Chicago Manual of Style as the main reference for style and grammatical questions. Please note the usage of direct, active writing instead of passive style. For example, do not write, “Jupiter’s moons were discovered by Galileo.” Instead, write “Galileo discovered Jupiter’s moons.” All writing must be original, and quotations should be paraphrased whenever possible. It is preferable to use few or no quotations.

2. PAGE LAYOUT

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

Font:

Text: Times New Roman
Variable: Times New Roman italic
Symbol: 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) fully justified
Captions: 10 pt italic (Figure...)
Text in tables: 9 pt
Symbols: 10 pt ($\Omega \cong \phi$)
Sub/superscript: 10 pt (x^y)

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. 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

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 (use style Heading 1, and indent) are to be in lower case with initial capitals and bold font.

6. EQUATIONS

Equations are to be numbered consecutively throughout the paper, 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).

The author is responsible for obtaining all permissions prior to submitting the paper. All figures need to be permitted to be used by the original copyright owner.



Figure 1. Space Station, artist's impression

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.

8.1 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 Helio-seismology 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), European Space Agency, Noordwijk, The Netherlands.

10. PDF PREPARATION

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

VERY IMPORTANT: EMBED ALL FONTS and ensure that the PDF's security setting is to '**NO SECURITY**'.

11. SUBMITTING THE PAPER

*The deadline for submission is
22 April 2016*

Papers are to be uploaded after receiving notification that the submitted abstract has been accepted by the Program Committee (29 January 2016). The link for the upload will be provided as of 29 January 2016 at: <http://iaassconference2016.space-safety.org/author-instructions/>

Confirmation of receipt will be sent.

The filename must clearly identify the paper. Use the session number followed by the name of the main author (e.g. s1_Taylor.pdf). Use only lower case.

For further information about preparing your paper, please contact:

Carmen Felix
IAASS Conference Program Committee
Email: carmen.felix.c@gmail.com