

# INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE SECOND SOLAR ORBITER WORKSHOP, 16-20 OCTOBER 2006, ATHENS, GREECE

Principal Author Name <sup>(1)</sup>, Co-Author Name <sup>(1)</sup>, Co-Author Name <sup>(2)</sup>

<sup>(1)</sup> Affiliation, Complete mailing address (including country), E-mail:

<sup>(2)</sup> Affiliation, Complete mailing address (including country), E-mail:

## ABSTRACT

The Proceedings of the Workshop will be published by ESA Publications Division as Special Publication SP-641 on CD-ROM. **Authors must deliver their full papers by 3 November 2006 as electronic 'PDF' files; details are given in Sections 10 and 11.**

Please read the following instructions for the preparation of your paper in accordance with ESA's standards for 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 for Invited papers,
- 6 pages for Contributed (Oral & Poster) papers.

## 2. PAGE LAYOUT

- Paper format: standard A4 (297x210 mm),
- Two-column format (8 cm each column),
- 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 ( $\Omega \approx \phi$ )

Sub/superscript: 7 pt (x<sup>y</sup>)

**For LaTeX users:** a set of macros is available on the ESA Publications website at:

<http://www.esa.int/publications/authors>

## 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 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 to refer to them.

## 5. 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.

### 5.1. 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.

## 6. 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'.

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

## 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 and in the text (even at the beginning of a sentence).



Figure 1. Solar Orbiter 2006

## 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.

### 9.1. 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.

## 10. PDF PREPARATION

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Generally, image resolutions should be 600 dpi for monochrome, 300 dpi for greyscale and colour.

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

## 11. SUBMITTING THE PAPER

***Absolute deadline for submission is  
3 November 2006***

### 11.1. Papers are to be delivered by ftp

ftp address: ftp.estec.esa.nl  
username: conf  
password: confpa55  
directory: SP-641\_SOLAR

Please send an e-mail to the editor to report an FTP delivery, identifying the Workshop and session, and giving the file name(s).

Alternatively, you can deliver your PDF personally during the Workshop (on CD-ROM or USB device – no diskettes). Some assistance for PDF generation will also be available.

The filename must clearly identify the paper. Cite the name of the **main author** (e.g. smith.pdf), using a maximum of 8 characters before the point. Use only lower case.

**Papers must be delivered by 3 November 2006 at the latest, if they are to be included on the CD.**

### 11.2. Confirming receipt of electronic files

For security reasons, authors will not see the document placed in the incoming directory. To receive confirmation of receipt, please send an e-mail to the editor identifying **SP-641** and the session in the subject line, and giving the filename(s).

For further information about preparing your paper, please contact:

NOTE: Please do not FTP *and* e-mail the same electronic file. Multiple submissions cause confusion over which file is to be used for publication.

Lorraine Conroy, Editor  
ESA Publications Division, EXR-CP  
ESA/ESTEC  
Phone: (+31) 565 3408  
Fax: (+31) 565 5433  
Email: Lorraine.Conroy@esa.int