

# SAMPLE INSTRUCTIONS FOR PREPARING CAMERA-READY MANUSCRIPTS FOR Y10 PROCEEDINGS

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## ABSTRACT

A short and informative abstract must be at the beginning of each paper. The word “ABSTRACT” should be capitalized and begin at the left margin of the composition area, and is to start after three blank lines below the author(s) affiliation block. The text of the abstract should begin with one blank line between the word ABSTRACT and the first line of the abstract text. Leave a blank line between the end of the abstract and the start of the main text.

## TITLE AND AUTHORS

On the first page of the manuscript leave four blank lines (2 cm of blank space) below the top margin of the composition area and type the title in bold capital (16 point) letters. Leave two additional blank lines between the title of the paper and the author(s) name(s) block. The author(s) name(s) are to be typed in upper and lower case with the initials and the first letter of the family name capitalized. For multiple authors at different institutions, identify the authors by using a superscript number(s) after each author’s name. Leave one blank line between the author(s) name(s) and a block giving the author(s) institution(s), using the superscript number(s) at the beginning to identify each institution. The author-institution block should be italicized. Leave three additional blank lines between this part of the header and the abstract.

## MANUSCRIPT TEXT

The manuscript should be organized by major sections in any manner the author(s) desire. Each major section of text should have a title in capital letters. Each major section title should begin at the left margin of the composition area, with one blank line between it and the preceding paragraph. Leave one blank line after the heading, before beginning to type the first paragraph of each major section. There should be one blank line of space between paragraphs. All paragraphs are blocked to the left. The text should be fully justified on both margins.

## Major Sub-section Headings

Major sub-section headings begin at the left margin, are underlined, and have the first letter of each major word capitalized (initial capitalization). The heading is to be placed so that there is one blank line above and below the sub-section heading. The text is typed starting after the blank line under the sub-section heading.

Minor Sub-section Headings. Minor sub-section headings are to have the first letter of each major word capitalized. The sub-section heading is underlined and begins at the left margin. This heading is to be placed so that there is one blank line after the preceding paragraph. The text is typed starting two blank spaces after the sub-section heading, as illustrated here.

## EQUIPMENT

The camera-ready manuscript should be prepared on a word processor and printed on a high quality laser printer. Print out all material single spaced, and on only one side of the paper. Characters or symbols not available on your printer should be drawn with a thin pen point and black ink. High quality laser printers are the preferred method of manuscript preparation. COSPAR draft manuscripts should be printed out using the double-space option of your word processor. If you use another type of printer, then please use a black carbon ribbon, or at least a new black ribbon, so that the typescript will be dark and clean.

## DETAILED INSTRUCTIONS

Special composition paper is not necessary; any high quality white paper is acceptable. The text composition area is 180 mm wide by 250 mm long. This size can be accommodated by either European A4 paper or US standard 8 1/2 by 11 inch paper. A suggested page setup for A4 paper is 2.5 cm for the top and bottom margins, and 1.5 cm for the left and right side margins. A suggested page setup for US letter size (8 1/2 by 11 inch) paper is 0.6 inch for the top and bottom margins, and 0.7 inch for the left and right side margins. The manuscript will be reduced by 10 percent for final printing. The manuscript should be composed such that all of the text, figures, and tables are within the defined composition area.

## Manuscript Length

The normal expected length for a camera-ready manuscript is 2 pages for poster papers, 4 pages for contributed papers, and 10 pages for invited papers. Excessively long papers are likely to be rejected since it might be difficult to condense the manuscript to the limited number of pages.

## Tables

Tables should be placed as near to their reference in the text as is convenient. The publisher prefers to have tables centered on the page, as shown by Table 1. However, narrow tables (i.e., those that will fit within a half page width) can be used with text on the opposite side of the table. In this case, leave one blank line between the table and the manuscript text so the manuscript will not appear "crowded". Tables are numbered sequentially in Arabic numerals. The table heading is centered above the table and typed in a line no wider than the table. The word "Table" is spelled out with the table number followed by a period. Leave two spaces and type the heading. Capitalize principal words in the table heading; do not end the heading with a period unless the heading is followed by explanatory text. Very wide tables may be placed sideways on the page, but when this is done, no other text (except the heading and footnotes) may appear

**Table 1. Common Problems in Manuscript Preparation**

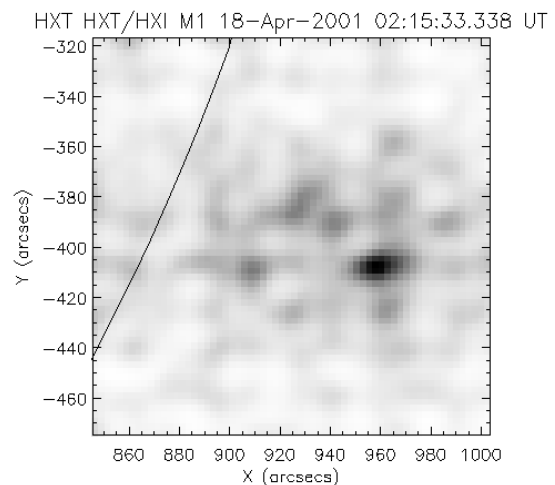
- 
1. Manuscript lacks clarity
  2. Figures too small
  3. Lettering too small
  4. Figure axes not correctly labeled
  5. Figure captions do not explain figure
  6. Figures downloaded from internet lack publication quality
  7. References in text do not match reference list
  8. Reference format incorrect
  9. Type fonts too small
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on that page. An example of a table format is shown by Table 1.

### Figures

Figures may be laser generated, ink drawings, or photographs of the required size. If photographs are used, they should be glossy original prints with maximum black and white contrast. All figures must have lettering sufficiently large to be readable after a 10% reduction. Figures that cannot be read after this reduction will be returned to the author for revision; in this case, the publication of your manuscript might be delayed.

The publisher prefers that the figures be mounted vertically and centered on the page. Under some circumstances, the author(s) may find it convenient to place two figures side by side, each with its own caption underneath. In the interest of maximizing the useable text area, the half-page technique of dividing the page into two columns and having a column of text with a figure beside the text is acceptable. In this case, the written text should fill approximately half the page width. When a figure is embedded in a page with text, leave at least one blank line between the top of figure and the line of text above, with a blank line between the base of the figure and the figure caption. All figures must have a figure caption at the base. Do not place captions by the side of the figure. It is suggested that figures be placed at the top or bottom of a page when possible. Very wide figures may be placed sideways on a page, but if this is done, no other text (other than the figure caption) may appear on that page.



**Fig. 1.** *Yohkoh*/HXT image in the 33–53 keV energy band. Science nugget from May 4, 2001. (H. Hudson and M. Shimojo)

The publisher prefers that the figures be mounted vertically and centered on the page. Under some circumstances, the author(s) may find it convenient to place two figures side by side, each with its own caption underneath. In the interest of maximizing the useable text area, the half-page technique of dividing the page into two columns and having a column of text with a figure beside the text is acceptable. In this case, the written text should fill approximately half the page width. When a figure is embedded in a page with text, leave at least one blank line between the top of figure and the line of text above, with a blank line

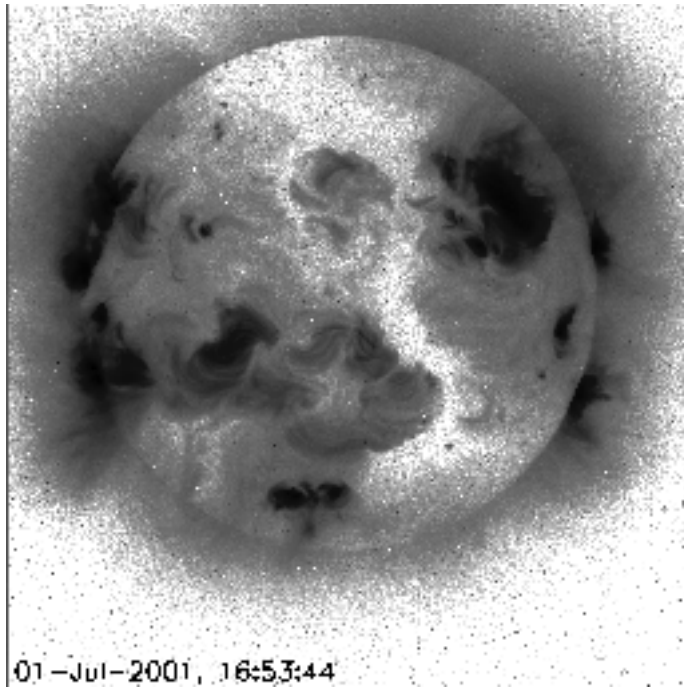


Fig. 2. *Yohkoh*/SXT image displaying a recent polar coronal hole extension.

between the base of the figure and the figure caption. All figures must have a figure caption at the base. Do not place captions by the side of the figure. It is suggested that figures be placed at the top or bottom of a page when possible. Very wide figures may be placed sideways on a page, but if this is done, no other text (other than the figure caption) may appear on that page.

Number each figure sequentially in Arabic numerals. When referring to specific figure numbers in the text, the word “Figure” is spelled out, followed by the figure number. In the figure caption, the “Fig.” abbreviation is used, followed by the figure number and a period followed by two spaces. Figure captions are treated as sentences; only the first word at the beginning of each sentence of the caption is capitalized. When two lines or more are required, use single spacing, and justify the second and succeeding lines to the left margin of the caption. It is permissible to use a slightly different print font or font size to help differentiate figure captions from ordinary text. It is recommended that you leave two blank lines between the bottom of the figure caption and the next line of text. Examples of figure formats are shown by Figures 1 and 2.

Color Figures. If color photographs or figures are used, there will be a substantial surcharge. The publisher requires a written guarantee that this surcharge will be paid before permission to use color photographs or figures is granted. Do not paste colored photographs or figures on the manuscript pages. Put them in a separate envelope and identify each figure with the author’s name and figure number on the reverse side.

### Abbreviations

Abbreviations used should conform to those normally used in scientific journals. Whenever possible, SI units should be used. Scientific abbreviations such as CME for “coronal mass ejection”, or IMF for “interplanetary magnetic field”, should be spelled out (and identified) the first time they are used in the manuscript text. Do not use this type of abbreviation in the abstract.

## Equations

Number equations sequentially with the equation number typed flush with the right hand margin and enclosed within parenthesis. When reference to an equation is embedded in the text, the equation number should be preceded by the abbreviation “Eq.”.

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The Editors, P.C.H. Martens (MSU) and D. Cauffman (LMSAL), intend to submit the camera-ready Proceedings to Elsevier Science before the end of 2001. They request that every author submit a first draft of their paper *at the Meeting*. They prefer full papers, but the first draft may be limited to an extended abstract, the full presentation, and a narrative. The full papers must be submitted within 6 weeks after the meeting (October 31).

To speed up the refereeing and editing process, they request that all authors submit their papers electronically. An ftp site for submission will be set up and instructions published at the URL named above. The refereeing process will be handled by email. Authors may submit their papers in most common electronic formats ( $\text{\LaTeX}$ , Word, WordPerfect), and figures must be in the accompanying electronic form.

## REFERENCE PROCEDURES

References in the text should be enclosed in parenthesis containing the author’s name and year the reference was published. The following sentence of fictional material is an example of embedded (i.e., Harvard style) references. “The computer methods of Bitt *et al.* (1999) include improved data archival techniques (Hit & Miss, 1996).” For other examples, see *Planetary and Space Science*, *JATP*, the *Journal of Geophysical Research*, or *Solar Physics*. Use the “*et al.*” notation in the text for references with more than two authors, and use italics as shown in this sentence.

The citations should be listed at the end of the paper under the REFERENCES heading. The second and succeeding lines of an individual reference should be indented about 0.7 cm (0.3 inches). The citations may be single-spaced to conserve space. The references should be in alphabetical order, beginning with the author(s)’s name(s), article title, journal name, volume and page number, followed by the year of publication in parenthesis. Multiple entries by an author or set of authors are to be arranged chronologically; if these have multiple entries in the same year, then they should be distinguished by the letter a, b, c, etc., placed after the year (e.g., 1966a). Although all authors of cited references should be included in the reference list, the use of “*et al.*” (in italics) for references with more than five authors is acceptable; in this case, list the first five authors and end the author list with “*et al.*”.

The editorial board and publisher strongly prefer that all titles of the referenced papers be given, but these may be omitted to conserve space if absolutely necessary. Put the name of a book or periodical in italics. Put the volume number in bold face type. If you do not have italics, underline those places where italics are preferred. Use the same style for all references. Titles of reports or books are not abbreviated: principal words are capitalized. When referencing a book, the publisher's name and city are given. Editors are listed for collected works, not for monographs or journals. Additional reference examples using fictional material are listed below.

## ACKNOWLEDGEMENTS

If acknowledgements are given, they follow the text and precede the references. Thanks to D. McKenzie (MSU) for suggesting the figures.

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