

PREPARATION OF THE CAMERA-READY COPY OF YOUR PAPER FOR THE PROCEEDINGS OF THE WORKSHOP ON SPACE WEATHER

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/RESUME

The Proceedings will be published by ESA's Space Environments and Effects Analysis Section in early 2003 as a Workshop Proceedings documents (ESA-WPP-###). Authors should submit their camera-ready papers to Alexi Glover in PDF electronic form. Please take special care to limit the size of the PDF file. Please also include the source file (MS-Word or other).

The following are some instructions for preparing the camera-ready 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/Résumé (limited to 15 lines or 150 words) which summarises the contents of the paper.

1. GENERAL SPECIFICATIONS

The paper must be written in double-column format. As a guideline, the number of pages should not exceed:

Oral Papers – 6 pages
Poster Paper – 4 pages

2. PAGE LAYOUT

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

Paper format:	A4	
Unit:	Inch	cm
Margin LEFT	0.79	2.00
Margin RIGHT	0.79	2.00
Margin TOP	1.00	2.54
Margin BOTTOM	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 ($\Omega \equiv \phi$)
Sub/super-script: 7 pt (x^y)

For users of Latex software, a set of macros is available on the ESA Publication Website:

<http://esapub.esrin.esa.it/conference/esapubzip.htm>

3. 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 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⁽¹⁾ in the authors⁽²⁾ list⁽³⁾ 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”.

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

6. FIGURES AND TABLES

Responsibility for the provision of high quality figures/illustrations resides with the author. They should have the right size for the space they will occupy in the paper. Hints for Word users: when pasting pictures or objects from other sources, use “paste special” in the “Edit” menu, and select “device independent bitmap”. This limits the size. After pasting objects, it may be necessary to use “format object” from the “Format” menu, select “position”, and remove “float over text” and remove “move object with text”.

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.

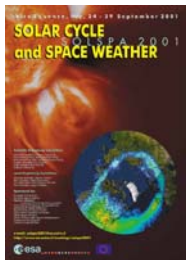


Fig. 1. Solspa

7. ABBREVIATION 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.

8. PAGE NUMBERING

Do not number the PDF version.

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 shall be in italic script. For MS-Word users, “endnotes” are an easy way to create and track references.

9.1 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.

10. SUBMITTING THE PAPER

Send your completed PDF, and source files, to Alexi Glover by e-mail or by placing the file(s) on a public ftp or www site.

There will be no iteration and the paper will be printed as received. The deadline beyond which contributors should not expect their paper to be accepted is 14 March 2003.

For further information about preparing your paper, please contact:

Alexi Glover
ESA TOS-EMA
Postbus 299
2200 AG Noordwijk, The Netherlands

Phone: (+31) 71 565 6167 / Fax: (+31) 71 565 5420
< Email: Alexi.Glover@esa.int >