

# INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE INTERNATIONAL SCIENTIFIC CONFERENCE ON CHROMOSPHERIC AND CORONAL MAGNETIC FIELDS

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## ABSTRACT/RESUME

The Proceedings of the conference will be published by ESA's Publications Division (EPD) as Special Publication SP-596 on CD. **Authors should deliver their papers as electronic 'PDF' files** (see Sections 9 and 10).

Please read the following instructions for the preparation of your paper in accordance with the European Space Agency's standards 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), which summarises the contents of the paper.

## 1. GENERAL SPECIFICATIONS

The paper must be prepared in two-column format and must not be longer than

- 12 pages for invited papers,
- 6 pages for posters.

## 2. PAGE LAYOUT

- Paper format: standard A4 (297x210mm),
- two-column format (8 cm each column, 1 cm column spacing),
- margins: top 25mm, left and right 20mm, bottom 37 mm,
- fully justified,
- no page numbering.

**Font:**                    **Type 1 fonts only**  
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)  
Text in tables:        9 pt  
Symbols:               10 pt ( $\Omega \cong \phi$ )  
Sub/super-script:    7 pt ( $x^y$ )

## 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<sup>(1)</sup> in the authors<sup>(2)</sup> list 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 and subheadings. Major (or section) headings are to be in capitals and bold.

### 4.1. 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.

## 5. 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".

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

## 6. FIGURES AND TABLES

Figures and tables can extend over two columns if required. Figure captions should be below the figures; table captions should be 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).

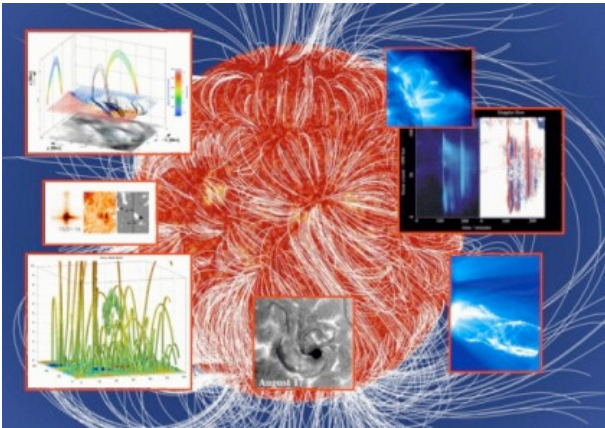


Figure 1. The Coronal loops, plasma eruption and high energy particles from the Sun imply that the coronal dynamics are controlled by the magnetic field.

## 7. 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.

## 8. REFERENCES

Within the text, use citations without numbering (author, year). The title of a book or of a journal shall be in italic script. Full references are to be placed at the end of the paper.

### 8.1. Sample References

Johnson N. L. and McKnight D. S., *Reducing Costs*, Orbit Book Company, Malabar, Florida, 1991.  
Grün E., et al. Space Operations, *ICARUS*, Vol. 62, 244 – 272, 1985.

## 9. PDF PREPARATION

A **Word** template and a set of **LaTeX** macros are available (see conference website).

Important for LaTeX users:

- ensure that only Type 1 Fonts are used and that these are embedded in your PDF file. Use the command `\usepackage{times}`,
- use `"dvi2pdf -p a4 paper.dvi"` to convert from the DVI format to the PDF format (or use alternatives of the same quality level).

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Files do not always print well even though they may look good on the screen. *Please make a test print to check the quality before you submit your file.* Generally, images should be compressed to correspond to about

150-300 dpi at the size they will print. Ensure that the PDF's security setting is on 'No Security'.

The filename must clearly identify the paper and use the name of the main author (e.g. Smith.pdf).

Movie clips in mpeg format can also be included. Reference the clip(s) in the text (the link will be added by the editor). Use the same file name as the paper (e.g. Smith.mpg).

## 10. SUBMITTING THE PAPER

Papers must be delivered in PDF file format (on CD or USB device only – no diskettes) to the editor at the conference.

**The deadline for submission is 2 September 2005.**

Alternatively, electronic files (on CD) can be sent to the editor before the conference to the mailing address below. If it is not possible to send a CD, the PDF file can be delivered via FTP to:

ftp address: ftp.estec.esa.nl  
username: conf  
password: confpa55  
directory: SP-596\_CCMF

LaTeX macro files can be downloaded from the conference web pages.

For further information about preparing your paper, contact (please always include SP-596 in the subject line of an email):

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