

**FORMAT INSTRUCTIONS FOR AAS TECHNICAL PAPERS<sup>\*</sup>****Robert H. Jacobs<sup>†</sup>**

We prefer that all AAS technical papers be submitted to us on a standard 3.5-inch IBM/Mac compatible floppy disk, along with a single-sided high-quality hard copy printout which we can use as originals. Most of the common word processing program formats, such as MS Word are acceptable. In addition, we would still require camera-ready artwork and/or glossy prints of all figures/illustrations used in the paper. If submitting digital files for graphics, the resolution must be approximately 300 dpi for paper media printing.

For those papers which contain numerous mathematical equations, we prefer to have a hard copy in camera-ready form—ready for printing—since our system may not transfer complex mathematics files properly. Simply submit your entire paper in camera-ready form as illustrated and explained in these format instructions. Please note that these instructions are prepared in the proper format.

An abstract of the paper should be provided and typed single space, with a column width of 4.5 inches (approx. 115 mm). It should not exceed one page in length. The abstract should state the problem and indicate the purpose of the paper, the approach taken, and also the nature of results or conclusions that can be expected. It should tell enough about the paper to permit the reader to decide whether the subject is of specific interest. The abstract is single space.

**INTRODUCTION**

The title of the paper (on the first page) starts one inch (25 mm) below the beginning of the standard page. The paper should be typed/printed single-sided on high-quality blank paper in the proper format. For type face, we prefer to have typeset quality print (10-12 point). Computer equipment using programs capable of producing near-typeset quality (10-12 point) are also excellent for our purposes (e.g. laser printers). If neither of the above can be provided, letter quality print using fonts similar to this instruction sample are satisfactory. For long papers it is recommended that 10 point font (as opposed to 11 or 12 point) be used to keep the paper down to the 20 page limit. For standard 8-1/2 by 11-inch U.S. paper the column width is 6 inches and column length is 8.75 inches. Margins are as follows: Top—0.75 inch; Bottom—1.5 inches; Left—1.5 inches; Right—1 inch. For those authors using A-4 paper (210 mm by 295 mm, instead of U.S. standard 8-1/2 by 11-inch paper) the column width is 150 mm and column

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\* Prepared for technical papers that may later be published in the proceedings of the American Astronautical Society.

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length is 225 mm. Margins are as follows: Top—20 mm; Bottom—50 mm; Left—30 mm; Right—30 mm). The right-hand margin need not be justified but should nevertheless be fairly even. Copy should be single space—indented with double space between paragraphs. Major headings are all caps, bold and flush left. Numbering of sections and paragraphs should be avoided.

## BODY OF REPORT

### Format of Text

Secondary headings are caps and lower case; they are flush left and bold. Normally, these headings are not numbered.

*Mathematics.* Tertiary headings should be avoided, but if necessary they are run-in and italic. Main items are numbered 1., 2., 3., etc. and are flush left, as follows:

1. The following form is used for equations:

$$\nabla^2\phi = \frac{1}{r} \frac{\partial}{\partial r} \left( r \frac{\partial \phi}{\partial r} \right) + \frac{1}{r^2} \frac{\partial^2 \phi}{\partial \phi^2} + \frac{\partial^2 \phi}{\partial z^2} \quad (1)$$

Equations are referenced in the text as Eq. (1), (2), etc. and Eqs. (3) and (4).

2. Slashes are preferred in expressing simple fractions in the text:

$$m_1 = m_0 \exp(-v_1/c) \quad (2)$$

3. Greek symbols should be typed, not hand drawn. Please note\* the following:

- a. Clarity is extremely important since copy will be reproduced as is.
- b. When final copy is submitted, all doubtful mathematical symbols should be defined in the text or under “Notation”.

*Abbreviations.* When abbreviations for units of measure are used, lower case without periods is preferred in most instances; e.g. ft, yd, sec, ft/sec etc. but in. for inch.

*Tables.* Headings of tables are centered and are given in all caps as follows:

<b>Table 4</b>			
<b>LUNAR CRUST MODELS</b>			
<u>Element</u>	<u>Earth's Crust (%)<sup>†</sup></u>	<u>Basalt (%)</u>	<u>Meteoric (%)</u>
O	6.60	46.12	32.76
Si	27.72	24.26	16.38

A minimum number of lines consistent with clarity is desirable.

*References.* References listed at the end of the paper are indicated in the text by a superscript Arabic number.<sup>1</sup> If this causes confusion in mathematics or if a superscript is not appropriate for other reasons, this can be expressed as (Ref. 1).

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\* Note also that secondary items are lettered as follows: a., b., c., etc. The following symbols may be used for footnotes: \*, †, ‡, \*\*, ††, etc.

† Note that units are in parentheses.

## Format of Illustrations

Illustrations are referred to in the text as Figure 1, Figure 2, etc., or Figures 3 and 4. Captions are in caps and lower case; they are centered below the figure in the following format:

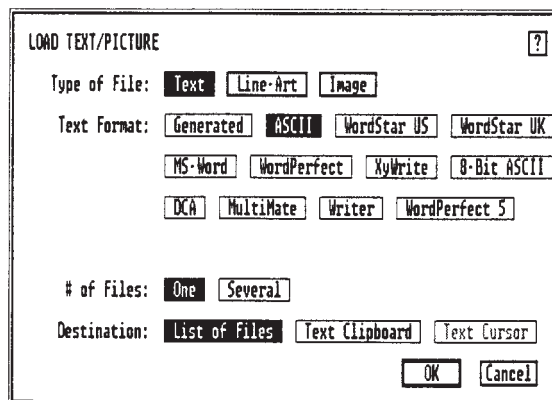


Figure 1 Ventura Publisher Load Text/Picture Dialog Box

Each illustration should have a caption unless it is a mere sketch. An explanatory caption of several sentences is permissible. Each illustration must be called out in the text.

Illustrations should be reduced to a suitable size (usually about one-half or one-quarter page size) and placed where they belong in the text. An additional glossy photograph for each half-tone must be provided. Callouts must be legible after reduction. Graphs drawn on graph paper are not usually satisfactory; they should be drawn with a limited number of grid lines or by using markers.

## INSTRUCTIONS FOR SUBMITTAL OF PAPERS

The Program Chairman or the Technical Sessions Chairman for the meeting will issue special instructions to session chairmen and authors. He/she will indicate whether preprints are required and how many (may be printed on both sides). In any case, a correct copy of each paper suitable for reproduction is required. This original paper should follow the proper AAS format and should be printed single-sided. This copy should be submitted to the Technical Sessions Chairman by the time he specifies.

The proceedings copy (original) must include an abstract and must be accompanied by glossy prints\* of all half-tones (if any). It should be camera-ready as submitted—free from typographical and technical errors. It is therefore recommended that papers be routed through the appropriate publication department in the author's own organization. Papers not suitable for publication, as submitted, may be omitted from the proceedings.

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\* However, if photographs have been screened and placed in the text as veloxes, additional glossy photographs are not required.

## CONCLUSION

In a general way, the standards set forth in official style manuals of the University of Chicago<sup>2</sup> or of the American Institute of Physics<sup>3</sup> are acceptable unless otherwise specified in these format instructions.

## ACKNOWLEDGMENT

Any acknowledgment which the author or authors wish to make may appear here.

## NOTATION

If mathematical symbols require definition, a table of notation should appear here. A footnote near the beginning of the paper where mathematics is introduced should direct attention of the reader to this table.

## REFERENCES\*

1. R. E. Roberson and D. Tatistcheff, "The Potential Energy of a Small Rigid Body in the Gravitational Field of an Oblate Spheriod," *J. of Franklin Inst.*, Vol. 262, No. 3, Sept. 1956 pp. 209-214.
2. A Manual of Style, The University of Chicago Press, 1949.
3. *Style Manual*, American Institute of Physics, 335 East 45th St., New York 17, New York, 2nd Edition, 1959.
4. E. J. McCormick, *Human Engineering*, McGraw Hill Book Co., New York, 1957, pp. 439-441.
5. C. A. Baker and W. F. Grether, *Visual Presentation of Information*, WADC TR 54-160, August 1954.

## APPENDIX

### Special Notes

1. Papers submitted for publication (originals) should be printed on one side of the paper only.
2. In general, there is a limit of 20 pages per paper. However, the Series Editor can waive this requirement when appropriate (e.g. if the volume is not too large).
3. "Widow" and "orphan" lines should be avoided: More than one line of a paragraph should appear at the end or beginning of a page, not one line by itself. A heading should not appear at the bottom of a page without at least two lines of text.

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\* "References" might be termed "Bibliography" where appropriate.

**PAPER NUMBER**  
**(first page only, 14 point bold font)**

**PAPER TITLE (UP TO 6 INCHES IN WIDTH AND CENTERED,  
14 POINT BOLD FONT, ALL CAPS)**

**Authors (up to 6 Inches in Width and Centered,  
12 Point Bold Font, Caps and Lower Case)\***

Abstract (4.5 inches in width and justified, 10 point normal font)

Body of Text (indented paragraphs, 6 inches in width and justified, 10-12 point normal font)

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\* Text of Footnote, up to 6 inches in width and justified, 8 point normal font.