

# Bio Submission Guidelines

## IASSPES

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**Abstract.** Guidelines for preparing and submitting original and revised Bio to the *Space, Propulsion & Energy Sciences International Forum* (SPESIF) are provided. These instructions will enable authors to prepare files that can be submitted by email to the SPESIF Editorial Staff for editorial review and approval. Templates can be found at: [www.ias-spes.org/SPESIF2011/SPESIF\\_Author\\_page.html](http://www.ias-spes.org/SPESIF2011/SPESIF_Author_page.html). This document was prepared by the Institute for Advanced Studies in the Space, Propulsion & Energy Sciences (IASSPES). Send comments about this guideline to [iasspes@ias-spes.org](mailto:iasspes@ias-spes.org).

## BIO SUBMISSION

Bios should be named as (Name)\_bio.doc Example: Robertson\_bio.doc

Submit all bios to the following address: [abstracts@ias-spes.org](mailto:abstracts@ias-spes.org)

Abstracts, submitted to the *Space, Propulsion & Energy Sciences International Forum* are to be in Microsoft Office Word 2003 or 2007 format.

Most Universities and colleges can get MS Office at a reduced cost at their book store. Plus there are several academic online sources (Example: <http://www.academicssuperstore.com/>).

Note that there are several versions of MS Office 2007 at different costs, all of which include MS-Word, but may not include other desirable software. PowerPoint is the preferred presentation software.

The IASSPES staff can convert other formats to MS-Word for you. For instructions and pricing, email [iasspes@ias-spes.org](mailto:iasspes@ias-spes.org).

## GENERAL FORMAT GUIDELINES

The following provide some specific guidelines that are to be followed:

### Font

Font Type: Times New Roman

## **Professional/Nick Name**

Spacing: 0pt before and 18pt after  
Font: 18pt/Centered  
General: May use titles (Prof., Dr. & etc.) and after names (e.g., JR, II & etc)  
Nicknames are optional and should be placed under legal name; 14pt/Centered.

## **Address/Affiliation/Phone/Email**

Spacing: 0pt before and 18pt after  
Font: 10pt/Italic/Center  
General: Use of either your affiliation or home address is acceptable.  
Use of either your affiliation or home phone is acceptable.  
Use of either your affiliation or home email is acceptable.

## **Bio**

Spacing: 0pt before and 18pt after  
Font: 11pt/Justified

### **Bio Information**

The information in your bio should only be concerned with your professional career. Paragraph and list forms are acceptable, but paragraph is preferred.

### **Author Picture**

Please include a picture in your bio. Embedded with the text is preferred. If acceptable to AIP, these bios will be included in the AIP proceedings CD for both authors and presenters.

High quality pictures may be sent separately for us to resize and place in the text.