

How to prepare and submit a manuscript for SPESIF conference proceedings publication using Microsoft Word

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Abstract. This paper contains the manuscript guidelines for the Space, Propulsion & Energy Sciences International Forum (SPESIF), AIP conference proceedings using Microsoft Word. These guidelines are to be followed within acceptable variations subject to the SPESIF editorial chair's approval. These guidelines were prepared for SPESIF by the Institute for Advanced Studies in the Space, Propulsion & Energy Sciences (IASSPES). Please follow these guidelines to insure a proper and timely peer review and approval of your manuscript.

Keywords: (Major categories that are in line with the PACS, but not the PACS labels; 9pt)

PACS: (The 2008 PACS can be found at <http://www.aip.org/pacs/pacs08/pacs08-toc.html>; 9pt)

INTRODUCTION

Authors are limited to either one 16 page or two 8 page papers. Manuscripts are not to exceed this limit. A \$100 dollar per page charge applies after 16 pages with no proration for page size. Following the manuscript guidelines are designed to limit page size. Please follow them.

These guidelines give some suggestions on how to prepare and format your manuscript for the Space, Propulsion & Energy Sciences International Forum (SPESIF), AIP conference proceedings using Microsoft Word (97, 2003 & 2007). Manuscripts are to be written in the third person. The use of *we*, & *I* is forbidden; specifically as they applied to the authors. Leave quoted material as is in the original document. Manuscripts not written in the third person will be returned. Please check and correct such occurrences before submitting a manuscript.

Manuscripts must be approved by a minimum of two chairs or one chair and a corresponding committee member. Therefore, cc your first draft manuscripts to the appropriate forum chair/co-chair and the corresponding session chair/co-chair for approval. Generally, the forum chair will assign manuscripts to committee members when session chairs are unavailable. Chair/co-chair emails can be found in the call for papers at:

<http://www.ias-spes.org/SPESIF2011/CallforPapers/2011callforpapers.pdf>

The SPESIF editorial chair is a committee member in all forums and has the authority to disallow publication of any manuscript. The editorial chair can be reach at the phone and email above.

Submission of Files to SPESIF

Several files are required, your manuscript to include all drafts and the final camera ready for publication, the

manuscript copyright form and a copyright permission form if needed. Submittal of these forms are discussed in the following.

Manuscript

Send your manuscript by e-mail to manuscripts@ias-spes.org if less than 10 MB. If your manuscript is greater than 10 MB, resize the figures per the instructions in the figures section. If this does not help, contact the editorial chair at the phone or email above for help.

****** Please do not send multiple initial drafts of your manuscripts. ******

Only send the following four manuscripts:

1. Initial Draft – as cc'd when sent to the session or forum chairs for review
2. Corrected draft - as cc'd when sent back to the session or forum chairs re-review, if needed.
3. Final Draft – for editorial.
4. Camera Ready – If final Draft needs revisions.

These manuscripts SHOULD NOT contain comments, correction statement or any other makings.

The manuscript file should be named as:

(1st author's last name)_(log#).doc

- use only characters from the set a to z, A to Z, 0 to 9 and underscore (_);
- do not use spaces in file names;
- file types can be “doc” (Word 97 or 2003) or “docx” (Word 2007);
- do not use any accented characters; for example, à, ê, ñ, ö, ý, etc because these can cause difficulties when processing your files.

The log# should have been sent with the abstract confirmation. If not, contact IASSPES at iasspes@ias-spes.org.

Manuscript Copyright

A fillable PDF copyright form for your manuscript will be emailed to each author or it can be downloaded at http://www.ias-spes.org/SPESIF2011/SPESIF_Author_page.html. The PDF copyright form file should be named as:

copyright_(log#).doc

The copyright form can be sent anytime after the approval of your first draft, but no later than with the final camera ready manuscript to insure publication in the AIP conference proceedings.

The copyright form can be sent to any IASSPES email address listed in this guideline. Although email is preferred, the copyright form can also be sent by regular mail to IASSPES at the address above.

Copyright Permission Form

If you wish to illustrate your manuscript using material for which you do not own the copyright then you *must* seek permission from the copyright holder, usually both the author and the publisher. It is the author's responsibility to obtain copyright permissions and this should be done prior to submitting your manuscript. If you have obtained permission, please provide full details of the permission granted—for example, copies of the text of any e-mails or a

copy of any letters you may have received. Figure captions must include an acknowledgment of the original source of the material even when permission to use has been obtained. The AIP copyright permission form can be downloaded at: <http://proceedings.aip.org/proceedings/permission.pdf>. **DO NOT SEND THIS FORM TO AIP.** Send the AIP copyright permission form to iasspes@ias-spes.org to be sent to AIP with your camera ready manuscript.

GENERAL MANUSCRIPT FORMAT

The manuscript is to have 1" Margins: top, bottom, left and right. Keep the layout simple without any special formatting. Do not hyphenate words or use footnotes. Outlined the manuscript as follows:

TITLE (18 pt)

Author Names (14 pt)

Affiliation (10 pt italic)

Abstract (9 pt)

Keywords/PACS (9 pt)

INTRODUCTION (12 pt)

SECTION TITLE (at least one) (12 pt)

1st Sub Title (optional) (12 pt)

2nd sub title (optional) (12 pt)

SUMMARY or **CONCLUSION** or both (12 pt)

APPENDICES (if needed) (12 pt)

ACKNOWLEDGMENT (if needed) (12 pt)

NOMENCLATURE/ACRONYMS (if needed) (12 pt)

REFERENCES (if needed, but is expected for most manuscripts) (12 pt)

Unless noted elsewhere, the main body text is single spaced, 10pt/Times New Roman/Justified.

The Title, Author List and Abstract

This section deals with the format of the title, author list and abstract format. All should be formatted using Times (or Times Roman, or Times New Roman) and all spacing should be done using the paragraph feature (or page Layout in Word 2007).

Title

The first letter of the title should be capitalized with the rest in lower case except for proper names as done in the title of this guideline. The title should be formatted using 18 pt Bold and centered. Insert 54pt spacing above the title and none below.

Many database systems used in literature searches rely heavily on the content of titles and abstracts to identify relevant manuscripts so great care should be taken in constructing both. If the title is more than two lines, please use a short version of the title that can also be used in the final print version of your manuscript.

Author List

Include all authors in single list, formatted using 14 pt and centered. Insert 18pt spacing above and below the author list. The style for the names is: initials (without full stops) or forenames and family name, each author's name separated with a comma, precede the final name with 'and' (see examples in Appendix A). Chinese-style names should be typed as the author wishes his/her name to appear in print.

Do not use titles (Dr., Prof. & etc.) , nicknames and after names (e.g., JR, II & etc). Initials for the first and middle name are preferred with period.

If the authors are at different affiliations, lower case alphabet (*a, b, c, ...*) are to be used in superscripts and should be placed after each family name to indicate his/her address. Ensure that superscripts used to link author names and affiliation start at “*a*” and continue on alphanumerically. For example,

B. J. Glass,^a E. H. Anderson^b and R. J. Cross^c

where there are three affiliation addresses. If a team effort from multiple affiliation are involved

Keep authors to a minimum. If only one affiliation, list all author. If a very large team effort (more than four) was utilized from multiple affiliations, list only those responsible for writing the paper, plus the team name. For example,

B. E. Williams,^a J. P. Barton,^b F. A. Jones^c and the (Team)

listing the (team) members in the Acknowledgement section with their affiliations, phone and email. Replace (Team) with the actual team or a title made up for the paper.

Affiliation

The addresses of the authors’ affiliations follow the list of authors. List only the authors’ primary affiliation; list all other affiliations in the “Acknowledgements.”

The affiliation is formatted using 10 pt Italic and centered. Do not place any spacing above and below the affiliation. The name of the affiliation shall be on the first line; followed by the address. Zip code is optional. Below the address place the author phone, “;” and email as shown for this paper.

Abstract

The abstract follows the addresses and should give readers concise information about the content of the manuscript and indicate the main results obtained and conclusions drawn. It should be self-contained with no reference to figures, tables, equations or bibliographic references. The abstract should be 200 words or less and should normally be restricted to a single paragraph.

The abstract begins with “**Abstract.**” and is formatted using 9 pt with a left/right margin indentation of 0.2”. Insert 18pt spacing above the abstract and none below.

Keywords/PACS

The Keywords/PACs are formatted as shown below the abstract in this guideline and formatted using 9 pt with a left/right margin indentation of 0.2” and justified. Insert 12pt spacing above the Keywords/PACs and none below.

Physics and Astronomy Classification System (PACS) codes scheme numbers should come immediately after the keywords with no spacing.

Main Body

This section deals with the format of the main body. All should be formatted using Times (or Times Roman, or Times New Roman) and all spacing should be done using the paragraph feature (or page Layout in Word 2007). Unless noted elsewhere, the main body text is single spaced, 10pt/Times New Roman/Justified.

Some style points

It will help readers if your manuscript is written in a clear, consistent and concise manner. Some recommended points to note, however, are the following.

- Please use ‘ize’ endings rather than ‘ise’ (diagonalize, renormalization, minimization, etc), however, there are some common exceptions to this, for example: devise, promise and advise.
- The words “Table” and “Figure” should be written in full and *not* abbreviated.
- Footnotes *are not* to be used.

Please check your manuscript carefully for accuracy, consistency and clarity before submission. Remember that your manuscript will be read by many people whose native language is not English and who may not therefore be aware of many of the subtle meanings of words or idiomatic phrases present in the English language. It therefore helps if you try to keep sentences as short and simple as possible.

Cross-Reference

You should not use Word’s built-in cross-referencing facilities. Instead, you should type the number of the figure, table, reference, section, & etc. that you wish to cross-reference.

Figures

This section deals with the size and placement of figures. Graphs, pictures and other art forms are to be treated as figures. The general guidelines are as follows:

- Figures should be numbered sequentially—‘Figure 1’, ‘Figure 2’, and should be cited in the text as ‘Figure 1’, ‘Figure 2’.
- Figures are cited in the text prior to the figure as Figure 1’, ‘Figure 2’ with the “F” capitalized.

It is also more convenient for referees of your manuscript if figures are placed as close as possible, and ideally after, the point where they are first mentioned in the text. Figures and their captions shall not be grouped together at the end of the manuscript. The general size guidelines are as follows:

- Figures should be grouped in pairs as much as is possible, no bigger than 3” wide and 2” Tall and labeled (a) and (b). Multiple single line groupings are acceptable with appropriate label, (a), (b), (c), ...
- Small figures (less than 3” wide) can be embedded in the text.
- In any case, figures are to be no bigger than 4” wide and 3” tall, centered.

Each figure should have a brief caption describing it. Detailed descriptions should be done in the text where cited. If necessary, include a key to interpret the various lines and symbols on the figure. Aim to keep the lettering on figures to a minimum and include as much detail in the text as necessary.

- Captions should be placed below the figure and should finish with a full stop (period).
- One line captions are preferred. *Explain the figure in the text and not in the caption.*
- One line captions should be centered. Two or more lines should be justified.

See appendix C for examples.

Color illustrations: Use of color in the CD version of your manuscript is free and you are strongly encouraged to make good use of color where it will help readers of your manuscript, but please remember that *color in the print version usually has to be paid for*. Please contact the editorial chair if you wish color in the print version.

Embedding Figures from Files: How to embed graphics into a Word document from a file:

- Create a graphic in one of the formats Word is able to import (for example, TIFF, JPG, EPS etc).
- From the *Insert* menu, select *Picture* → *From File...* (see Figure 1).
- When the 'Insert Picture' dialog box is displayed, click on the *Insert* button on the bottom right corner of the dialog box (see figure B2).
- Select the *Insert* option (see Figure 2). This will make sure that the graphic is saved with (embedded into) the Word document.

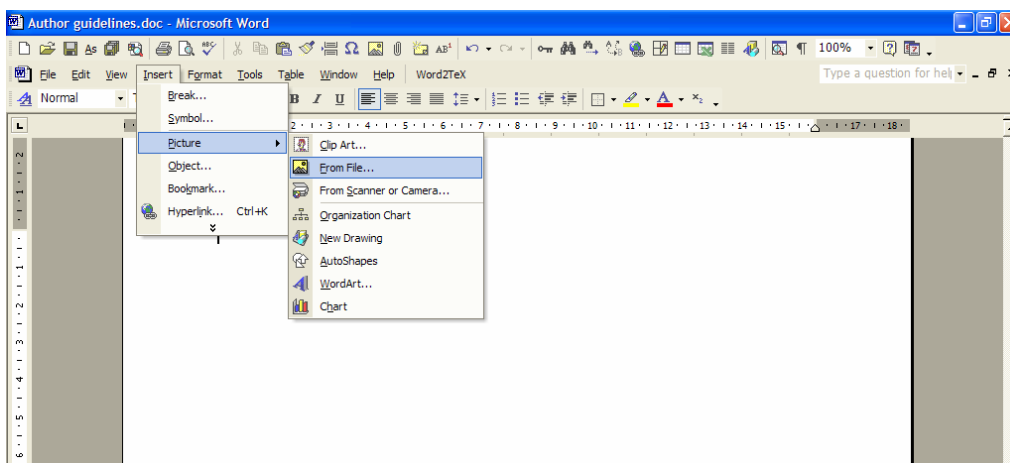


Figure 1. Inserting a graphic into a Word document.

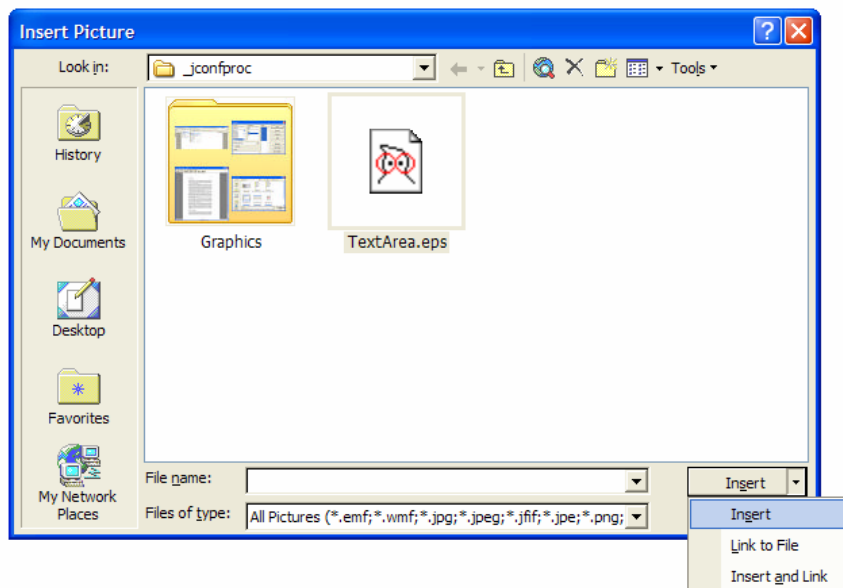


Figure 2. Embedding a graphic into a Word document.

Copy and pasting graphics into a Word document: If the application you are using to prepare your illustrations does not export or save the graphics in a format that Word is able to import, or you have difficulty exporting the graphic, you should copy and paste the graphic into the Word document. **Note** that you may need to use the *Edit → Paste Special...* option to correctly paste the graphic into your Word document.

Memory Allocation: Figures pasted from some programs take up allot of memory not required for clarity in the document; even when the figure is reduced in size. *Figures should not be directly pasted from PowerPoint.*

If your manuscript is greater than 5 MB redo figures as follows:

- View a figure (on screen) in whatever program created it or in your manuscript at the size wanted in the manuscript or larger with good clarity. Larger capturing gives better detail during resizing in the manuscript;
- Click "Shift-Prnt Scrn" to capture the full screen to memory;
- Open your graphics program and paste per the graphic program’s protocol. Graphic programs are paint shop or the like that normally save figures in jpg, tiff, bmp & etc;
- Copy the portion of the figure wanted in your manuscript and paste it into your manuscript;
- Resize of the figure in your manuscript as necessary.
- Save the manuscript and check its size. If still greater than 5 MB, repeat for next figure.

The above procedure is for PCs; MAC procedures may differ.

Screen capturing, captures the screen as is, place the figure as you want it in your manuscript and move the mouse cursor outside of the figure.

Sizing Multiple Figures: Size multiple figures (on same line) to the same height.

Tables

Tables should be built as part of the manuscript and not cut and pasted into the manuscript. Suggest referencing the document containing the table. If cut and paste is unavoidable, it should be done in the figure format and not as a table.

Tables should be centered unless they occupy the full width of the page (9 pt is preferred). Captions should be placed at the top of the table and should finish with a full stop (period). Captions should be justified above the table, the width of the table; used the top rule to adjust the caption width.

- Tables should be numbered sequentially—‘**Table 1.**’, ‘**Table 2.**’
- Tables are cited in the text as ‘Table 1’, ‘Table 2’ with the “T” capitalized.

Tables should have only horizontal rules and no vertical ones. Generally, only three rules should be used: one at the top of the table, one at the bottom, and one to separate the entries from the column headings. Because tables can take so many forms, it is difficult to provide detailed guidelines; however, the following example demonstrates our preferred style.

Table 1. Example table caption xxxxxxxxxxx xxxxxxxx xxxxxxxx
xxxxxxxx xxxxxxx xxxxxxx xxxxxxx xxxxxxxx.

Year	Average Age¹	Average DOB
1999	20	1979
2000	25	1975
2001	30	1971
2002	25	1977
2003	31	1972
2004	27	1977

Table footnotes to the entries should be formatted using numeric superscripts i.e. ¹, ², ³ and placed under the table; justified below the table; used the top rule to adjust the note width.

Equations and Mathematics

Mathematics should be prepared using Word’s built-in ‘Equation Editor’ or the full MathType product.

Discounts on the purchase of MathType can be optioned by contacting Bruce Virga [brucev@dessci.com] or calling 800-827-0685 or +1 (562) 432-2920, and identify yourselves as an IASSPES members. The discount may change, as of 3March 2009: Academic users: \$49; Non-academic: \$79.

Avoid “Insert Symbol”: Please *avoid* using Word’s ‘Insert Symbol’ command. Symbols inserted in this way may not appear in the PostScript and PDF file of your manuscript—they often ‘drop out’. Instead, for example, to type Greek characters, type the corresponding Latin character (e.g., ‘a’ for α) and manually change the font to Symbol using *Format Æ Font* and then select ‘Symbol’ font.

Units are to be placed in the NOMENCLATURE and *not in the text or with the equation*.

In text equations $E = mc^2$ and symbols α , β and μ are to be 9pt with a space before and after. The spacing can be done in the equation editor.

Numbered Equations:

- Numbered equations are numbered in sequence
- No line spacing before or after the numbered equations is preferable. If one is desirable, use no more than a 0.5pt before or 0.5pt after.
- The numbered equation style (done in MathType) is

$$E = mc^2 \tag{1}$$

where the equation is in 11pt and the equation number is in 10pt/Times New Roman. Using MathType, the equation number’s font/size can be changed globally without changing the equation font/size.

- Equations should be split at mathematically sound points, immediately before =, + or – signs or between terms multiplied together. The connecting signs are not repeated and appear only at the beginning of the turned-over line. A multiplication sign should be added to the start of turned-over lines where the break is between two multiplied terms.

Citing:

- Cite the first occurrence of the equation number in the text prior to the equation.
- Equations are to be cited by their equation number; preceded by the word “equation:” *i.e.*, equation (1).
- If there is a need to cite an equation by the equation type, the word “equation” shall still precede the equation number: *i.e.*, The energy, equation (#), shows a The metric, equation (#), comes from

Appendices: In manuscripts with several appendices, equation numbering by section is useful in the appendices even when sequential numbering has been used throughout the main body of the text: for example, A.1, A.2, ..., B.1, B.2, ...

Setting font sizes in Equation Editor:

- Create a new document and insert an equation (*Insert* → *Object*).
- Double-click the equation to bring up the equation toolbar (see Figure 3).

Select *Size* → *Define* to display the ‘Sizes’ dialog box (see Figure 4). Type in the following values:

- Full: 11pt
- Subscript/Superscript: 8pt
- Sub-Subscript/Superscript: 6pt

The remaining options can be set as follows:

- Symbol: 15pt (or other value if you prefer)
- Sub-symbol: 10pt (or other value if you prefer)

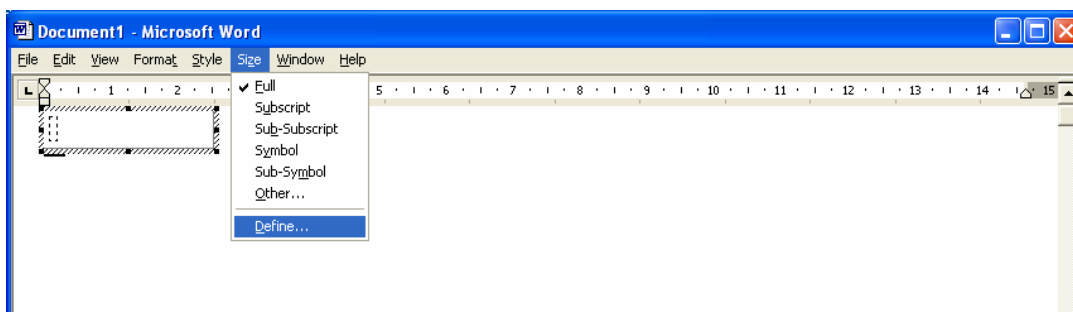


Figure 3. The equation toolbar.

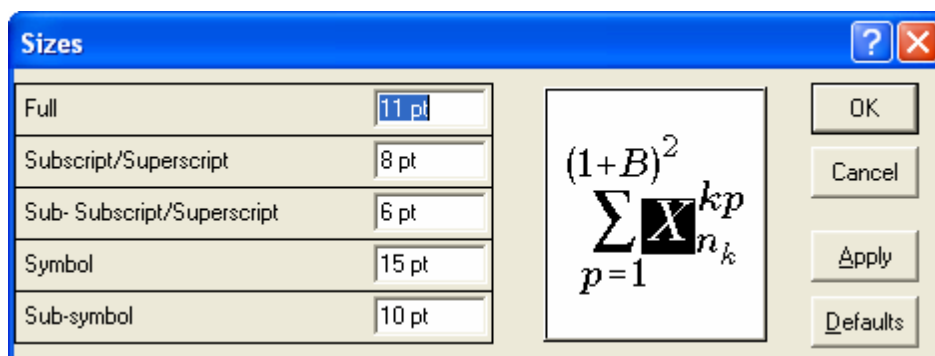


Figure 4. Setting font sizes in Equation Editor.

Setting font **styles** in Equation Editor:

- Create a new document and insert an equation.
- Double-click the equation to bring up the equation toolbar (see Figure 3).
- Select *Style* → *Define* to display the ‘Styles’ dialog box (see Figure 4).
- Set the equation styles as shown in figure B3. Note that you may see ‘Times’ or ‘Times Roman’ on your computer rather than the ‘Times New Roman’ shown in figure B3. This will depend on your computer’s configuration. **Make sure you use the same ‘version’ of ‘Times’ that you used for the text of your article.**

Formatting sections, subsections and subsubsections

The text should be divided into sections, subsections and, where necessary, subsubsections. Section titles are not to be numbered. Section, subsections and subsubsections are formatted in 12pt/centered with 18pt before and 12pt after. Additionally,

- Sections are bold and all letters capitalized;
- Subsections are bold with only the first letter of each word capitalized;
- Subsubsections are in italic with only the first letter of each word capitalized

Introduction: The first section is normally an introduction, which should state clearly the object of the work, its scope and the main advances reported, with brief references to relevant results by other workers.

Summary: Authors may summarize the manuscript. The summary should highlight the major aspect of the manuscript without making any conclusions. The summary should state – in short form:

- The purpose of the paper and
- What was done.

Conclusions: Manuscripts shall have a conclusion; typically no more than two paragraphs. If a longer conclusion is required, use a summary first. The conclusion should state – in short form:

- The purpose of the paper, (if not in a summary)
- What was done, (if not in a summary)
- A generalization of the results,
- What the results conclude and
- Any proposed future work.

Nomenclature

The nomenclature is used to describe symbols used in the text and equations. See example in Appendix B.

- Symbols are generally ordered alphanumeric.
- Symbols are to be formatted as: (symbol) = (name or simple description) ((units)), for example,

β = coupling factor (unitless)

m = mass (*kg*)

- The symbols, name or simple description and units are to be in 9pt.
- Use two columns as best you can.
- Tab align the = signs and the descriptions.
- Place symbols with a long description at the end in single column.
- If used, follow the symbols with a “constants” and “subscripts” section.

If you believe a more detailed definition of the symbol is needed, do it in the paper were the symbol is first used and not in the “Nomenclature. However, the symbol will still need to be in the Nomenclature for quick reference.

Acronyms

Acronyms that are used more than once in the manuscript are to be included in this section. Define each acronym at the first occurrence in the text (i.e., The Goddard Space Center (GSC)...) and here. Examples:

GSC - Goddard Space Center

JSC - Johnson Space Center

Acknowledgments

The acknowledgment section is use to acknowledge the help of others or organizations. This includes affiliations not mentioned after the authors name and other team members per the section on author listing. For example(s),

The first author is also affiliated with the (Additional Affiliation), (city), (State) and the third author is also affiliated with the (Additional Affiliation), (city), (State).

The author(s) would like to thank the following (Team) members for their support of the project presented in this paper:

(Name1), (Affiliation1), (city), (State), (Phone), (Email)
(Name2), (Affiliation2), (city), (State), (Phone), (Email)
(Name3 and Name 4), (Affiliation3), (city), (State), (Phone), (Email)

The acknowledgment section can also be used to make comments that pertain to a person or organization that has bearing on the paper, but was not included elsewhere in the manuscript. For example(s):

The author would like to thank Prof. J. Bean for his discussion on energy theory given at the XXX conference; by phone; or etc., none of which was included in this paper, but helped to direct the alternate energy theory presented here.

The author would like to thank Prof. J Bean (2009) for his work on energy theory, which was reviewed during the writing of this paper; helping to direct the alternate energy theory presented here.

Such statements are needed in cases where the author(s) work may be confused with others work and not cited in the paper, but acknowledgment is warranted as in cases of similarities.

Appendices

Technical detail that it is necessary to include, but interrupts the flow of the manuscript, may be included as an appendix. Appendices should be included at the end of the main text of the manuscript, after the acknowledgments but before the reference list. If there are two or more appendices they should be called Appendix A, Appendix B, etc in . Numbered equations will be in the form (A.1), (A.2), etc, figures will appear as Figure A1, Figure B1, etc and tables as Table A1, **Table B1**, etc.

References

This section deals with reference format and inclusions. In general, reference should be *searchable and survivable* over time in a library. Organization and personnel websites are not survivable libraries.

Citation

References are cited in the text in 10pt as: ((Last name, date)). For example.

- (Beam, 2008)
- (Johnson and Williams, 2007a and 2007b)
- (James, Williams and Craft, 1985)

More than three authors:

(Lewis, *et al.*, 2009)

Separate Group multiple citations as:

(Beam, 2008; Johnson and Williams, 2007a and 2007b; Lewis, *et al.*, 2009)

General Reference Guidelines

References are in 9pt with no spacing. Following lines are to be indented by 0.2”

Author(s) Name:

- Author last name is first, followed by first name (or initial) and middle initial; *i.e.*, Bean, Bill E.
- Do not use Titles, nicknames and after names (e.g., JR, II & etc)
- Separate multiple authors by a comma except use the word “and” between the last two.
- Separate the last author and the title by a comma.

References having (Team) members, the (Team) members can list their contribution; say for Sam Anderson, as:

Williams, Bill E., Barton, Joe P., Jones, Frank A., and Anderson, Sam W. (of the (Team), ...

Title:

- Titles are in Quotes with a coma at the end, *i.e.*, “Title,”
- Titles generally have the major words capitalized, (*i.e.*, “A Theory of Electrodynamics in Micro Machines,”) but can be in sentence case if done so in the original paper, (*i.e.*, “A theory of electrodynamics in micro machines,”). The first is preferred.
- Book titles are in italic, *i.e.*, “*Electrodynamics*,”

Publisher/Editor/Volume Number: There are several cases for the publisher/Editor, *e.g.*,

- After an author, *i.e.*, Bean, Bill E. (ed.), ..., “Title,” (Publisher, location), (year).
- After a book, journal or magazine title, *i.e.*, (Publisher, location), edited by Bill E. Bean, (year).
- After the title for proceedings/meetings, *i.e.*, in the proceedings of the (name), edited by Bill E. Bean, (Publisher, location), February 23-26, (2009).
- The publisher’s name and location should be included in the reference.
- Journal and conference titles are in italic, *i.e.*, *Phys. Rev. Lett.*; *Space Technology and Applications International Forum (STAIF-05)*.
- Volume numbers need to be in bold, *i.e.*, *Phys. Rev. Lett.*, **93**,

Date/Year/Page Number

- The year is in () at the end of the reference followed by a period *i.e.*, ..., (2009)., except when page numbers are used *i.e.*, ..., (2009), pp. 102-205.
- Page number should be included.
- For forums/conferences/meetings, the month and date maybe added before the year, *i.e.*, ..., February 23-26, (2009).

Unpublished References

Do not include:

- Unpublished conferences, reports and presentations;
- Non archived or unsearchable Web URLs
- Other material that is not available through a survivable library.

These can be cited in the text with material quoted as necessary. As these types of citations vary, the SPESIF editorial staff may change the citation reference in the text as needed.

It is suggested that for long descriptions/quotes (one page or more), where the author does not agree to be a co-author, but such work provides a foundation for the work in your manuscript, that permission for the inclusion of such material into an appendix be sought. Include the authors name, address, phone, email and the words “With

permission.” A copy of the correspondence giving permission must be sent to SPESIF with the final draft.

For example, begin the appendix as:

APPENDIX A. (14 pt)

**(With Permission)
(Title: Optional, 12 pt)**

**(Author’s Name) (10 pt)
(Affiliation/Address) (10 pt)
(Phone), (Email) (10 pt)**

The text in the Appendix should be 10 pt and follow these manuscript guidelines, but does not need to be in any outline form.

Published References

Please do not add references to make the manuscript look professional. If a paper is cited that contain many of the other references, use that paper as the reference. That is, do not pull references from another reference already used. That is, do not include – references you have not personally read.

The structure of a particular reference depends on whether it is:

- to a printed journal manuscript;
- to an electronic journal manuscript;
- to a preprint [archived manuscript] (e.g., ArXiv);
- to a book, conference proceeding or report.

Manuscripts in the course of publication can be referenced, but should have a title and the journal/book/proceedings/etc. submitted to.

A thesis submitted for a higher degree (giving the name of the institution where the work was done) may be included in the reference list if it has not been superseded by a published manuscript and is available through a library.

References to preprints. For preprints there are two distinct cases. Where the manuscript has been published in a journal and the preprint is supplementary information it should be given as

Kunze, K., “T-duality and Penrose limits of spatially homogeneous and inhomogeneous cosmologies,” *Phys. Rev. D* **68**, (2003), p. 063517. (*Preprint gr-qc/0303038*)

and when the only reference available is the preprint it should be given as:

Milson, R., Coley, A., Pravda, V. and Pravdova, A., “Alignment and algebraically special tensors,” (2004). http://arxiv.org/PS_cache/gr-qc/pdf/0401/0401010v3.pdf

where the full web URL path is given. Write the full path and active it (space or return). Then break to format as above if needed.

References to electronic-only journals. Manuscript numbers are usually given with no page ranges as most electronic-only journals start each manuscript on page 1. For New Journal of Physics (manuscript number may have from one to three digits), use:

Fischer, R., “Bayesian group analysis of plasma-enhanced chemical vapour deposition data,” *New. J. Phys.* **6** 25, (2004).

and for SISSA journals the volume is divided into monthly issues and these form part of the manuscript number, as:

Horowitz, G. T. and Maldacena, J., “The black hole final state,” *J. High Energy Phys.*, JHEP02(2004)008.

Bentivegna, E., Bonanno, A. and Reuter, M., “Confronting the IR fixed point cosmology with high-redshift observations,” *J. Cosmol. Astropart. Phys.*, JCAP01(2004)001.

Books: Book titles should have initial capital letters for all except minor words.

Low, F. E., *Classical Field Theory, Electromagnetism and Gravitation*, Wiley, (1997).

Some books are volumes within series. In these cases the series information should come immediately after the title, in parentheses, with the series title in italic, but the volume in Roma-Bold, as

Kuhn, T., Binder, E., Rossi, F., Lohner, A., Rick, K., Leisching, P., Leitenstorfer, A., Elsaesser, T. and Stolz, W.
“Coherent excitonic and free-carrier dynamics in bulk GaAs and heterostructures,” *Coherent Optical Interactions in Semiconductors: Proc. NATO Advanced Research Workgroup (Cambridge, UK, 11–14 August 1993) (NATO Advanced Study Institute, Series B: Physics 330)*, editor R. T. Phillips (New York: Plenum), (1994), pp 33–62.

Proceedings: The complete proceedings title, in italic, should be given followed by the editor, as

Brito, Hector H. and Elaskar, Sergio A., “Overview of Theories and Experiments on Electromagnetic Inertia Manipulation Propulsion,” in the proceedings of the *Space Technology and Applications International Forum (STAIF-05)*, edited by M. S. El-Genk, AIP Conference Proceedings **746**, Melville, New York, (2005), pp. 1395-1402.

for manuscripts to be published in the current year SPESIF proceedings, use:

Robertson, Glen A., “Engineering Dynamics of a Scalar Universe, Part II: Time-Varying Density Model & Propulsion,” in these proceedings of *Space, Propulsion & Energy Sciences International Forum (SPESIF-09)*, edited by Glen A. Robertson, AIP Conference Proceedings, Melville, New York, (2009).

Reports: For Laboratory Reports the Laboratory and report number should be given wherever possible, e.g. *Argonne National Laboratory Report # 3456*; *NASA Technical Memorandum*, TM-2345678 & etc.

APPENDIX A
Author and Affiliation Example

**Qualitative Evaluation of a Liquid-Vapor Separator
Concept in Micro-Gravity Conditions**

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Effectiveness of Linear Spray Cooling in Microgravity

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Block Ignition Inertial Confinement Fusion (ICF) with Condensed Matter Cluster Type Targets for p-B11 Powered Space Propulsion

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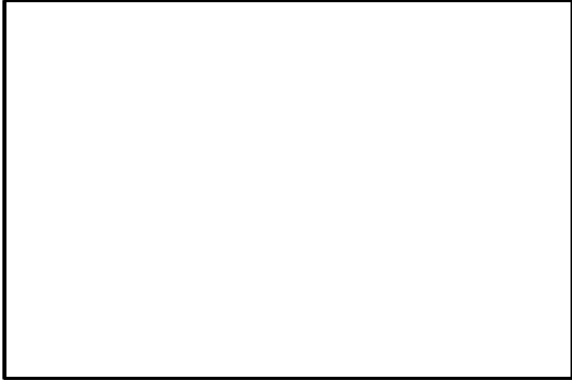
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APPENDIX B
Figure Examples



(a)



(b)

Figure 1. These figures are 3" wide and 2" Tall, (a) shows XXXXXXXX and (b) shows XXXXXXXXXX. The XXXXXXXXXXXXXXXXXXXX, which XXXXXXXXXXXX is XXXXXXXXXX. (Justified)

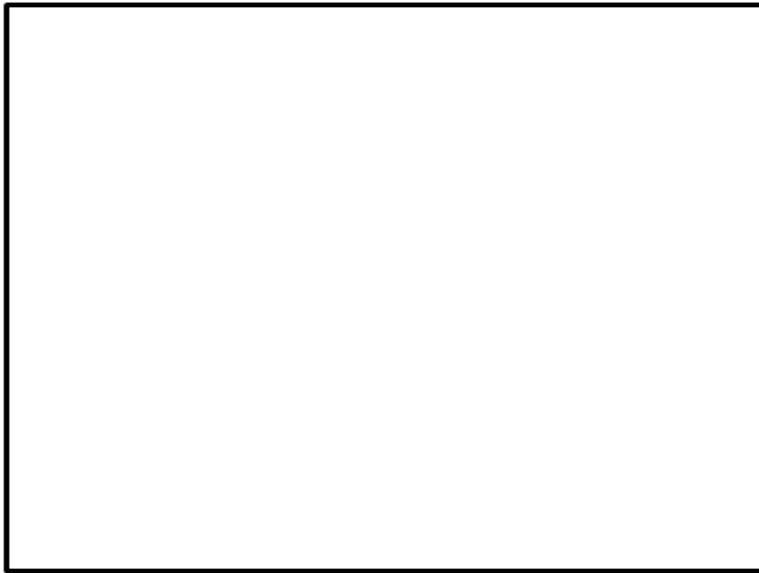


Figure 2. This figure is 4" wide and 3" (Centered).

This is an example of a text embedded picture. XXXXXXXXXXXXXXXXXXXX
XX
XX
XX
XX



The caption is in line with text 9pt. Centered under figure. Keep it short. XXX

Figure 3. Text Embedded Figure

XX
XX
XX



(a)

(b)

(c)

Figure 4. These figures are 2" wide and 1" Tall, (a) shows XXXXXXX (b) shows XXXXXXXXXXX and (c) shows XXXXXXXXXXX. The XXXXXXXXXXXXXXXXXXXX, which XXXXXXXXXXX is XXXXXXXXXXX. (Justified)

APPENDIX C

Nomenclature Example

NOMENCLATURE

P = pressure (N/m^3)

g_{EM} = standard EM field momentum (N/m^3)

E = electric field (V/m)

H = magnetic field (A/m)

Constants

g = Earth's gravity ($= 9.8 \text{ m/s}^2$)

l_p = Planck length ($\approx 1.616252 \times 10^{-35} \text{ m}$)

Subscripts/Superscripts

i = given particulate matter

m = local mass

0 = Ambient field

$1, 2$ = given interacting mass

EM = Electromagnetic

