

# INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE PROCEEDINGS OF THE 10<sup>TH</sup> ESA LIFE SCIENCE SYMPOSIUM/29<sup>TH</sup> ANNUAL ISGP MEETING/24<sup>TH</sup> ANNUAL ASGSB MEETING/ELGRA SYMPOSIUM

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## ABSTRACT

The Proceedings will be published approximately 3 months after the Symposium by the European Space Agency as Special Publication SP-663 on CD and by the *Journal of Gravitational Physiology* in print form. The Proceedings are a reflection of the meeting; authors of all presentations (whether oral or poster) are expected to submit written papers.

Papers not presented at the meeting will not be published. Each participant in the conference will receive a copy of the Proceedings.

Manuscripts must be submitted **electronically** as a PDF (portable document format) without password protection. The submitted document will be used as camera-ready copy for the printed version, and will not be edited or formatted by the publisher.

The following are guidelines for preparing the paper in accordance with the ESA and *JGP* standards for conference proceedings. Each completed submission should resemble these instruction sheets in layout and style.

## 1. GENERAL SPECIFICATIONS

All papers shall be written in English only. Presentation slides and commercial brochures will not be accepted. The number of pages should not exceed:

Invited Paper:	4 pages
Oral Paper:	2 pages
Poster Paper:	2 pages

## 2. PAGE LAYOUT

The paper must be written in double-column layout, as follows:

- Page size: standard US Letter size or A4.
- Two 8 cm (3.15") columns, with 1 cm (.39") between.
- Fully justified.
- Single line spacing.
- Total typing area 24 cm (9.45") long by 17 cm (6.7") wide, with margins as in Table 1.

*Table 1. Page margins*

Unit:	A4		Letter	
	cm	in	cm	in
Top	2.50	0.98	1.98	0.78
Bottom	3.20	1.26	1.98	0.78
Left	2.00	0.79	2.28	0.90
Right	2.00	0.79	2.28	0.90

*Please do not put anything in the margins specified in Table 1.*

## 2.1 Fonts

Text: Times New Roman  
 Variables: Times New Roman italic  
 Symbols: True Type Symbol font  
**(Type 1 fonts only)**

## 2.2 Type Sizes

Paper title: 12 pt bold, capitals (**TITLE**)  
 Author(s): 10 pt bold, mixed case (**Author**)  
 Affiliation(s): 10 pt italic, mixed case (*Affiliation*)  
 Normal text: 10 pt (regular text)  
 References: 9 pt (regular text)  
 Text in tables: 9 pt (regular text)  
 Captions: 9 pt italic mixed case (*Caption*)

**2.3 Page Numbering.** Do not include page numbers in your document.

## 3. 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 bold capitals without underlining.

**3.1 Subheadings.** Subheadings or subsection headings are to be in lower case with initial capitals, in bold, without underlining.

## 4. CONTENT

**4.1 Title and Author.** The paper title and author(s) name(s), each with affiliation, complete mailing address and email, should be centred across both columns at the top of the first page, using the fonts and type sizes indicated above. If there are multiple authors, the complete affiliation should be given for each of them using superscripts<sup>(1)</sup> in the authors<sup>(2)</sup> list<sup>(3)</sup> to refer to them.

**4.2 Abstract.** Please start with a concise abstract, which summarises the contents of the paper (about 150 words). Define all abbreviations and acronyms that are used in the abstract itself.

**4.3 Figures & Tables.** Responsibility for the inclusion of good quality figures and illustrations resides with the author. The CD version of the proceedings may contain colour figures; however, authors are reminded that the *JGP* proceedings will only reproduce black-and-white figures and are thus asked to make sure that their illustrations are readable in black and white. Ensure also that the text is still clear in this case (e.g. do not say "the green line shows...").

