

Instructions for Preparing Author-Produced Manuscripts for the IGS Annual Report, Volume II, 1997 Technical Reports

These Instructions, dated June 15, 1998, supersede any previous ones.

A sample submission, which incorporates most layout features detailed in the format section of this document, can be found at

<http://igscb.jpl.nasa.gov:80/dev/submissions>

Input

1. Times Roman 12 point font should be used for the body of the text, with headings in Times Roman 12 point bold or bold italic.
2. Title for each contribution should be limited to 45 characters.
3. Individual contributions will be limited to two pages, including both text and figure(s).
4. Text must be set in 12-point font with 1-1/2 lines of spacing.
5. The desired applications used for electronic transmission to the editor are listed below in the decreasing order of desirability:
 - a. Microsoft Word 6 (document must be saved to MS Word version 6.0 for Windows or earlier, with all figures embedded)
 - b. Word Perfect 5 or 6 (document must be saved to Word Perfect version 6.0 for Windows or earlier with all figures embedded, or WP version 3.5 for Macintosh with all figures imbedded.)
 - c. RTF
 - d. plain ASCII text
6. All articles must be accompanied by separate art files (figures) in native format (MacDraw, Canvas, etc.), or PICT, TIFF, EPS, JPEG or BMP files. Please do not submit GIF images or graphics captured from the World Wide Web.

In addition to the E-mailed contributions, a hard copy of the text and figure(s) must be supplied by either postal mail or fax (see **“Submission” Section below**). (Please note: Figures with fine detail are unusable when transmitted by fax. In addition, a discrepancy in content between the electronic and hard-copy versions will create considerable delay in processing the contribution.)

Format

1. Body text will be formatted in a single column, 6 1/2 inches wide.
2. Top margin will be 1 inch, and bottom margin will be 1 inch.
3. Body text will be set justified. Bullet text will be set flush left/ragged right. Table text will be set flush left, flush right, or centered as required -- never justified.

- Bylines and affiliations on the front page shall be limited to the primary author(s) only. Other contributors and their affiliations can be included as an appendix at the end of the article.

It is important that you follow the exact dimensions illustrated in Figure 1. If you encounter any difficulties, please contact Dr. Ivan Mueller by phone/fax (614) 292-2957, or via email at mueller@mps.ohio-state.edu. Failure to follow these specifications could result in the removal of your paper from the volume.

Format Example

Additional information not illustrated in the preceding paragraph regarding camera-ready is as follows:

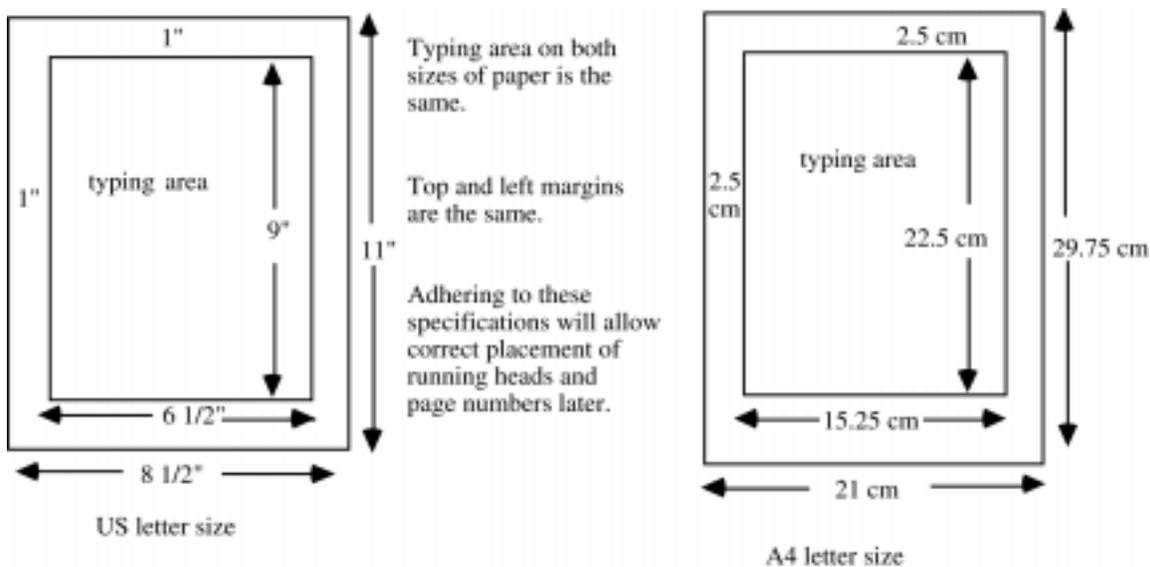


Figure 1.

Illustrations and Tables:

Figure(s) must be submitted as self-standing "native" art files that are entirely separate from the text and must be submitted in native format (MacDraw, Canvas, etc.), or PICT, TIFF, EPS, JPEG or BMP files. Please do not submit GIF images or graphics captured from the World Wide Web.

- Try to place figures and tables at the top of a page.
- If a figure or table is less than 6 in. (153 mm), center it within the 6 in. (153 mm) image area. Do not turn a figure or table unless it is wider than 6.5 in. (160 mm). If a figure or table must be turned, the top should be at the left margin, the caption should run along the right margin.

3. Never put tape on top of artwork or use it to attach artwork to your text.
4. Figure(s) must be legible after reduction (if necessary) to fit an image area no greater than 6 1/2 by 9 inches.
5. Figure captions must clearly tie the figure to the title or content of the text.
6. Do not attach actual photographs to the page. Submit them separately, properly identified on the back using a soft tip pen and indelible ink. You can indicate the placement of the photograph by pasting a xerographic copy to the page.
7. Please remember to send the *original* photographs and line art. Xerographic copies of art, laser-printed photographs, or tear sheets (photographs from printed books or journals) produce poor quality results, and can not be used.
8. Avoid using compound art (photographs and line art combinations). If such an illustration is essential, submit a photograph of the entire figure.

Footnotes:

A footnote must appear within the typing area. It should be separated from the text by one blank space, and should be indented 1 in. (2.54 cm), with a half line space between the footnote number and the footnote text.

Submission:

Completed articles must be submitted (uploaded) to an FTP server using an on-line form at the following web address:

<http://techinfo.jpl.nasa.gov/igs/index.htm>

In addition, to assist in the accurate reproduction of your article for publication, it is recommended that you mail a copy of your article to:

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