

3AF SYMPOSIUM ORGANISATION - PAPERS' FORMAT

3AF will publish all symposium proceedings on a USB key.

To ensure optimal quality presentation of all papers, please refer the following requirements:

On the paper itself:

- Author's e-mail address should be clearly stated on paper

File naming convention:

- The transmitted file will be named as follows:
 1. 6 digits : identification number of the symposium, (**SP2014** for the 2014 Space Propulsion Conference)
 2. separator : _ (underscore)
 3. Digits 7 to 14: identification number received with this email (is your Unique user ID number)
 4. Extension giving the type of the file (.ZIP, .PDF)

You should register your file as follows: **SP2014_XXXXXX.PDF (CAPITAL LETTERS ONLY)**

File format:

Papers should be submitted in one of the following formats (decreasing preference order):

1. ADOBE ACROBAT FORMAT (PDF extension) - ensures the document's original layout.
2. WORD FOR WINDOWS FORMAT (.DOC extension).

No other format allowed!

Paper uploading methods:

The papers will be uploaded by opening the following link:

http://www.xpertica.com/final_paper/sp_final_paper_upload.php

Enter your unique user ID and password indicated in the e-mail you received

A strict compliance to these requirements will ensure a maximum quality for your papers.

Please note that a hard copy of your paper should be sent to the 3AF Secretariat as back-up of the electronic version

FINAL VERSION - EXAMPLE FOR THE PRESENTATION

Please respect the following layout and specifications; quality guarantee depends on the following specifications.

Note: *Number of pages of your communication: 5 to 10*

TITLE

Author(s)

Company

Your camera ready copy should be prepared in a DIN A4 format (210 mm x 297mm). Your paper should be printed on laser printed pages with clear, sharp text and figures.

What follows are instructions and helpful hints on how to best prepare your paper for submission. Please follow these instructions carefully.

Preparing Papers on A4 Format Pages

Presentations should be submitted on A4 (210 m x 297 mm) with a top, left, right, bottom margin of 15 mm each. It is imperative that nothing appears outside of these margins.

General Instructions

Camera ready copy should not exceed 10 pages. Type text copy single spaced within a two column format with at least 8mm between columns.

HELPFUL HINTS

- Stay within margins at all times,
- Centre title and initial caps across the entire image area,
- Centre authors' names, initial caps below the title,
- Centre affiliation names below authors' names,
- Provide illustrations and photographs (black and white, glossy) in position within the text,
- Number all pages in pencil on reverse sides
- The use of company logos or symbols are strictly forbidden
- Logos will be permitted only on the slides or transparencies used during your presentation,
- Do not fold your presentation,
- Place the final presentation between cardboard in the envelope used.

SUBMISSION ADDRESS AND DEADLINE FOR SUBMISSION OF THE CAMERA READY COPY

Please send your camera ready copy to:
3AF, 6 Rue Galilée, 75016 Paris, France

Your manuscript must be received at the latest by:

30th April 2014

SUGGESTIONS

- Maintain uniformity,
- Justify all lines,
- Simplify figures and tables,
- Produce for maximum legibility,
- Text should be clear and crisp,
- Do not use poor quality photographs, blueprints or photocopies,
- Maintain a firm, black, dark, impression throughout.

FIGURES FOR PAPERS AND PRESENTATION

When producing the presentation and reproduced art, figure lines should be crisp and clean, and all text should be bold and easy to read. Avoid handwritten or too small text.

FONTS

Provide laser printer (at least 300 dots per inch) or equivalent output with font sizes of acceptable quality. A serif font, such as "Times", no smaller than 10 point, with 11 to 14 point leading is suggested.

HEADINGS

Major headings should be centered in the column. Use capitals and small capitals if available. Subheadings should be set in italics or underlined and placed on the left hand margin on a separate line. Subsubheadings are italicized or underlined, intended, and run in at the beginning of a paragraph. A brief abstract (one column wide) should be included as first paragraph of the paper.

REFERENCES

List and number all bibliographical references at the end of the paper. When referring to a reference in the text, type the corresponding number in square brackets [1]. In general, all references must be available to the reader.

