

Instructions on Preparing Author-Produced Manuscripts for IGS Publications

Updated June, 2001

Authoring guidelines for the submission of articles for IGS Publications are provided at

<http://igscb.jpl.nasa.gov/submissions/index.html>

and in the sections that follow below:

1.0 Input

1. The applications to be used for electronic transmission to the editor are listed below in the decreasing order of desirability:
 - a. **Microsoft Word '97 or '98** PC (version '97) or Macintosh (version '98)
 - b. **Microsoft Word 6** (document must be saved to MS Word version 6.0 for Windows or earlier, with all figures embedded)
 - c. **Word Perfect 5 or 6** Word Perfect 5 or 6
 - d. **Plain ASCII text**
2. Times Roman 12 point font should be used for the body of the text, with paragraph headings in Times Roman 12 point bold or bold italic.
3. Title for each contribution should be set at Times Roman 14 point bold font, and be limited to 45 characters.
4. Text must be set to single-space.
5. To preserve graphics quality in the final printing phase, all articles should be accompanied by separate, stand-alone graphics files (or figures) *in native format* (MacDraw, Canvas, etc.), or PICT, TIFF, EPS, PS (postscript). JPEG or BMP files are acceptable, although the resolution of such files will not be as good.

See Section 2, *Illustrations, Tables, and Footnotes*, for further details.

1.1 Text Formatting

1. Body text will be formatted in a single column, 6 inches wide. Inside and outside margins will be set at 1.25 inches.
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 may help to use the dimensions illustrated in Figure 1. If you encounter any difficulties, please contact Ken Gowey by phone at (818) 354-4532, fax (818) 393-1565, or via email at kgowey@jpl.nasa.gov.

1.1.1 Text Format Example

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

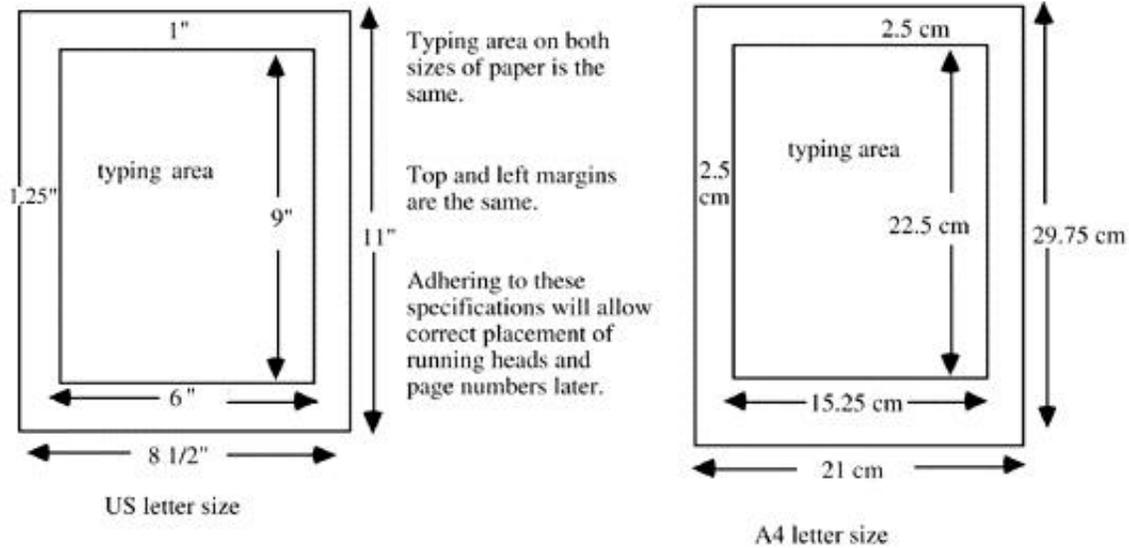


Figure 1.

2.0. Illustrations, Tables, and Footnotes

Figure(s) may be embedded into the text document, *but should also* be submitted as self-standing “native” art files *in native format* (i.e., EPS, PS (postscript), or PICT, or TIFF. JPEG or BMP files are acceptable, but not optimal due to lower resolution.). Please do not submit GIF images or graphics captured from the World Wide Web, as resolution is generally low.

These separate graphics files may be sent as a *.zip (or *.bin, *.hqx) file and labeled accordingly.

In addition, to ensure that your article is reproduced exactly as intended, *it is recommended* that a hard copy of the finished article (with text and figure(s) integrated) be supplied by either postal mail or fax. (Please note: figures with fine detail are unusable when transmitted by fax. Also, any discrepancy in content between the electronic and hard-copy versions may create considerable delay in processing the contribution.)

Note: Authors who submit articles with graphics imbedded may elect not to submit separate graphics files, *however* exact replication of quality, in either the final printed copy, or replication for the World Wide Web, ***cannot*** be guaranteed.

2.1 *Placement of Illustrations and Tables*

1. Try to place figures and tables at the top of a page.
2. If a figure or table is less than 6 1/2 in. (162 mm), center it within the 6 1/2 in. (162 mm) image area. Do not turn a figure or table unless it is wider than 6.5 in. (162 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. Figure(s) must be legible after reduction (if necessary) to fit an image area no greater than 6 1/2 by 9 inches.
4. Figure captions must be in 12 point font, single space, and clearly tie the figure to the title or content of the text.
5. 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.
6. If electronic graphics files are not available, 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.
7. Avoid using compound art (photographs and line art combinations). If such an illustration is essential, submit a photograph of the entire figure.

2.2 *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.

3.0 *Submission*

Because of recent JPL internal security restrictions, direct FTP submissions and uploads can no longer be accepted. Completed articles (and graphics files) must be submitted via email (as an attachment). In addition, please include the following information:

Type of File[s] attached (text only, text with graphics imbedded, ZIP file, etc.)
Application Used (if other than MS Word)
Email Contact Address (if different than above)

Please forward all submissions and graphics files to:

kgowey@jpl.nasa.gov

Note: If your contribution contains high resolution graphics, please attach them as separate native files (for example, postscript, GIF, JPG, etc.).

In addition, to ensure accurate reproduction of your contribution for publication, it is recommended that you also attach a PDF version. You may also mail or FAX a copy of your article to:

Ken Gowey
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4800 Oak Grove Drive
Pasadena, California, USA 91109-8099
Mailstop: 111-150
Fax: (818) 393-1565

Any questions regarding submission of articles and files, please contact Ken Gowey at (818) 354-4532 or via email at kgowey@jpl.nasa.gov