

# A Guideline for Contributors to 30th ISTS /6th NAST Preprint and The ISTS Special Issue of Transactions of JSASS, Aerospace Technology Japan

By Ichiro <sup>(9mm)</sup> KOKU<sup>1)</sup> and Hanako UCHU<sup>2)</sup> City name

<sup>1)</sup>The Institute of Space and Astronautical Science, JAXA, Sagami-hara, Japan  
<sup>2)</sup>Department of Aeronautics and Astronautics, The University of Tokyo, Tokyo, Japan

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This is the manual for how to prepare your paper for the 30th ISTS/6th NAST Conference Digital Media/Archive and for the ISTS Issue of Japan Society for Aeronautical and Space Science (JSASS) On-Line Journal. **Note that session b papers (including student b-session) should use the template on the 34th IEPC web site.** All the papers should be written by appropriate word processors with the format specified in this manual. Abstract should be placed here.

**Key Words:** Format Sample, Title, References (no more than 5)

All word should start with upper case.

## Nomenclature

$V$  : velocity  
 $X$  : position  
Subscripts  
 $0$  : initial  
 $f$  : final

## 1. Introduction

Each paragraph should be indent by two letters.

These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscripts. Please pay extreme attention to keep the original format of this Word file. All manuscripts are to be submitted electronically via the ISTS Web site at <http://www.ists.or.jp/2015/> by MAY 15th, 2015.

Clearly state the objective of your paper, and refer to related works.

## 2. Formatting Your Paper

Each paper is allowed up to six pages of texts, including figures and tables. Color graphics are acceptable. However, movie files and some kinds of software tools should not be included in the paper. The length of the paper may exceed 6 pages, only when it is necessary from a viewpoint of the clearness of the content. But never exceed 10 pages.

All symbols need to be defined/ All abbreviations need to be spelled-out.

The text must be in 9.5-point, and 12-pt-single spaced, justified on both sides. Times (New) Roman is the default font except for equations and symbols.

Table 1 shows the form of the paper. The authors need not

put the notice of your paper number and the copyright on their manuscripts. It will be put on the papers by the editor of ISTS.

Table 1. Form of the paper.

paper size	A4
max number of pages	6 (maximum 10)
margin	Top: 25 mm and under: 25 mm side: 17 mm
font	Times-New-Roman and symbol

## 3. Title etc.

### 3.1. Title

The title should be brief and concise. The title should be centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave a blank line after the title. The space between the lines is 17.5 point.

### 3.2. Author name(s) and affiliation(s)

Author names are to be centered beneath the title and printed in Times 10-point, non-boldface type. The full name is preferred. Only primary contributors should be listed in authors list; others may appear in Acknowledgment. Affiliations should follow on the next line. The affiliations are centered, italicized and in Times 8-point, not bold. Leave two blank lines after the affiliations. The space between the lines is 10-point.

### 3.3. Abstract

Abstract should be indented 4 letters, 100- to 200-words, written as a single paragraph and printed in Times 8.5-point, not bold, flush left. Leave 30 mm in both sides. The space between the lines is 11.5-point.

It should be a summary and complete in itself. The abstract should indicate the subjects dealt with in the paper and should state the objectives and the results of the investigation.

Leave one blank line after the abstract.

### 3.4. Key words

Key word should be centered, in Times 8.5-point, not bold. Begin by “**Key Words:** ” (in Times 8.5-points, boldface type, and 2 letters blank) at the top.

## 4. Main Text

Type your main text in 9.5-point Times, single-spaced. All paragraphs should be indented 2 letters. Be sure your text is fully justified. The space between the lines is 12-point.

### 4.1. Nomenclature

A nomenclature section is required for papers containing more than a few symbols; nomenclature definitions should not appear in the text.

Nomenclature should be beneath the key words as follows; “Symbol (*V, X etc.*): (colon) (2 letter blank) Definitions”. The position of colon is 35 mm from the left end of the page.

Please use standard symbols whenever possible. The symbols are in 9.5-point and the definitions are in Times 9.5-point, not bold.

### 4.2. Introduction

The paper must include an Introduction – a brief assessment of prior work by others and an explanation of how the paper contributes to the field.

### 4.3. Major-headings

For example, “**1.**(2 letters blank)**Introduction**”, should be Times 9.5-point boldface, with the first letter capitalized, flush left, with one blank line from last, leaving one blank line to next. Use a period (“.”) after the heading number, not a colon.

### 4.4. Sub-headings

For example, “**4.4.**(2 letters blank) **Second-order headings**”, should be Times 9.5-point boldface, initially capitalized, flush left and with **no** blank line from last.

### 4.5. Figures

Figure captions should 8-point Times and centered. For example: “Fig.(a blank)1.(2 blanks)The symbol of JSASS”. Capitalize only the first word of each caption. The captions are to be below the figures.

### 4.6. Tables

Table captions should 8-point Times and centered. For example: “Table(a blank)1.(2 blanks)Form of the paper”. Capitalize only the first word of each caption. The captions are to be over the tables.

### 4.7. Equations

The symbols should be in 9.5-point and centered. The equation numbers should be right flush, as (1).

$$A + B = C \quad (1)$$

Please use “Eq. (1)”, not “Equation (1)” or “(1)” in the text.

## 5. Others

Formats for references and acknowledgments should fit to the followings: For references, list and number all bibliographical references in 8-point Times at the end of your paper. The space between the lines is 10-10.5-point. When references are cited in the text, write the numbers referred to as <sup>1)</sup> or <sup>2,3)</sup> or <sup>3-10)</sup> after a comma,<sup>11)</sup> or a period.<sup>12)</sup> If the

numbered reference citation is a word of the main text, write it as in the following example. “As shown in 18), the three-body problem should be taken into account for mission design.” The sample is shown at the end of this guideline. The heading of it is “**References**” that is 9.5-point, bold, centered.

The heading “**Acknowledgments**” is 9.5-point, bold, flush left.

**Figures which have the following problems should be modified:**

**(1) Low resolution, (2) Unclear labels, (3) Outer frame or unnecessary background, (4) Containing information which should be moved to figure caption.**



Fig. 1. The symbol of JSASS. The figure captions should follow the guidelines: Only the first letter in a sentence should be upper case.

**Single-line caption should be centered. In plural-line caption, lines before the last one both sided, the last one flush left**

## 6. PDF file conversion

- Use of Adobe: Acrobat Distiller and a version 1.5 (Acrobat 6.0) PDF file are recommended.
- Set the resolution to 600dpi or similar.
- The file size of must be less than 3MB per each paper.
- Embed all fonts (symbols, space etc.) in the PDF file.
- Do NOT create bookmarks.
- Do NOT set security.

## 7. Conclusion

Conclusion should be clearly stated.

## Acknowledgments

No section number

The editorial office appreciates authors’ efforts to fully follow this template style because a manuscript for this special issue must be made camera-ready for themselves.

## References

Centering

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