

# Instructions for Authors Regarding Preparation of Manuscripts

## FULL PAPER AND SUMMARY

**Format** Text should be typed on word processor MS WORD in single line spacing (of 12 character spaces) using Times New Roman 12, text justified. Paper size: A4 (210mm x 297 mm), with clear margins as follows: top 17mm, left and right 20mm, bottom 23mm and footer 16mm.

**Title** Bold letters Times New Roman 14 (centred), leave one line empty (14) after the Title.

**Name(s) of the author(s)**

Times New Roman 12 (centred, bold), please write your full and your surname or the name, you wish to be listed by in the programme, in capital letters (e.g. **Ivo MILEV**), and country. Leave two lines empty (12) after the name.

**Key words** Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12) after keywords.

**Summary** Times New Roman 12, justified. Summary shall be submitted in English and in one other language e.g. Russian. The summary shall not exceed one page.

**Headings** Times New Roman 14, bold, capital letters, ranged left: **1.**

## INTRODUCTION

For subtitles see the template.

**Bullet Points**

Only use “long dash” ( – )

**Sections and columns:**

Do not use either.

**Full paper**

It is preferred that the full paper should not exceed 10-15 pages including abstract, pictures, diagrams, references and appendices. The text should be delivered in MS WORD.

Line drawings, Diagrams and Graphs, Tables, Formulae and Photographs may be made in MS Word, Excel, PowerPoint. jpg-format is preferred.

**References**

Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author’s last name, author’s initials, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be giving the author’s last name and the year of publication in parentheses.

**Biographical notes**

A short summary on career-to-date e.g. with details of past experience, publications, memberships of societies and associated achievements.

**Contacts**

At the end of the paper please give the author's contacts (institution, address, telephone

and fax numbers, e-mail address and web site address) as indicated in the template.

### **Publication rights**

By submitting the full paper to the workshop organizers each author agrees to give the Siberian State Academy of Geodesy the right to publish his/her paper in the proceedings and CD-ROM.

### **Publications**

The **full paper** will be published on a paper and a CD-ROM, which will be distributed at the workshop to all participants.

Deadline for submitting the full paper is **August 20, 2012**