

# How to prepare Manuscript for ISTS A Guideline for Contributors to ISTS and Journal of Evolving Space Activities

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This is the manual for how to prepare your paper for the 34<sup>th</sup> ISTS, 12<sup>nd</sup> NSAT Media/ Archive and for the Journal of Evolving Space Activities (JESA) On-Line Journal. 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, ISTS, NSAT (no more than 5)

## Nomenclature

$A$	: area, m <sup>2</sup>
$a$	: angle, rad
$B$	: block
$b$	: base length, m
$C$	: Cross section
$c$	: coefficient
$c_a$	: coefficient for parameter $a$
$c_b$	: coefficient for parameter $b$
$V$	: velocity, m/s
$X$	: position
$\alpha$	: angle of attack, rad
$\beta$	: sideslip angle, rad
$\theta$	: pitch angle, rad
$\phi$	: roll angle, rad
$\tau$	: torque, Nm

### Subscripts

0	: initial
f	: final

## 1. Introduction

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 shown in this file. Authors using LaTeX may use the TJSASS class file and sample manuscript (this file) provided by ISTS. But it should be noted that the document should be submitted in PDF format, and that no support for this sample manuscript and the class file is provided by ISTS. When making a pdf file, all the fonts including the standard PostScript fonts (such as Times and Symbol) must be embedded in the document, and don't use national (e.g. Japanese) fonts.

## 2. Formatting Your Paper

Each paper is allowed up to 15 pages of texts, including figures and tables. But **never exceed 15 pages**. Color graphics are acceptable. However, movie files and some kinds of software tools should not be included in the paper.

**Paper with less than 6 pages will be automatically categorized into "Research note", and papers presented in u-session of ISTS will be categorized into "Educational program report"** no matter how many pages when they are accepted for publication in Journal of Evolving Space Activities.

## 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, printed in Times, and non-boldface type. The full name must be typed. Only primary contributors should be listed in authors list; others may appear in Acknowledgment. The first name is printed in 10 pt, and the first letter of the first name should be capitalized. The family name must be capitalized, only the first letter of the family name is 10 pt, and the other letters of the family name must be in 8pt. "and" is also necessary before the last author's name. For the case of more than two authors, a command is necessary between author's names.

Place a superscript number corresponding to the affiliation on right of each author's name, but after a comma between authors' names.

Affiliations should follow on the next line, be centered, italicized and in Times 8-point, not bold. City name must be

included, but **prefecture (state, specified districts) name must be excluded**. Leave two blank lines after the affiliations. The space between the lines is 10-point. Affiliation number with a parenthesis must be placed in front of each affiliation in Roman.

### 3.3. Received date

(Received date Month day, Year) is unnecessary when submitting your manuscript for proceedings, but it is necessary above Abstract when submitting to “Journal of Evolving Space Activities.” The received date is the first date of submission to “Journal of Evolving Space Activities.”

### 3.4. 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 of the investigation. New findings and conclusions of the experiment or argument discussed in the paper must be stated in the abstract.

Leave one blank line after the abstract.

### 3.5. 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. **No more than 5 key words. All words must start with upper case.**

## 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. The symbols must be listed in alphabetic order such as “A, a, B, b.” Greek symbols must be listed in Greek alphabetical order after English alphabet. All symbols need to be defined. All abbreviations need to be spelled out at the first instance.

### 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**.

#### 4.4.1. Subsub-headings

For example, “**4.4.1.(2 letters blank) Third-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 be 8-point Times and centered. For example: “Fig.(a blank)1.(2 blanks)The symbol of ISTS”. Capitalize only the first word of each caption. The captions are to be below the figures. Please use “Figure 1” or “Figures 1 and 2” at the beginning of sentences. Otherwise use “Fig. 1”, or “Figs. 1 and 2” in the text. **All figures must be referred to in the text.**

### 4.6. Tables

Table captions should be 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. **All tables must be referred to in the text. The horizontal top and bottom lines must be bold. Vertical lines should not be used unless it is difficult to distinguish columns.**

Table 1. Form of the paper.

Items	Values
Paper size	A4
Max number of pages	15
Margin	Top: 25 mm and under: 25 mm side: 17 mm
Font	Times-New-Roman and symbol

### 4.7. Equations

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

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

and

$$D + E = F. \quad (2)$$

Please use “Equation (1) at the beginning of sentences. Otherwise use “Eq. (1)” or “Eqs. (1) and (2)” in the text.

Other example equations are shown in the following. One is the definition of  $St_n$

$$St_n = \frac{f_n L}{U_\infty} = \frac{n}{\left[ \beta M_\infty \left( 1 + \frac{\gamma - 1}{2} M_\infty^2 \right)^{-1/2} + \frac{1}{K} \right]} \quad n = 1, 2, 3, \dots \quad (3)$$

and another one is differential equation

$$\langle \nabla^2 \phi \rangle_i = \frac{2d}{\lambda n^0} \sum_{j \neq i} [(\phi_j - \phi_i) w(|\mathbf{r}_j - \mathbf{r}_i|)], \quad (4)$$

where

$$\lambda = \frac{\sum_{j \neq i} |r_j - r_i|^2 w(|r_j - r_i|)}{\sum_{j \neq i} w(|r_j - r_i|)}. \quad (5)$$

A comma is necessary after each equation if equations are not the last sentence. If the equation is the last sentence, a period is necessary after the equation.



Fig. 1. The symbol of ISTS. 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. Captions must stop with a period.**

## 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 **A,<sup>1)</sup>** or **B,<sup>2,3)</sup>** or **C,<sup>4-10)</sup>** **after a comma,<sup>11)</sup>** or **a period.<sup>12-22)</sup>** **If the numbered reference citation is a word of the main text, write it as in the following example.** “Reference 23) gives the definition of ...” at the beginning of sentence, or “As shown in **Ref. 24)**, the three-body problem should be taken into account for mission design.” for other cases.

The sample of references is shown at the end of this guideline. The heading of it is “**References**” that is 9.5-point, bold, centered. **All references must be referred to in the text.<sup>25,26)</sup>**

The heading “**Acknowledgments**” is 9.5-point, bold, 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 size of a pdf file must be less than 5MB 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

The editorial office appreciates authors’ efforts to fully follow this template style when submitting the manuscript to Journal of Evolving Space Activities because the editorial office does not provide a type-setting service.

## References

### Book case (when submitting, please delete this line)

- 1) Batchelor, G. K.: *An Introduction to Fluid Dynamics*, Cambridge University Press, London, 1967, pp. 1–10.
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### Journal paper case (when submitting, please delete this line)

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- 23) Bush, G. W.: The Vision for Space Exploration, NASA Headquarters, 2004, <http://www.nasa.gov> (accessed October 10, 2015).
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