



**67th INTERNATIONAL ASTRONAUTICAL CONGRESS
GUADALAJARA, 26 – 29 SEPTEMBER 2016**

INSTRUCTIONS TO AUTHORS

The following guidelines provide document formatting requirements and uploading instructions for authors who are using www.iafastro.org.

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IMPORTANT DATES

Action/Task	Date
Manuscript & Presentation upload opening	2 nd May 2016
Early registration deadline	15 June 2016
Presentation confirmation deadline	17 June 2016
Regular registration deadline	18 September 2016
Manuscript submission deadline	8 September 2016
Presentation submission deadline	16 September 2016
Congress	26 -30 September 2016

Authors are invited to upload their manuscripts before the 8th September and multimedia presentations before the 16 September in order to have them included in the proceedings that will be provided to all participants on the first day of the Congress.

You might wish to update your work with the latest developments right before the Congress. It will also be possible to upload an updated version during the Congress through the IAF Website or directly in the speaker’s preparation room in the Congress Centre, in order to be included in the final Congress Proceedings.

***** PLEASE START UPLOADING YOUR MANUSCRIPT AS SOON AS POSSIBLE *****

USEFUL CONTACTS

Technical Programme
(Manuscript-handling system)

IAF Secretariat
 Email: support@iafastro.org
 Telephone: +33 (0)1 45 67 42 60
 Website: www.iafastro.org

Registration, Accommodation & Tour
(Congress & social events, Hotel and tour booking)

IAC-2016 Website: www.iac2016.org
 LOC office: + 52 (55) 3691 1313
 Email: contact@iac2016.org



GENERAL CONSIDERATIONS

- Submitted papers have not been published, nor are they currently under consideration for publication elsewhere.
- It is mandatory for authors to **prepare a manuscript** when selected to make an oral presentation for one of the Congress technical sessions.
- The **official language** of the Congress is English, meaning that all submitted materials must be prepared in English only.
- **Uploading of manuscripts** has to be done through your personal author restricted area on www.iafastro.net following the instructions presented on page 6 of this document.
- Manuscripts must be submitted **in PDF format only**. Please refer to the “Submitting a Manuscript” section of this document to view instructions on how to convert your manuscript to PDF format.
- **“No paper – no podium”**. As a longstanding tradition of the IAC, authors must upload their manuscripts and presentations before the indicated deadlines. If authors do not upload their manuscripts on the IAF website on time, they will not be allowed to present their papers during the technical session.
- **Copyrights**: ALL authors must fill-in the online copyright statements when uploading their final manuscripts. Please refer to page 7 (“Copyright Agreements” and “Copyright Clearance and Assignment for Manuscripts”) for more information.
- Presenting authors are requested to bring **two courtesy printed copies** of their final paper and give them to the session Chairs at the beginning of the Technical Session.
- **Withdrawn papers** have to be notified **both** to the IAF Secretariat and to the Session Chairs prior to the Congress. This will ensure that authors will not be blacklisted at future IACs. Withdrawn paper cannot be included in the final Congress Proceedings: abstract and manuscript will be automatically removed.
- Upload your manuscript to www.iafastro.net before **8 September 2016**.



MANUSCRIPT

Style Guide

The preparation of the manuscripts should be subject to special attention from the authors as their contributions become part of the IAC heritage and the preservation of knowledge of the international space activities. The IISL manuscripts are to be published in separate proceedings.

Note: A manuscript sample is presented on the next section of this document.

1. General Considerations

1.1. Page setup

You should prepare your manuscript on US Letter pages (8½" X 11"). In case you are using A4 sheets (210 x 297 mm), please make sure that the paper margins are set to at least 2.25 cm (left/right) and 3.35 cm (top/bottom) on each side.

All manuscripts must be typed with two columns to a page, except for the title and the abstract that should appear across the entire page (one column).

Type, style and size do not have to match our examples exactly, but please make sure it is readable and will reproduce well. Leave margins and space between the two columns. Manuscripts must be typed single-spaced.

1.2. Length and size of manuscripts

A typical manuscript is strictly limited to 5MB in data size. It is recommended that the manuscript does not exceed 15 pages, including the abstract, references and figures in a two-column format.

IISL papers longer than 11 pages will be subject to payment of an extra publication fee.

1.3. Font

The default font to be used is Times New Roman, 10-point size.

1.4. Manuscript Title

All manuscripts must start with their IAC paper number, e.g. **IAC-16-F1.2.8**

The title should be centered above the upper portions of both columns. The TITLE of the manuscript is typed in CAPITAL LETTERS.

The name of the author(s), their title(s), business or school affiliation, city and state/country and email address should follow on separate lines in upper and lower case letters.

ATTENTION: **The title**, once submitted with the abstract and selected by the Session Chairs, **cannot be changed by the authors**. Those who wish to modify the title after being selected have to send this request to their Session Chairs. The IAF will make the correction upon approval.

2. Typing and Special Instructions

You can find the detailed style guide for manuscripts in the manuscript sample [here](#).



Submission

To submit a manuscript, please visit www.iafastro.org and use your IAF username & password to login. In case you have forgotten your password, please use the “Password request” function or ask for assistance by sending an email to support@iafastro.org.

Once you are connected to your restricted area, go to **“My papers”** and then click on the title of your abstract. You will be redirected to your abstract’s page.

PAPERS OF THE CURRENT CONGRESS OR CONFERENCE

MY PAPERS

Congress	Title	Review Status	Paper code	Enter Date
IAC-16		work	IAC-16,	2016-03-07 23:59 GMT
IAC-16		work	IAC-16,	2016-03-07 23:34 GMT
IAC-16		work	IAC-16,	2016-03-07 23:22 GMT
IAC-16		work	IAC-16,	2016-03-07 22:56 GMT
IAC-16		work	IAC-16,	2016-03-07 22:40 GMT

On this page, please click on the **“Upload/update manuscript”** option on the left-side menu.



On the next screen, browse your file system and select your manuscript converted in PDF format. Authors are requested to first convert their manuscript into PDF format before being able to upload it. A free PDF converter can be downloaded following the links under the upload tool box (“Generation of final papers in PDF”).

After selecting the appropriate copyright statements (see next section of this document), you will be able to upload your paper by clicking on the “**Upload**” button at the end of the page. Please note that each manuscript (including IISL manuscripts) requires copyright information. Therefore you must fill in the electronic copyright form before uploading your file. You will not be allowed to upload your manuscript without accepting the Copyright clearance statements and having specified a Copyright assignment for your manuscript. Detailed information is provided on the next section of this document:

Important Note: Do not include a copyright statement anywhere on your paper. The correct statement will be stamped automatically at the time of processing.

Copyright Statement

- The IAF has priority publication rights on all manuscripts presented in the IAC Technical Sessions. No manuscript may be published elsewhere without the written authorization from the IAF.
- A selection of manuscripts from IAC Technical Sessions will be proposed for publication in a special issue of **Acta Astronautica**, the archive journal of the International Academy of Astronautics. These proposals will be made by the Chairs of the Technical Sessions and will be communicated to the authors after the Congress.
- Unless the authors are contacted by the Editors of **Acta Astronautica**, it should be clear that authors are free to publish elsewhere once they receive the written authorization from the IAF and provided that they have signed the Copyright Statement as referred below.
- The publishers must notify IAF about the manuscripts they intend to publish (after having contacted the main author). The publishers will publish/distribute IAF manuscripts with the statement: “**Manuscript presented at the International Astronautical Congress, ‘Congress number’, ‘location’, ‘date’. Copyright by IAF**”.
- Papers delivered in the IISL Colloquium will be considered for publication in the **Proceedings of the International Institute of Space Law** published by Eleven International Publishing in a separate volume.

Copyright Clearance and Assignments

In order to be allowed to upload your manuscript, you will be requested to accept the following copyright clearance statements and to select a copyright assignment for your manuscript, using the copyright electronic form provided on the manuscript uploading page.

I. CLEARANCE

By accepting this statement, you certify that your work is UNCLASSIFIED and has been cleared and approved for public release by the appropriate company and/or government agency.

II. NO-INFRINGEMENT STATEMENT

By accepting this statement, you certify that your manuscript and presentation represents original work by the author(s), and that no portion of the material is covered by a prior copyright; or that for any portion copyrighted, you have obtained permission for its use and all such permissions are in writing and attached



to this form. Furthermore, you certify that your work does not infringe on any trademark, patent, trade secret or any other intellectual property rights of any person, nor does it contain any material that is defamatory.

III. PUBLICATION STATUS

By accepting this statement, you certify that your work has not been published, nor is it currently under consideration for publication elsewhere.

IV. COPYRIGHT ASSIGNMENT

Before uploading your manuscript, you must select ONE of the following copyright assignments (A, B1, B2 or C) for your work. Please read all the forms carefully before making your selection. **NO VARIATIONS in WORDING ARE ALLOWED.**

Important Note: IISL authors must select either form B or C, as A does not apply.

- **Copyright Form A (Copyright held by the IAF)**

The copyright law effective January 1, 1978 in U.S., gives the copyright of a work to the person who wrote it. The IAF holds the copyright of any work it publishes, with the clear understanding that the author and the author's organisation have the right to reproduce it in print form (not electronic) for their own purposes, provided that the reproductions are not for sale.

If Form A is chosen, the copyright notice will read as follows: **“Copyright © [CONGRESS YEAR] by the International Astronautical Federation. All rights reserved.”**

- **Copyright Forms B**

Occasionally, special situations arise in which the authors (or their organisation, if they have assigned their copyright to it) wish to retain the copyright in their name. In such a case, the IAF or the AIAA (in case of authors of the Colloquium on the Law of Outer Space) require a license to publish the work. Copyright Forms B1 and B2 should be used for this purpose.

- **Copyright Form B1 (Copyright retained by the author)**

If the author retains copyright (B1), the notice, in the name of the copyright holder, will read as follows: **“Copyright © [CONGRESS YEAR] by [NAME OF THE AUTHOR]. Published by the IAF, with permission and released to the IAF to publish in all forms”.**

For authors of the 59th Colloquium on the Law of Outer Space 2016, if the author retains copyright (B1), the notice, in the name of the copyright holder, will read as follows: **“Copyright © [CONGRESS YEAR] by [NAME OF THE AUTHOR]. Published by Eleven International Publishing, with permission.**

- **Copyright Form B2 (Copyright retained by the author's organisation)**

If the organisation of the author retains copyright (B2), the notice, in the name of the copyright holder, will read as follows: **“Copyright © [CONGRESS YEAR] by [NAME OF THE ORGANISATION]. Published by the IAF, with permission and released to the IAF to publish in all forms”.**

For authors of the 56th Colloquium on the Law of Outer Space 2015, if the organisation of the author retains copyright (B2), the notice, in the name of the copyright holder, will read as follows: **“Copyright © [CONGRESS YEAR] by [NAME OF THE ORGANISATION]. Published by Eleven International Publishing, with permission.**



- **Copyright Form C (Authors employed by Government Agencies)**
- **Custom Copyright Form**

All authors employed by Government Agencies who prepared the work as part of their official duties as a government employee should follow their specific rules and point out the specific regime they are submitting to and certify that they comply with the national regulation.

If Copyright Form C is clicked, the copyright notice will read as follows: **“Copyright © [CONGRESS YEAR] by Eleven International Publishing. All rights reserved. One or more authors of this work are employees of the government of [COUNTRY], which may preclude the work from being subject to copyright in [COUNTRY], in which event no copyright is asserted in that country.”**

For authors of the Colloquium on the Law of Outer Space, if Copyright Form C is signed, the notice will read as follows: **“Copyright © [CONGRESS YEAR] by Eleven International Publishing. All rights reserved. One or more authors of this work are employees of the government of [COUNTRY], which may preclude the work from being subject to copyright in [COUNTRY], in which event no copyright is asserted in that country.”**

- **Custom Copyright Form**

The copyright form should be preliminarily agreed with IAF Secretariat. Authors are requested to contact the IAF Secretariat at support@iafastro.org

PUBLICATION IN THE PROCEEDINGS OF THE IISL

In order for an author who delivered a paper in the IISL Colloquium to have their paper considered for publication in the **Proceedings of the International Institute of Space Law**, the author must send a PDF AND WORD version of the final paper (which can be an updated version of the manuscript) in one column (instead of two), with footnotes (not endnotes), and in 11 point Times New Roman before 1 December to Mariska Duindam of Eleven International Publishers at M.Duindam@budh.nl.

VIEWGRAPHS

Preparation

The following section concerns instructions for the preparation of the multimedia presentations that might be used to support the presentation of manuscripts in Technical Sessions. It is recommended to follow these guidelines in order to facilitate the uploading process at the Congress Centre prior to your presentation.

- Authors are required to **upload their manuscripts first** in order to be allowed to upload their presentations.
- Presentations must be **structured accordingly to the time allocated** by the Chairs of your Technical Session. (see your notification letter)
- Each presentation shall be limited to a maximum of 15 slides. This maximum limit has been chosen in order to keep the presentation delivery within the allocated time.
- The presentation shall be organised using the following outline:
 - the problem addressed



- *the solution proposed*
- *possible applications*
- *conclusions*

Your Session Chairs may want to adapt the duration of the presentations within their Technical Session according to the number of papers that will be effectively presented.

Note: *The duration of presentation includes Q&A time.*

Equipment on-site:

Each Technical Session Room will be equipped with a PC (MS Windows XP – Compatible) and a projector.

Supported file formats:

- Presentation format: PDT, PPT, PPS, PPTX, ZIP, 7Z, GZ, [PEZ](#)
- Video format: (.wvm, mp4, avi, mpeg)

In order to ensure the correct visualization of the multimedia files (videos, animations...) embedded in your presentation, authors are allowed to compress the folder containing all the relevant files and upload it in ZIP, GZ or 7Z file format.

Submission

Please upload the multimedia material to support your oral presentation before 16 September 2016 at the latest, with the possibility to upload an updated version during the Congress.

Important! As no author is allowed to insert USB devices in the PC in the technical session room, we propose two different options for uploading the presentation:

Option 1 (Preferred): Upload your presentation to www.iafastro.org prior to or during the Congress using your IAF login & password

- Go to **“My papers”** and click on your manuscript title (See screenshots at the ‘Submitting a manuscript’ section of this document).
- Click on the **“Upload/update presentation”** option. On the next screen, browse your file system and select your presentation in any of the supported file formats (PDF, PPT, PPS, ZIP, 7Z or GZ).

We invite you to follow this process in preference in order to help the organizers and to avoid problems linked with last minute rush.

Option 2: Upload your presentation in the room dedicated to authors on the Congress Centre. Authors should bring a copy of their presentation using a USB flash memory.



<ul style="list-style-type: none"> Congress Browser View abstract (PDF) Download abstract (PDF) Edit abstract Add co-authors Transfer ownership Change paper options Change symposium/session Upload/update manuscript <li style="border: 2px solid yellow;">Upload/update presentation Delete paper 	<h3>PAPER INFORMATION</h3> <p>Paper code IAC-16,</p> <p>Title</p> <p>Order</p> <p>Session</p> <p>Symposium</p> <p>Congress IAC-16</p> <p>Length of oral presentation, minutes</p> <p>Type of presentation oral</p> <p>Submission status abstract successfully uploaded</p>
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UPLOAD PRESENTATION

File to upload No file chosen

- **IMPORTANT NOTE:** All the presentations will be transferred to the PCs in the session rooms on the day of their presentation.
- We recommend that all authors keep a copy of their presentation on a USB memory stick.

Record Agreement

This section concerns the authorization requested to all authors to allow the IAF to post and archive their viewgraphs on the IAF Archive and on the Congress Proceedings by making them available for consultation by the Congress participants through the Congress Proceedings.

If you wish to share your viewgraphs with all the participants of the International Astronautical Congress and if you want it to be included on the final Congress Proceedings and IAF Archive, please authorize IAF by clicking on the **“Agree”** option before uploading your presentation.

RECORD AGREEMENT

This section concerns the authorization requested to the authors to allow IAF to post and archive their multimedia presentations on the IAF Archive and on the Congress Proceedings -

I authorize IAF to make my presentation (visuals) readable to all participants of the IAC-16 on the DVD which will be distributed at the Congress and to archive it on the IAF Archive and final Congress Proceedings.

Agree

 Disagree

Note: The copyrights remain the strict property of the authors or of their Organisation.



CHECKLIST

Upon reception of the Letter of Acceptance

- Acknowledge receipt of the letter and confirm your attendance and presentation to the IAF Secretariat (support@iafastro.org) and Session Chairs. Inform your co-author(s) that your paper has been accepted (deadline is **17 June 2016**).
- Register for the Congress; make your accommodation arrangements, booking of social events and sightseeing tours online at www.iac2016.org (deadline for early-bird rates is **15 June 2016**).

Preparation of Manuscripts

- Read this document carefully and make sure you fully understand the entire process.
- Write your manuscript following the Style Guide. Templates on the most common word processing formats are available on your IAF Restricted Area ("Instructions" section).
- Convert your manuscript to PDF file format. Free PDF converter software is available at <https://www.freepdfconvert.com/>
- Upload your manuscript to www.iafastro.org before **8 September 2016**. To be able to upload the file, you must accept the copyright clearance statements and select a copyright assignment for your manuscript using the online form.

Preparation of Viewgraphs

- Once your manuscript has been successfully uploaded, you will be able to submit your multimedia presentation.
- Confirm the time allocated by the Session Chairs to your presentation. Please, structure your presentation accordingly.
- Upload your presentation to www.iafastro.org before **16 September 2016**. Before uploading the file, you will be asked if you want your presentation to be distributed to other IAC participants via the Congress Proceedings.

Before coming to the International Astronautical Congress

- Print two courtesy copies of your manuscript for the Session Chairs of your Technical Session
- Make sure that your presentation file is compatible with the computer system provided on-site (Microsoft Windows XP – MS Office PowerPoint© - Compatible)
- Make a copy of your presentation on a USB memory stick
- Carefully check the date, time, and location of your presentation, as indicated on [IAF website](http://www.iafastro.org) and IAF Information letters.
-

During the Congress

- If you wish to upload an updated version of your manuscript or presentation, this can be done on www.iafastro.org or in the room dedicated to the authors at the Congress Centre.



- Arrive at the room where your Technical Session will be held (stated on your letter of acceptance) at least **fifteen minutes** before it starts, so that the Session Chairs can meet you and give time for any potential last minute issues to be addressed. Hand the two courtesy printed copies of your manuscript to the Session Chairs. Bring the copy of your presentation on a USB memory stick with you.
- Some Session Chairs might ask you for a short biography that can be used to introduce you at the Session.

If you are not going to be able to attend the Congress for any reason, please email the IAF Secretariat and your Session Chairs as soon as possible, so they can take it into account in the planning of the Technical Session.

Questions? Please contact the IAF Secretariat at support@iafastro.org