



71ST INTERNATIONAL ASTRONAUTICAL CONGRESS
The CyberSpace Edition
12 - 14 OCTOBER 2020
INSTRUCTIONS FOR SUBMISSION OF FINAL PAPER FOR IAC

The following guidelines provide document formatting requirements and uploading instructions for authors who are using <https://iafastro.directory/iac/account/login/>

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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-20-**F1.2.8** (please insert here your paper code).

The title should be centered above the upper portions of both columns.

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 template.



Submission

To submit a manuscript, please visit www.iafastro.net 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
IAC-		work	IAC-
IAC-		work	IAC-
IAC-		work	IAC-

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You can add or update your list of co-authors in the section “Add co-authors/speaker” as per below:

<p>Congress Browser</p> <p>View abstract (PDF)</p> <p>Download abstract (PDF)</p> <p>Edit abstract</p> <p>Add co-authors/speaker</p> <p>Transfer ownership</p> <p>Change paper options</p> <p>Change symposium/session</p> <p>Upload/update manuscript</p> <p>Upload/update presentation</p>	<h2>PAPER INFORMATION</h2> <p>Paper code IAC-</p> <p>Title</p> <p>Session</p> <p>Symposium</p> <p>Congress IAC-</p> <p>Type of presentation desired type:</p> <p>Submission status abstract successfully uploaded</p>
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Assign a Speaker

The main author and the speaker are considered to be the same person. If it is not the case, click first on *Add co-authors/speaker*, and then assign a speaker to your presentation as in the example per below:

order	author	email	company	country	function
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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- 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 9 point Times New Roman **before 15 December** to proceedings@iislweb.org.

Paper Exclusion from the Proceedings

The International Programme balances the interests of a high quality congress with fairness towards the authors and participants. Therefore, the IPC applies this policy, and reserves the right to preclude authors who do not present their paper at the congress from having their papers published in the IAC Proceedings.

Questions and Technical Assistance

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