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Manuscript GUIDELINES



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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IMPORTANT DATES

Action/Task	Date
Manuscript upload opening	1 st March 2021
Attendance Confirmation deadline	2 nd April 2021
Early Registration deadline	16 th April 2021
Regular Registration deadline	31 st May 2021
Manuscript Submission deadline	4 th June 2021
Conference	14 th - 18 th June 2021

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 Conference 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 <https://iafastro.directory/iac/account/login/> following the instructions presented in 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. Other formats will not be published in the proceedings.
- Registrants of the conference will receive full access to the official online conference proceedings which will be distributed after the conference.
- “No paper no podium” policy.** As a longstanding tradition of the IAF events, 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.
- “No show policy”** - Papers without an author attending the conference will be pulled from the official proceedings.
- 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- Withdrawn papers** have to be notified **both** to the IAF Secretariat and to the Session Chairs prior to the Conference. This will ensure that authors will not be blacklisted at future IAF events.
- Upload your manuscript to <https://iafastro.directory/iac/account/login/> before **4 June 2021**.

USEFUL CONTACTS

Technical Programme

(Manuscript-handling system)

IAF Secretariat

Email: support@iafastro.org

Website: <https://www.iafastro.org/events/global-series-conferences/glex-2021/technical-programme.html>

Registration

(Conference & Social Events)

IAF Secretariat

Email: glex2021@iafastro.org

GLEX 2021 Website: www.glex2021.org



1. Preparing your Manuscript

The preparation of the manuscripts should be subject to special attention from the authors as their contributions become part of the IAF heritage and the preservation of knowledge of the international space activities.

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.

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 GLEX paper number, e.g. **GLEX-21-F1.2.8** (please insert your paper ID).

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 sample [HERE](#)

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
		work	
		work	
		work	

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 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:

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PAPER INFORMATION

Paper code

Title

Order

Session

Symposium

Congress

Length of oral presentation, minutes

Type of presentation

Submission status
abstract successfully uploaded

Important Note: Please update your copyright statement in the header of your paper. If you do not do so, the following statement will be stamped automatically at the time of processing:

Global Conference on Space Exploration – GLEX 2021, St Petersburg, Russian Federation, 14-18 June 2021.
Copyright ©2021 by the International Astronautical Federation (IAF). All rights reserved.

2. Submitting your Manuscript

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.

3. Add/Update List of Co-Authors

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

Congress Browser	PAPER INFORMATION
View abstract (PDF)	Paper code
Download abstract (PDF)	Title
Edit abstract	Session
Add co-authors/speaker	Symposium
Transfer ownership	Congress
Change paper options	

4. 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="checkbox"/>				<input type="checkbox"/>
2	<input type="checkbox"/>				<input type="checkbox"/>
3	<input type="checkbox"/>				<input type="checkbox"/>

5. Copyright Statement

- The IAF has priority publication rights on all manuscripts presented in the GLEX 2021 Technical Sessions. No manuscript may be published elsewhere without the written authorization from the IAF.
- It should be clear that authors are free to publish their papers in journals 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 Global Conference on Space Exploration, GLEX 2021, St Petersburg, Russian Federation, 14-18 June 2021. Copyright by IAF”.**

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.**

- **Copyright Form A** (Copyright held by the IAF)
The French copyright law adopted on 1 July 1992 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 organization 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 © [GLEX 2021] by the International Astronautical Federation. All rights reserved.”**

- **Copyright Forms B**
Occasionally, special situations arise in which the authors (or their organization, if they have assigned their copyright to it) wish to retain the copyright in their name. In such a case, the IAF requires 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 © [GLEX 2021] by [NAME OF THE AUTHOR]. Published by the IAF, with permission and released to the IAF to publish in all forms”.

- **Copyright Form B2** (Copyright retained by the author’s organization)

If the organization of the author retains copyright (B2), the notice, in the name of the copyright holder, will read as follows: “Copyright © [GLEX 2021] by [NAME OF THE ORGANIZATION]. Published by the IAF, with permission and released to the IAF to publish in all forms”.

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

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.

- **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

6. Checklist

Upon reception of the Letter of Acceptance

- ✓ Confirm your attendance online on <https://iafastro.directory/iaf/account/login/> by **16 April 2021**. Inform also your co-author(s) that your paper has been accepted.
- ✓ Register for the Conference; make your accommodation arrangements, booking of social events and sightseeing tours online at www.glex2021.org (deadline for early-bird rates is **16 April 2021**).

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 <https://iafastro.directory/iaf/account/login/> before **4 June 2021**. 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.

Before coming to GLEX 2021

- ✓ Print two courtesy copies of your manuscript for the Session Chairs of your Technical Session.
- ✓ Make a copy of your presentation on a USB memory stick.
- ✓ Carefully check the date, time, and location of your presentation, as indicated on the IAF website and monthly IAF Information Letters.

During the Conference

- ✓ If you wish to upload an updated version of your manuscript, this can be done during the Conference at <https://iafastro.directory/iaf/account/login/>.
- ✓ **Bring the copy of your presentation slides on a USB memory stick with you** and upload it in your Technical Session room **no later than one hour** before your session starts.
- ✓ 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.

Obligations of Authors and Presenters

- For each accepted paper, one author needs to register for attending the conference, and present the paper in the assigned session, according to the GLEX 2021 Technical Programme schedule.
- The presenter should start all necessary procedures and approvals (e.g., travel funding, visa application) immediately after receiving notification that the paper is accepted for the conference.
- If the authors have, or anticipate, unforeseen circumstances endangering or preventing the presentation, the Session Chairs and the IAF Secretariat must be contacted immediately. Any alternative arrangements require approval by the Session Chair(s).

No-Show Policy

- The GLEX Technical Sessions depends on the presentations given during their sessions. Authors who fail to present their paper leave a gap in the Technical Programme, which is unacceptable for the conference audience.
- The International Programme Committee has implemented policies to exclude authors who do not present their paper from further distribution of their publication, such as exclusion from indexation in the Conference Proceedings.
- The International Programme Committee balances the interests of a high quality congress with fairness towards the authors and audience members. Therefore, the IPC applies this policy, and reserve the right to preclude authors who do not present their paper at the conference from having their papers published in the Proceedings.

Questions? Contact us at support@iafastro.org