76TH
INTERNATIONAL
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TECHNICAL PROGRAMME
TP

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
Attendance Confirmation deadline	6 June 2025
Early Registration deadline	30 June 2025
Speaker Registration deadline	5 September 2025
Manuscript Submission deadline	12 September 2025
Congress	29 Sep-3 Oct 2025

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 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 Other formats will not be published in the proceedings.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 congress will receive full access to the official online congress proceedings which will be distributed after the congress.
- **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.
- **Withdrawn papers** have to be notified **both** to the IAF Secretariat and to the Session Chairs prior to the Congress.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 IAF events.
- Upload your manuscript to https://iafastro.directory/iac/account/login/ before **12 September 2025.**

USEFUL CONTACTS

Technical Programme

(Manuscript-handling system)

IAF Secretariat
Email: support@iafastro.org
Website: https://www.iafastro.org/events/iac/international-astronautical-congress-2025/technical-programme/

Registration

(Congress & Social Events)

General Inquiries: hello@iac2025.org
IAC 2025 Website: www.iac2025.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 paper number, e.g. **IAC-25-A1.2.8 (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**

2.   Submitting your Manuscript

To submit a manuscript, please visit **https://iafastro. directory/iac/account/login/** 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
		work	
		work	
		work	

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

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View abstract (PDF)

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Upload/update manuscript

Upload/update presentation

Delete paper

PAPER INFORMATION

Paper code

Title

Order

Session

Symposium

Congress

Length of oral presentation, minutes

Type of presentation

Submission status
abstract successfully uploaded

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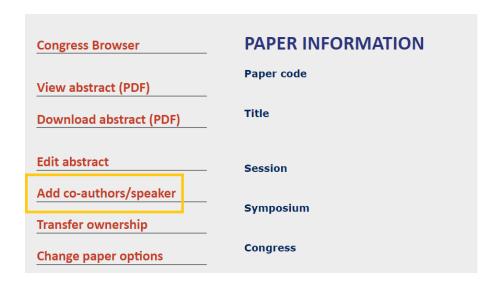
Important Note: Please update your copyright statement in the header of your paper. If you do not do so, the following statement will be stamped automatically at the time of processing:

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**
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Download abstract (PDF)	**Title**
Edit abstract	**Session**
Add co-authors/speaker	
Transfer ownership	**Symposium**
Change paper options	**Congress**

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	☐				▼
2	☐				speaker
3	☐				main

5.   Copyright Statement

- The IAF has priority publication rights on all manuscripts presented in the IAC 2025 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 International Astronautical Congress, IAC 2025, Sydney, Australia, 29 Sep-3 Oct 2025. 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.

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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.

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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 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 © [IAC 2025] 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.

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- **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**

- **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 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 January to proceedings@iisl.space.

6. Submitting your Presentation

You can upload your presentation by 19 September, with the possibility to upload an updated version at the Speaker Preparation Room 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 oral 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 Speaker Preparation Room at the Congress Centre. Authors should bring a copy of their presentation using a USB flash memory.

Important Note: All the oral presentations will be transferred to the laptops 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.

Questions? Contact us at support@iafastro.org

7.   Checklist

Upon reception of the Letter of Acceptance

- ✓ Confirm your attendance online on https://iafastro.directory/iac/account/login/ by **6 June 2025.** Inform also your co-author(s) that your paper has been accepted.
- ✓ Register for the Congress; make your accommodation arrangements, booking of social events and sightseeing tours online at www.iac2025.org (deadline for early-bird rates is **30 June 2025**.

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/iac/account/login/ before **12 September 2025.** 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 IAC 2025

- ✓ 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 Congress

- ✓ If you wish to upload an updated version of your manuscript, this can be done during the Congress at https://iafastro.directory/iac/account/login/.
- ✓ Please visit your presentation area prior to your session, get a sense of the space and dynamics and get acquainted with the equipment and system.

Obligations of Authors and Presenters

- *No Paper-No-Show Policy: Papers that are accepted must be presented at the IAC, either by the authors themselves, or via proxy. In case a paper is not presented at the congress, it shall be deemed a "no-show." No-shows will be excluded from the congress proceedings, will not be indexed, and will not receive a DOI number.*
- *Registration of presenting authors: please make sure that the presenting author is registered by* **5 September 2025.** *Payment of the registration fees by 5 September grants permission to have materials published in the proceedings and the IAF Digital Library.*
- *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 congress.*
- *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).*

Please check the authors roadmaps for more information: **https://www.iafastro.org/events/iac/international-astronautical-congress-2025/technical-programme/**

Digital Document Accessibility

As outlined in the Australian Human Rights Commission's "Guidelines on equal access to digital goods and services" (2025)

- Organisations should conform with WCAG 2.2 at a minimum Level AA and consider appropriate Level AAA success criteria such as video transcripts, audio contrast, clear links and section headings. (p43)
- Conformance with WCAG 2.2 requires that 'all Web pages in the process conform at the specified level or better' and that 'only accessibility-supported ways of using technologies are relied upon to satisfy the success criteria'. (p44)

NSW Government

The NSW Government maintains a range of easy-to-use resources to improve the accessibility of your Digital resources:

- Accessible communication | Digital NSW

Microsoft Office 365 have tools and videos to make your presentation accessible

Introduction

- Video: Getting started with accessible content

Word

- Video: Create accessible Word documents
- Guide: Make your Word documents accessible

PowerPoint

- Video: Create accessible PowerPoint presentations
- Guide: Make your PowerPoint presentations accessible

Excel

- Video: Create accessible workbooks in Excel
- Guide: Make your Excel documents accessible

Quality assurance

- Guide: Improve accessibility with the Accessibility Checker

PDF

1. The Complete Checklist to PDF Accessibility | Adobe Blog
2. Create accessible PDFs - Microsoft Support