

## Guide for Authors for the 25<sup>th</sup> EARSeL Symposium

Global Developments in Environmental Earth Observation from Space. 6-9 June 2005, Porto, Portugal.

### Submission of paper

The manuscript should be submitted preferably as a WORD file without further lay out or if you prefer as a Rich Text Format (useful for LaTeX users). The illustrations such as figures and photographs should be submitted separately from the text. Both from the text and the illustrations, which are submitted separately, should be sent an electronic version and a hard copy version (colour printed in case of colour illustrations) in duplicate. This together with the completed copyright form should be sent by airmail to the EARSeL Secretariat in Hannover.

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### Material

Contributions are accepted on the understanding that the authors have obtained the necessary authority for publication by the editor. Submission of an article must be accompanied by a copyright transfer form. If the paper has been published before, the author should have the written permission of the Publisher to republish it.

### Preparation of manuscript

All manuscripts should be written in good English. Both hard copy (for editing) and electronic (for printing) versions of the manuscript are required.

*Name of document.* Save the document by naming it as follows: Take the first three letters of the last name of the first author plus the first letter of the first three words of the title of the paper.

For example: **Use of I**konos high resolution imagery in archaeology: The example of the ancient city of  
Bakchias in Egypt  
G. **Bitelli** & M. Zanni

The document should be saved as: uoibit.

*Structure.* Please adhere to the following order of presentation: Title, Author(s), Affiliation(s), Keywords, Abstract, Main text, Acknowledgements, Appendices, References, Figure captions, Tables.

The title should be written as a sentence, so no capital letters where normally there should be none. (See above) For papers a maximum of three levels of sections and subsections is allowed. All papers should contain a Keyword, an Abstract and a Conclusions section.

*Style:* The document should be submitted as a text without lay out. So no columns or other lay out commands should be used. Figures and photographs should be submitted separately of the text. The lay out will be the responsibility of the Publisher.

*Length.* We do not make a distinction between a poster and oral presentation. We consider them both to be of equal merit. We would ask you not to exceed 8 pages including references and illustrations.

### Font

The font that will be used is New Times Roman, 11 pt. You can already use this to establish the amount of pages the manuscript will have.

*Corresponding author.* The name and affiliation (university, institution etc with place name and country) of all corresponding authors should be given. If you like you can also add your postal address and email address. Titles or occupation (such as Prof., dr., eng. PhD etc) are not permitted, only in the main text titles will be allowed.

A complete name, title, postal address, telephone fax numbers and the e-mail address of the corresponding author should be given to the editor. If possible, also provide details of the other authors, especially if the corresponding author is planning to be away for a period when the manuscript is under review or in production at the Publisher. *These addresses will also be used for the authors' list at the back of the book.* The proceedings will be sent to the author who presented the paper at the symposium.

*Keywords.* Authors should supply their own keywords. The keywords will be used for making a Keyword index.

*Abstract:* The abstract should be readily **understandable** to most readers and may contain up to 250 words.

*References.* References are not allowed to be footnotes. References to other work in the text should refer to the author or authors and the year of publishing. References should be listed in the reference list, which should be in alphabetical order.

For example: (W.A. Harrison 1961) or (White & El Asmar 1998)

By three or more authors then first author and *et al.* (Eidenshink *et al.* 1990)

If several works by the same author are cited, entries should be chronological and if there are more than one references of the same year you should add a, b etc. in the reference and corresponding reference list.

For example: (W.A. Harrison 1961b)

References list:

Eidenshink, J.C., Burgan, R.E. & Haas, R.H. 1990. Monitoring fire fuels condition by using time series composites of Advanced Very High Resolution Radiometer (AVHRR) data. *Proc. Resource Technology 90*, ASPRS, Washington, D.C.: 68-82

White, K., El Asmar, M.H. 1998. Monitoring Changing Position of Coastlines Using Thematic Mapper Imagery, an Example from the Nile Delta, *Geomorphology 29* (1999) 93-105.

*Save.* To avoid problems with the font and mathematical equations, you have to embed the font. Go on your taskbar to *extra* click on *options* and go to *save* mark the *embed True-letter type*. Don't forget to embed the fonts also in the figures and tables.

## **Illustrations**

Besides the need to always submit a high quality original (colour) hardcopy of every figure, authors should also send an electronic versions, (in JPEG or EPS formats) on floppy or CD-ROM.

The *line drawings* in the master set should be original laser printer or plotter output or drawn in black india ink, with careful lettering, large enough relative to the size of the figure, to remain legible after reduction for printing. Line drawings should be clear and uncluttered. Minimum size for characters and numbers in figures and diagrams is 2mm.

Submit the illustrations close to the size expected in publication. Keep the figures as simple as possible and avoid excessive notes.

### *Colour illustrations*

Colour illustrations will be reproduced as black/white prints in the book. On the CD-ROM they are reproduced in full colour. Please ensure that all figures are of the highest quality. Because of technical complications which can arise by converting colour figures to "grey scale" (for the printed version) it is advisable to submit in addition usable black and white prints corresponding to all the colour illustrations.

Photographs must be scanned at **at least 300 dpi** and must also be supplied separately as **high quality JPEG** files. You are advised to check how colour illustrations show in black/white for reproduction in the printed proceedings.

Fonts in the figures must be embedded.

### **Tables**

Number the tables consecutively. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table and not within the table itself. Use only horizontal rules: One above and one below the column headings and one at the foot of the table. Type all text in tables in small type: New Times Roman 10 pt

### **Electronic text of manuscripts**

Millpress requires an electronic version of your manuscript and illustrations. We prefer to receive the papers in MS WORD but will also accept Rich Text Format.

The figures or photographs should be supplied separately as high quality JPEG files.

In case the publisher finds discrepancies between hardcopy and electronic text, the hardcopy version of the manuscript will be followed in all cases.

### **Further information**

For queries relating to the general submission of manuscripts please contact: Mme. Godefroy at the EARSeL Secretariat. For questions about the interpretation of the instructions you can contact Rosanna Woensdregt at [rosanna@millpress.com](mailto:rosanna@millpress.com)

This information can also be found on the Millpress website: <http://www.millpress.com>