**INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS
FOR the European Conference on Spacecraft Structures,
Materials and Environmental Testing**

**Principal Author Name (1), Co-Author Name (1), Co-Author Name (2)**

*(1) Affiliation, Complete mailing address (including country), Email:*

*(2) Affiliation, Complete mailing address (including country), Email:*

**ABSTRACT**

The Proceedings of the ECSSMET 2024 Symposium will be distributed to the participants after the event.

Authors shall deliver their full papers by
**30 August 2024** as electronic PDF files via the online [submission portal](https://atpi.eventsair.com/PresentationPortal/Account/Login?ReturnUrl=%2FPresentationPortal%2Fecssmet2024%2Fabstractsubmission).

Please read the following instructions for the preparation of your paper in accordance with ESA’s standards for conference proceedings. **Each submission should resemble these instruction sheets in format and style.** Start with a concise abstract (limited to 15 lines or 150 words) that summarises the contents of the paper.

It is suggested that authors directly edit this word file to produce their paper, as it already embeds the requested formatting.

**GENERAL SPECIFICATIONS**

The paper shall be prepared in this two-column format and **is recommended to be no longer than 8 pages.**

**PAGE LAYOUT**

Paper format: standard A4 (297x210 mm),

two-column format (8 cm each column),

margins: top 25 mm, left and right 20 mm, bottom 37 mm,

fully justified.

**Font:**

Text: Times New Roman

Variable: Times New Roman italic

Symbol: True Type Symbol font

**Type Size:**

Paper title: 12 pt bold (TITLE)

Author(s): 10 pt bold (Author)

Affiliation(s): 10 pt italic (Affiliation)

Normal text: 10 pt (regular text)

Captions: 10 pt italic (Figure…)

Text in tables: 9 pt

Symbols: 10 pt (W @ f)

Sub/superscript: 7 pt (x y)

**HEADERS AND FOOTERS**

Both the header and the footer should be left empty.
Do not add page numbers.

**TITLE AND AUTHOR AFFILIATION**

The paper title, author(s) name(s), affiliation, complete mailing address and email should be centred at the top of the first page using the fonts and type sizes indicated above. If there are several authors, the complete affiliation should be given for each of them using superscripts (1) in the authors (2) list to refer to them.

**HEADINGS**

This sheet has been typeset in accordance with the style to be followed for the headings. Use the decimal system in Arabic figures for the numbering of headings and subheadings. Major (or section) headings are to be in capitals and bold.

**Subheadings**

Subheadings or subsection headings are to be in lower case with initial capitals and bold font. They should be flush with the left-hand margin, on a separate line.

**EQUATIONS**

Equations are to be numbered consecutively throughout the paper. Each equation number must be unique. Equations should be centred, with the equation number in parentheses flush with the right-hand margin of the column. Leave a blank line before and after equations. Always refer to equations by number, as Eq. 1 or Eqs. 3- 6, not as ‘above’ or ‘below’.

 (1)

**FIGURES AND TABLES**

Figures and tables can extend over two columns if required. Figure captions should be centred below the figures; table captions should be centred above the tables. Use full word ‘Figure 1’ or ‘Table 1’ in the caption. Use the abbreviation “Fig. 1” or “Tab. 1” in the text (even at the beginning of a sentence).



*Figure 1: European Conference on Spacecraft Structures, Materials and Environmental Testing*

**ABBREVIATIONS AND ACRONYMS**

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

**REFERENCES**

Number citations consecutively in square brackets [1]. Refer simply to the reference number, as in [3]. Do not use ‘Ref. [3]’ or ‘reference [3]’ except at the beginning of a sentence: ‘Reference [3] was the first …’. The title of the book or of the journal should be in italic script. Further information is available in “How to reference a publication” at:

https://www.esa.int/esapub/conference/references.pdf

**Sample References**

1. Smith, J.M., Adams, B.A. & Wilson, A. (2002). The Future for Asteroid Exploration. *Planet. Space Sci.* **285**(11), 123–126.
2. Johnson, A.B. & Radice, X.T. (2002). *Comets for Beginners*, Cambridge University Press, Cambridge, UK, pp103–106.
3. Svalgaard, L. & LeSager, P. (2003). What Heliosesimology Teaches us About the Sun. In Proc. 4th. ISCS ‘Solar Variability as an Input to the Earth’s Environment’ (Eds. H. Lacoste &
H. Xerxes), ESA SP-535 (CD-ROM), ESA Publications Division, European Space Agency, Noordwijk, The Netherlands.

**PDF PREPARATION**

Authors must prepare their papers using the current Microsoft Word template, and then convert these to PDF format for submission.

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Generally, image resolutions should be
300 dpi for greyscale and colour.

VERY IMPORTANT***:* EMBED ALL FONTS** and ensure that the PDF’s security setting is on
**‘No Security’**.

**SUBMITTING THE PAPER**

Deadline for submission is **30 August 2024.**

Papers, PDF files, are to be delivered via the online [submission portal](https://atpi.eventsair.com/PresentationPortal/Account/Login?ReturnUrl=%2FPresentationPortal%2Fecssmet2024%2Fabstractsubmission).

The filename must clearly identify the paper. Use the abstract number followed by the name of the main author (e.g. 125smith.pdf). Use only lower case.

Confirmation of receipt will be sent.

**FURTHER INFORMATION**

For further information about preparing your paper, please contact:

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For further information about the Conference, please visit:

<https://atpi.eventsair.com/ecssmet2024/>