

Instructions to authors for the preparation of full paper (max eight pages)

Martin Buscher¹, Second Author²

¹Technische Universität Berlin
Marchstr. 12, 10587 Berlin, Germany
Phone: +49 30 314 75872, Mail: SSEO14@dlr.de

²Company
Address 12, 10587 City, Country
Phone: +49 30 XXX XXX, Mail: author@provider.de

Abstract: A one paragraph abstract of not more than 200 words must be included at the beginning of the paper. It should be a summary (not an introduction) and complete in itself. The abstract should indicate the subject dealt with in the paper and should state the objections of the investigation. Newly observed facts and conclusions of the experiment or the argument discussed in the paper must be stated in summary form. Readers should not have to read the whole paper to understand the abstract. This instruction is written according to the Instructions to authors for the preparation of a full paper (max eight pages).

1. INTRODUCTION

The full paper of all accepted contributions will be published in the Symposium Proceedings.

Submit your manuscript as a WORD file to SSEO14@dlr.de (Symposium and Program Coordinator). Only English language will be accepted. To ensure the appropriate appearance of the manuscripts, authors should observe the following instructions.

2. LENGTH OF MANUSCRIPT

Manuscripts are limited to eight single-spaced pages, including the abstract, references, tables and figures.

3. TYPING INSTRUCTIONS

The size of the manuscript part of the page is 15.0 cm by 24.0 cm. If possible, the font Times New Roman, 12 pt., or similar looking fonts should be used.

The manuscript should be divided into sections, subsections and subsubsections with clearly marked subtitles and numbered numerically (e.g. 2.1.3). Type the main body of the text single-spaced and full justified. Leave one blank line between paragraphs and between paragraphs and headings/ subheadings.

3.1 Paper Title

The title of the paper is typed 16 pt., bold, the initial capitalized only and centered at the top of the page. The name of the author(s) is typed 12 pt. bold centered in upper and lower case letters. Affiliation(s) and complete address(es) are typed 10 pt. centered in upper and lower case letters. If you are a member of the IAA, please mark within parenthesis your

member grade and section right after your name, that is, name of author (M3, for example).

3.2 Headings

Headings of the sections are typed 12 pt. in capital letters, placed flush left. Subheadings and sub-subheadings are typed 12 pt. in upper and lower case letters placed flush left.

3.3 Footnotes

Footnotes should appear only if absolutely necessary. Footnotes are typed 10 pt.

3.4 Illustrations and Captions

Please keep in mind that all figures and graphs will be reproduced exactly as you submit them. Therefore, make sure to provide them in an adequate quality. Place captions, numbered in their respective order, beneath the figures/tables.

3.5 Symbols and Abbreviations

Use only standard symbols in text and illustrations. Unusual units and abbreviations should be defined the first time they are used.

3.6 Equations

The numbers identifying equations should be placed in parentheses on the right. Please, make sure that no ambiguities arise.

4. PAGE NUMBERS

Do not apply page numbering.

5. REFERENCES

References to published literature should be quoted in the text in brackets and grouped at the end of the paper in numerical order, typed 10 pt. and presented as follows:

[1] J. K. Knowles and E. Reissner, Note on stress-strain relations for thin, elastic shells. *J. Math. Phys.* 37,269-282 (1958)

[2] H. S. Carslaw and J. C. Jaeger, *Operational Methods in Applied Mathematics*, 2nd edn. p. 121. Oxford University Press, London (1953)

[3] Authors' Guidelines. Available online at: www.dlr.de/SSEO14