

## PREPARING YOUR MANUSCRIPT

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Your manuscript should be in a TWO-COLUMN FORMAT and must be SINGLE-SPACED. An 8 1/2" by 11" or A4 format is preferred (use 10pt or 12 pt characters, preferably Helvetica or Times fonts, 12 pt line spacing). You must have a right, left, top, and bottom margin of 1", and the margin between columns should be 1/4". There is no page limitation. **Please read all information carefully, as some procedures may have changed.**

The following information should be contained in your paper and formatted as described:

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Enter in 12 pt. Bold characters, approximately 1" below top of paper, aligned to the right-hand margin on the first page only.

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Should appear at the beginning of your paper. The abstract should summarize the content of your paper (not an introduction) and be complete in itself (no numerical references).

Indicate the subjects dealt with in the paper and state the objectives of the investigation.

Newly observed facts and conclusions of the experiment or argument discussed in the paper should be stated in summary form. Readers should not have to read the paper to understand the abstract.

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List and number all bibliographical references at the end of the paper.

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Enclose equation numbers in parentheses and place flush right.

Use only standard symbols and abbreviations in text and illustrations. Metric (SI) units are preferred.

### **PAGE NUMBERS AND IDENTIFICATION**

Put the page number on the bottom center of every page.

Directly below the page number, type "AIAA 2nd Responsive Space Conference 2004" (may be placed within the 1" margin).

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### **COVER SHEETS**

A cover sheet and sample are provided and should be submitted electronically with your manuscript.

### **SUBMISSION OF YOUR MANUSCRIPT**

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### **LATE PAPERS**

A "no paper, no podium" rule is in effect. If the paper is not submitted to the conference website above by the deadline, you will be notified and will be required to obtain permission from the conference general chairman to present your paper. In no case will an author be allowed to present a paper if they have not submitted in advance a properly formatted professional paper in electronic form.

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Slide presentations can be done either electronically or with viewgraphs. However, electronic presentations must be done using the conference computer, i.e., you will not be permitted to attach your computer to the projection hardware. (The purpose of this is to prevent delays in the flow of the presentations.

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The nominal total presentation time is 18 minutes. This allows 2 minutes for introduction and microphone juggling, 3 minutes for questions, and 13 minutes for the presentation itself. Please plan accordingly. There is a trap door underneath the podium leading directly to the off-shore shark feeding area for those who are inclined to press their luck.

### **QUESTIONS**

Address inquiries about paper guidelines and/or submissions to: [questions@responsivespace.com](mailto:questions@responsivespace.com) or call Regina Jenkins or Dee Kilmer at 310-726-4100.