

Instructions for Preparing Author-Produced Manuscripts in PDF for IGS Technical Reports July 2005

Abstract

To assist you in preparing a manuscript for publication in the IGS Proceedings, please adhere to the instructions provided by this document. The Technical Reports will be generated using a PDF combination program – each author will submit a PDF file, these will be combined and bookmarks, chapters and page numbers added to the compiled publication. Please follow the guidelines so that the final document has a common style.

1. File Format

The desired file format PDF that you create yourself. Please prepare your paper as *pdf* file.

2. Formatting Guidelines

2.1 Length of Text and Page Layout

Text (including illustrations, tables, and references) should be within the page limit recommendations outlined in the email message calling for Tech Reports.

Manuscript size should be either 210 mm x 297 mm (A4 Letter) or 8.5" x 11" (US Letter).

Text margins and size of typing area: see graphic below.

Top and left margins and size of typing area are the same for A4 and US Letter.

Please do not include header lines and page numbering, this will be provided in the final combined document.

Footnotes must appear within the typing area.

2.2 Text Formatting

Times Roman 14 point font for title

Times Roman 12 point bold or bold italic font for headings

Times Roman 11 point font for body text

Body text will be set justified

Bylines and affiliations on the front page shall be limited to the primary author(s) only. Other contributors and their affiliations can be included as an appendix at the end of the article.

2.3 Page Layout Example (US letter and A4)

