

# ***Advances in Space Research* Manuscript Submission Guidelines**

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## **Abstract**

Guidelines for preparing and electronically submitting original and revised manuscripts to *Advances in Space Research (ASR)* are provided. These instructions will enable authors to prepare files that can be submitted electronically to the Elsevier ASR Editorial Office.

Submit all manuscripts to the following Elsevier web site:

**<http://ees.elsevier.com/asr>**

Since the submission site, above, is still being modified, these instructions will be periodically updated to be compatible with future changes.

The guidelines are organized in the following manner.

Section 1:	Initial preparation of your documents for submission.
Section 2:	Instructions for on-line submission of your manuscript.
Section 3:	Information on submitting a revised manuscript.
Appendix A	Details on manuscript format and other information.
Table A1	Information and notes on reference formats.

## **1. Initial Preparation**

### **1.1 LaTeX Users**

An ASR specific LaTeX template and the Elsevier style file can be found at <http://ees.elsevier.com/asr>, under the link "Guide for Authors".

We suggest you to have the abstract in a separate file and possibly a file with names and e-mail addresses of potential reviewers available for "copy and paste" directly into the Elsevier submission site.

### **1.2 Word Processor Users**

For MSWord, Word Perfect or other word processing packages, please follow the instructions below.

Prepare your manuscript in the standard format of the word processor system you are using. Keep the layout simple without any special formatting. Do not center or right justify paragraphs or hyphenate words.

Prepare several files for transmission of your manuscript:

File 1	Abstract only
File 2	Complete manuscript text in the following order
	Title
	Authors and author affiliations
	Abstract

	Complete text
	References
	Appendices (if any)
	Figure captions (if any)
File 3	Figures in order (can be a compressed file)
File 4	Tables in order (can be a compressed file)

It may be useful for you to have additional files as follows:

Key words (separated by semicolons)

Names and e-mail addresses of 3-6 potential referees.

This will allow you to "copy and paste" directly from your computer into the Elsevier submission site.

Once these files are in an accessible location on your computer, the manuscript can be submitted.

## 2. Manuscript Submission

### 2.1 Registration

You must first register before you can use the Elsevier electronic submission system. Go to the web page for *Advances in Space Research* (<http://ees.elsevier.com/asr>). Click on "register". After completing the registration, you will be e-mailed a username and password that will allow access to the system. You will need this information each time you access the electronic submission system. If you have forgotten your username and password, click on the "Forgot Your Password" bar on the "Register" page.

### 2.2. Submission checklist

The following is a checklist for submission of your manuscript.

- A separate file containing the abstract. Access to the author(s) name(s), keywords, and suggested referee list (with E-mail addresses) will also be useful.
- A complete manuscript file containing the title, authors, affiliations, abstract, text, appendices (if any), references and figure captions (if any).
- References in the correct format for *Advances in Space Research*.
- Color figures clearly marked as being intended for printed color reproduction or to be printed in black-and-white. This information should be given in the "Enter Comments" section during the submission process.
- Figures should be labeled as Fig(n) where (n) corresponds to the figure number. Figures can be assembled in a compressed file.
- Tables should be in correct order either as separate files or assembled in a compressed file.

### 2.3. On-Line Submission and Article Type

Go to (<http://ees.elsevier.com/asr>). Type in your user name and password. Click on "Author log in". The author main menu will appear. Click on "*Submit New Manuscript*". At this time a progression menu will appear on the left side of the page.

Select an Article Type from the drop down menu. Click on "*Next*".

#### 2.3.1. Enter manuscript title

Type (or paste) the manuscript title in the "box". Click on "Next".

#### 2.3.2. Author(s)

By beginning the manuscript submission process, you are automatically designated as the Corresponding Author and you do not have to insert your name again. Insert the names of the other authors (if any) in the appropriate boxes. (You must fill in fields marked with a red asterisk\*.) It is strongly recommended that each author's e-mail address be included. It is also recommended that the authors be added in the order as given on the manuscript. *Click on "Add Author"* until all authors are entered. Note that you can re-designate the corresponding author on the "Add Author" line; however, all correspondence will then go to that corresponding author. When all authors are entered, *click on "Next"*.

### 2.3.3. *Select section/category*

From the drop-down menu, select the category appropriate for your paper. *Click on "Next"*.

**(As of 7 July 2008, Article type and section/category contain the same information; this is expected to be changed in future updates.)**

### 2.3.4. *Submit abstract*

Enter the abstract in the text box. An easy method is to copy and paste the abstract from your word processing program; however, all special formatting (i.e. subscripts, superscripts, bold type, etc.) will be lost. Some special characters can be entered using the "Special Character" option. LaTeX format commands will not be translated. *Click on "Next"*.

### 2.3.5. *Keywords*

Enter a maximum of 6 keywords, separated by semicolons. *Click on "Next"*.

### 2.3.6. *Additional information*

If the first author is under 31 years of age at the time of submission, enter "YES"; if not, enter "NO". This is for determining papers eligible for a "best paper by a young scientist" award. *Click on "Next"*.

### 2.3.7. *Enter comments*

Enter specific comments or instructions, such as specifying which figures are to be printed in color and which are to be printed in black and white. *Click on "Next"*.

### 2.3.8. *Suggest reviewers*

Enter the names and e-mail addresses of suggested reviewers for your manuscript. *Click on "Add Reviewer"* each time you add a name. When you have added all the suggested reviewers, *Click on "Next"*.

### 2.3.9. *Oppose Reviewers*

Enter the names and e-mail addresses of individuals you would prefer not to review this manuscript. *Click on "Add Reviewer"* each time you add a name of someone whom you would not like to review your paper. When you have added all these names, *Click on "Next"*.

### 2.3.10. *Attach files (i.e. file uploads).*

Files should be uploaded in the following order: Cover letter (if any); Manuscript, Figures and Tables. The Manuscript file should include the title, author(s) and affiliation(s) (in the order they are to appear in print), abstract, text, references, figure captions and appendices. Figures and Tables should **NOT** be part of the Manuscript submission, these are uploaded separately.

Select the item to be uploaded from the drop down menu at the bottom of the page. Use the browse button to select the file you wish to upload from your computer. Once the file is selected, click on "Attach This File" button. Figures and Tables should be uniquely numbered in the "Item" box before uploading. (Note that compressed files in formats such as zip, tar, rar, gz, tgz are allowed. For manuscripts with several figures or tables, we suggest you prepare one compressed file for figures and another compressed file for tables.)

Once you have uploaded all your files, check the order number on the list at the left side of the page. Your files should be in the following order: Cover letter (if any), Manuscript, Figures (numbered sequentially), Tables (numbered sequentially). If they are not in the correct order, re-number them correctly by entering the correct numbers in the "Order" box and clicking on "Update File Order".

If you have submitted figures and/or tables using compressed files, you will be asked to identify each file in the dialog boxes in the column labeled "Item Type". By clicking on each box you can select from the menu and enter the correct name for the file.

When all files are uploaded, in the correct order, *click on "Next"*.

#### 2.3.11. Summary of attached files

The next menu provides a summary of the number of items to be delivered online and offline. These numbers should match those files that you have uploaded. *Click on "Build PDF for my Approval"* for converting your manuscript to pdf.

#### 2.3.12. Conversion to a pdf document

The Elsevier system will generate an electronic (PDF) proof for your approval. *Click on "Submissions Waiting for Author's Approval"*.

**You must approve the PDF proof in order to complete the manuscript submission process.**

#### 2.3.13. Submissions Waiting for Approval by Author (Corresponding Author's Name)

You may have to wait several minutes for the pdf version to be created. The status of your paper will appear in the "current status" column on the right side.

Once the "current status" box changes from "building pdf" to "Needs Approval", *click the + sign on the Action column* on the left side of the screen. This will open a six-line box for various actions.

*Click on "View Submission"*. If the manuscript has to be edited, *click on "Edit Submission"* and make the necessary changes. If corrections are necessary in the manuscript, tables or figures, you will have to make the changes on your computer file, upload the revised sections and generate a new PDF document.

Authors are urged to click "View Artwork Quality Results". This facility scans the submitted artwork and identifies deficiencies. While manuscripts can be submitted with artwork problems, the editor may request improved artwork before refereeing.

Authors must accept the conditions in the "Ethics in Publishing" document before continuing.

If the manuscript is correct and in the form acceptable for refereeing, *click on "Approve Submission"* and it will be entered into the Elsevier system.

### 3. Submission of Revised Manuscript

To submit a revised manuscript, only the following are required: Replacement of revised files and the response to the referees. *Click on "Revised Submission"*. A pdf version must still be compiled and approved before the revision is sent to the editor.

## APPENDIX A. *Advances in Space Research* Manuscript Preparation Guidelines

### A1. General Guidelines

Prepare your manuscript in the standard format of the word processor system you are using. Keep the layout simple without any special formatting. Organize the manuscript by numbered sections and subsections. The first line of each paragraph is indented. Do not center or right justify paragraphs or hyphenate words. The length of each contribution should be appropriate for the material presented.

Submission of an article implies that the work described has not been published in this form previously (except as an abstract, as part of a published lecture, academic thesis, or technical report), and that it is not under consideration for publication elsewhere. Manuscripts must be approved by all authors. If the article is accepted for publication it must not be published elsewhere in the same form, in English or in any other language, without the written consent of COSPAR. *Advances in Space Research (ASR)* accepts several types of articles including the following: original research, review articles, space experiment descriptions, and space program descriptions. Book reviews and comments on previously published articles (and appropriate replies) are also considered. All submissions are refereed.

Write your text in good English (American or British usage is accepted). If you are not fluent in English, please have your manuscript reviewed by a colleague fluent in English before you submit it.

Do not use italics for expressions of Latin origin. For numbers, use commas to space numbers larger than one thousand, and decimal points for numbers that have accuracy greater than one. For example: 10,000 and 3.14159. Exponents may also be used:  $6.024 \times 10^{-22}$ .

Once an article is submitted, the author will receive a confirming message of its receipt and may receive additional messages regarding the acceptability of the submitted article. Major problems such as incomplete articles (i.e. drafts), poor quality figures, and incomplete references will be identified and the author may be requested to resubmit the manuscript prior to review. If the English is not understandable the manuscript will be returned for revision.

### A2. Preparation of manuscript

#### A2.1. *Manuscript title, author's affiliation and abstract*

##### A2.1.1. *Title*

The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Use bold type.

##### A2.1.2. *Author names and affiliations*

List the given name (or initials) followed by the family name (e.g. John K. Doe, U. R. Wise). The author's affiliation address (where the actual work was done) is listed below the author's name and in italics. If there are multiple authors with different affiliations, indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. **Provide the full postal address for each affiliation, including the mail code, country, and, if available, the e-mail address of each author.** It is essential to provide the e-mail address of the corresponding author for contact during the publication process.

If an author is visiting an organization or has moved since the work described in the article was done, a 'Permanent address' (or 'Present address') may be indicated as a footnote to that author's name. The address at which the author did the work should be retained as the main affiliation address. Superscript Arabic numerals are used for such footnotes.

##### A2.1.3. *Abstract*

The abstract is identified by the word **Abstract**. A concise and factual abstract is required. Leave one

line space below the word **Abstract** and start the text on the next line. The abstract should state briefly the purpose of the research, the principal results and major conclusions. Abstracts are extracted for abstracting services, and each abstract should summarize the content of the article. References should be avoided, but if essential, they must be cited in full within the abstract. Write out abbreviations: (e.g. Solar Maximum Mission instead of SMM; interplanetary magnetic field instead of IMF).

#### *A2.2. Arrangement of the article*

Divide your article into clearly defined and numbered sections. Sections are numbered sequentially and in bold type. Subsections are in italics and should be numbered, such as *2.1* (then *2.2.1*, *2.2.2* for subheadings). The abstract is not included in section numbering. Use this numbering also for internal cross-referencing: do not just refer to 'the text.' All sections and subsections should have a brief heading.

##### *A2.2.1. Equations*

Number equations sequentially with the equation number typed near the right margin and within parenthesis. When reference to an equation is embedded in the text, the equation number is preceded by the abbreviation Eq. followed by the equation number within parenthesis such as Eq. (1) below.

$$E = mc^2, \tag{1}$$

##### *A2.2.2 Figure legends, figures and tables.*

If you are using a word processing system, assemble the manuscript (including references, appendices, if any, and figure legends) in one file, figures in another file (or one file per figure), and tables in a third file (or one file per table). If you are working with LaTeX and have such features embedded in the text, these can be left, but such embedding does not have to be done for manuscript submission.

Number tables consecutively using Arabic numbers. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules.

Figures (i.e. graphic files) must be provided separately. Section A6 gives instructions and guidelines for figure preparation and submission.

##### *A2.2.3. Appendices*

Appendices are identified by capital letters: Appendix A, Appendix B, etc. Formulae, equations and figures in appendices should be given separate numbering: (Eq. A1; Eq. A2, Fig. A1); in a subsequent appendix, (Eq. B1, Fig. B1, Fig. B2), etc. References in appendices are listed at the end of the main text with all other reference citations.

### **A3. Electronic format requirements for submitted articles**

The electronic text should be prepared in a way very similar to that of conventional manuscripts. Most word processing systems are acceptable, but LaTeX, or word processor systems such as MSWord, or WordPerfect are preferred. Always keep a backup copy of the electronic file for reference and safety.

#### *A3.1. LaTeX documents*

An ASR specific LaTeX template and the Elsevier style file can be found at <http://ees.elsevier.com/asr>, under the link "Guide for Authors".

#### *A3.2. Word processor documents*

There is no required template for MSWord or Word Perfect documents. The text should be in **single-**

**column** format. Keep the layout of the text as simple as possible. You are strongly advised to use the ‘spellchecker’ function of your word processor. You may use bold face, italics, subscripts, and superscripts as necessary. **Do not** justify the text or hyphenate words. Do not embed ‘graphically designed’ equations or tables, but prepare these using the word processor’s facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. For figure preparation, see Section A6 of these guidelines.

#### **A4. References**

All references are to be in the *ASR* format (See Table 1A). Responsibility for the accuracy of bibliographic citations lies entirely with the authors.

##### *A4.1. Citations in the text*

References cited in the text must be listed in the reference list (and vice versa). Citation of a reference as ‘in press’ implies that the item has been accepted for publication; the name of the publication must be given. A citation to an article under review is cited as “Submitted to” with the journal name. Unpublished results and personal communications are not included in the reference list, but may be mentioned in the text as “personal communication. Citations of “in preparation” or “to be submitted” are not permitted.

##### *A4.2. References in the text*

All citations are embedded in the text (i.e. Harvard style) as follows:

1. *Single author*: the author’s name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors*: both author's names and the year of publication;
3. *Three or more authors*: first author’s name followed by ‘et al.’ and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: “as demonstrated by experimental analysis (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown ....”

##### *A4.3. Citing and listing of web references*

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed in the text, included in the reference list, or separately at the end of the references.

##### *A4.4. Reference list*

It is important to give complete references; authors (at least three names before et al.) titles, journal name, inclusive page numbers and year of publication. These references will be cross-linked (via Elsevier’s ScienceDirect) so that a click on a reference will provide a pointer to the proper URL if the reference is electronically available.

Reference citations should be at the end of the text before the figure legends and any figures. References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication. Table A1 gives examples of *ASR* reference formats.

#### **A5. Copyright**

*Advances in Space Research* is published by Elsevier Science Ltd. on behalf of COSPAR and is a copyrighted publication. If excerpts or figures from other copyrighted works (including some web sites) are used, the author(s) **must** obtain written permission from the copyright owner(s) and credit the source(s) in the article. This can be done by contacting the original author or copyright holder directly, following the procedures given in the original publication, or by using the Elsevier preprinted forms. It is the author's responsibility to obtain all necessary copyright releases. If you want to use the Elsevier form contact Elsevier Global Rights Department, P.O. Box 800, Oxford, OX5 1DX, UK; phone: (+44) 1865 843830, fax: (+44) 1865 853333, e-mail: [permissions@elsevier.com](mailto:permissions@elsevier.com)

Upon acceptance of an article, the corresponding author will be asked to complete a copyright form transferring the copyright to COSPAR within the legal guidelines of the author's institution. By signing this form the author confirms the receipt of all necessary permissions regarding the use of previously copyrighted material.

## **A6. Preparation of electronic illustrations**

If possible the figures should be designed to fit within a column width of 8.8 cm (3.5 inches) for the final double column format. Wider figures (~18.3 cm or 7.2 inches) will be placed across the width of the entire page. If figures wider than ~18.3 cm (7.2 inches) are necessary they will be placed sideways on the printed page. Most file formats can be accepted; a resolution of 300 dpi is recommended. Regardless of the application used, when your electronic artwork is finalized, please "save as" or convert the images to one of the following preferred formats:

EPS:	Vector drawings. Embed the font or save the text as "graphics".
TIFF:	Black and white, color or grayscale photographs (halftones). For color images always use RGB.
JPG:	JPG files can be accepted.
PDF:	PDF files can be accepted.
DOC, XLS or PPT:	Artwork created in some Microsoft Office applications can be accepted. For further information go to "Author Artwork Instructions" and click on File Formats.

Be sure to:

- Number the figures according to their sequence in the text using Arabic numbers.
- Provide figure captions in a separate list at the end of your manuscript (i.e. after the references).
- Produce figures near to the desired size for use in the printed version. While Elsevier can reduce the size of a figure, they will not enlarge figures.
- Supply adequate quality figures and/or photographs.
- Use adequate (i.e. readable after reduction) lettering and sizing for all figures.
- Provide each figure as a separate file for uploading or combine the figures in a compressed file format.

There is no charge for color figures on the web (e.g., ScienceDirect). Figures to be printed in color cost 270 Euro for each figure. If you want black and white figures in the printed version, and color figures on the web, submit both the black and white electronic images and the color electronic images of these figures. Enter this information in the comments box when submitting your manuscript (see section 7.3.7).

If you are not able to supply an electronic version of your figures or photographs, contact the ASR Editorial office ([asr-editorialoffice@elsevier.com](mailto:asr-editorialoffice@elsevier.com)). A detailed guide on electronic artwork is available on the Elsevier website (<http://authors.elsevier.com/>); click on "Author Artwork Instructions". If you experience problems contact the Author Support Department at [authorsupport@elsevier.com](mailto:authorsupport@elsevier.com).

### **Please do not:**

- Embed graphics in your word processor (or spreadsheet) document;
- Use graphic files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

## **A7. Manuscript Processing**

All manuscripts submitted to *ASR* are refereed by two individuals. All correspondence, including notification of the Editor's decision and requests for revisions, will be by e-mail; however, there may be some cases where the editor will contact the author directly regarding specific points in the manuscript. (Special issues may be handled somewhat differently; however, all papers are still refereed by two individuals.) Once an article has been accepted, the corresponding author will be sent copyright and offprint order forms in addition to the final manuscript number maintained by Elsevier; this final number will start with the letters JASR. Approximately four weeks after acceptance, the corresponding author should receive a PDF galley proof for approval and acceptance. Please provide answers or necessary information that may be required by the typesetter.

The galley proof must be returned before the paper can be printed, even if no changes are necessary.

## **A8. Privacy Issues**

The *ASR* format includes the corresponding author's e-mail address, telephone and Fax numbers. If the author objects to having the e-mail address, telephone and/or Fax numbers published in the on-line or in the printed article these items should be deleted when reviewing the final proofs.

## **A9. Other submissions**

For special publications or specific questions, please contact the Editor-in-Chief (M.A. Shea, e-mail address: [sssrc@msn.com](mailto:sssrc@msn.com)) for information.

<p><b>If you have further queries regarding the status of your manuscript or the submission process itself, after initial submission of your manuscript to the ASR Editorial Office, please contact the ASR Editorial Office at <a href="mailto:asr-editorialoffice@elsevier.com">asr-editorialoffice@elsevier.com</a></b></p>
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Table A1. Information and notes on reference formats

1. Authorship: List authors by last name, then initials (e.g. Carrington, R.C., Zhou, H.)  
You can list as many authors as you wish; however, you must list at least three authors followed by et al. for multi-authored papers.
2. Titles of papers: First word capitalized; all others in lower-case unless normally capitalized.
3. Titles of books and reports: Major words capitalized.
4. Publishers: Name of publisher, publisher's city (and country, if not well known)
5. Editors: After author's name or book title followed by (Ed),
6. Journal names: Common abbreviations.  
(Examples: J. Geophys. Res., Geophys. Res. Lett., Adv. Space Res., Astrophys. J., Sol. Phys.)
7. Volume number: After name of journal
8. Issue numbers (if appropriate): Within parenthesis after the volume number
9. Page numbers: Inclusive pages for journal articles; pp. x-xx for articles in books and reports. If no page numbers are given, use the doi number.
10. Year published: At the end of the reference. Period at the end.
11. Published Abstracts: Title of abstract followed by the word (Abstract) in parenthesis
12. For submissions: Author, title, followed by "Submitted to journal name", year
13. For articles accepted for publication or in press: Author, title, followed by "in press, journal name, year"
14. Non-English language publications: The language of the publication after the year, within parenthesis  
Example: Kosmicheskie issledovaniya, 38, 16-22, 2000. (In Russian).  
English translations of all titles should be given.
15. Internet and www references:  
<http://www> followed by the correct internet address.

NOTE: If you are not certain of the format, please give as much information as possible. The typesetter will reformat all references and query any that are incomplete.

Specific examples follow:

- Carslaw, K.S., Harrison, R. G., Korby, J. Cosmic rays, clouds, and climate. *Science* 298, 1732-1736, 2002.
- Cash, W. High resolution X-ray imaging, in: Turner, M.I.L., Watson, M.G. (Eds.), *The Next Generation of X-ray Observatories*. University of Leicester, Report XRA97/02, Leicester, UK, pp. 147-152, 1997.
- Friis-Christensen, E., Svensmark, H. What do we really know about the sun-climate connection? *Adv. Space Res.* 20, 913-921, 1997.
- Mettam, G.R., Adams, L.B. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. EPublishing Inc., New York, pp. 281-304, 1999.
- Nguyen, T.K., Ruffle, D.P., Herbst, E., et al. The water ice distribution in Taurus determined by gas-grain chemistry. *Mon. Not. Roy. Astron. Soc.* 329, 301-308, 2002.
- Strunk Jr., W., White, E.B. *The Elements of Style*, third ed. Macmillan, New York, 1979.
- Van der Geer, J., Hanraads, J.A.J., Lupton, R.A. The art of writing a scientific article. *J. Sci. Commun.* 163, 51-19, 2000.