

# AIAA Manuscript Preparation Kit

This kit is to serve as a partner document to the AIAA Papers Template, and includes a summary of formatting instructions and all forms necessary to complete your manuscript and submit it for publication. For complete formatting instructions and guidelines, please refer to the AIAA Paper Template, available in several formats (including MS Word and LaTeX) from the AIAA web site. Please read all information carefully, as several procedures have changed.

## I. Publication Instructions

### A. Publication Standards

The formatting standard for AIAA manuscripts has changed. As the preferred medium for technical papers is increasingly electronic, the new layout for AIAA papers has been redesigned with electronic publication in mind. This kit, along with its partner document, the AIAA Papers Template, has been rewritten and is presented in accordance with the new formatting standard.

Please keep in mind, your manuscript *cannot* be published by AIAA if:

- 1) It has been published previously, or:
- 2) The appropriate copyright assignment has not been made.

### B. Paper Review and Visa Considerations

It is the responsibility of the author to obtain any required government or company reviews for their papers in advance of publication. Start early to determine if the reviews are required; this process can take several weeks.

If you plan to attend an AIAA technical conference or professional development course held in the United States and you require a visa for travel, it is incumbent upon you to apply for a visa with the U.S. embassy (consular division) or consulate with ample time for processing. To avoid bureaucratic problems, AIAA strongly suggests that you submit your formal application to U.S. authorities a minimum of 120 days in advance of the date of anticipated travel.

Prospective conference and course attendees requiring a visa to travel to the United States should first contact AIAA to request an official letter of invitation. This letter and a copy of the conference call for papers should be presented along with the required documentation to the U.S. consular officials as part of the formal application process. AIAA cannot directly intervene with the U.S. Department of State, consular offices, or embassies on behalf of individuals applying for visas. A letter of invitation can be requested at <http://www.aiaa.org/visa-info/> or you may contact:

ATTN: Customer Service  
American Institute of Aeronautics and Astronautics  
1801 Alexander Bell Drive, Suite 500  
Reston, VA 20191-4344  
Phone: 1-703-264-7500  
Fax: 1-703-264-7657

### C. Tracking Number vs. Paper Number

Your paper was assigned a tracking number (a single five-digit number) at the time you submitted your abstract. That number plus the corresponding author's last name is used to access the AIAA Author Status Page. This number is also useful when contacting AIAA technical support regarding submission difficulties.

The tracking number is not the final AIAA paper number. Once the abstract is accepted and assigned to the program, an AIAA paper number is created. The AIAA paper number, which appears in the format "AIAA-200N-NNNN", will be used to refer to your paper in the program and in any publication format. **Do not include a paper number anywhere on your paper, as this number will be stamped automatically in the top right corner of your paper at the time of processing.**

### D. Copyright

Before AIAA can print or publish any paper, the appropriate copyright assignment must be made via our Web site. You will not be able to upload your manuscript for publication until you have completed the electronic copyright form, including the following:

1. Clearance Statement
2. No-Infringement Statement
3. Publication Status Statement
4. One Copyright Assignment Statement (either A, B, C, or D)

Be sure to read the copyright statements carefully. If you are not sure which copyright statement to use, contact your legal department; AIAA cannot help you determine which statement to use. A hardcopy of the copyright form is included in this kit for reference only. As only the Web-based document will be used, you do not need to complete the hardcopy form. **Do not include a copyright statement anywhere on your paper.** The correct statement will be added automatically by AIAA at the time of processing. *Do not upload the copyright form with your paper.*

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On-line conference proceedings will be made accessible to attendees who have registered for the "full conference" option two weeks prior to the conference. Please keep that date in mind when preparing and uploading the final manuscript.

To ensure conference quality, session chairs will enforce a "no paper, no podium" rule. This policy states that if your manuscript is not uploaded to the Web site prior to your presentation, you will not be allowed to present the paper at the conference.

#### **F. Paper Length and Color Illustrations**

As of 2006, all papers presented at AIAA events are published in an electronic-only (online and/or CD-ROM) format. Papers published in either of these electronic formats will be reproduced in color automatically. A paper size/length limit no longer applies to papers published electronically.

#### **G. Text Based Abstracts**

For conferences featuring a Book of Abstracts, please use the following guidelines for submitting your abstract into the "Text Based Abstracts" field on the Author Status Page. The deadline for submitting the Text Based Abstract will be included in the acceptance letter. When submitting your Text Based Abstract (if applicable), please follow the guidelines below:

1. Cut and paste the abstract from your final manuscript into the text field on the Author Status Page.
2. The abstract should not exceed 500 words in length.
3. It should be a text-only abstract in paragraph form.
4. Do not include the title or author information.
5. Do not include graphics, figures, or mathematical equations.

## **II. Submission of Your Manuscript**

All manuscripts are to be submitted electronically via the AIAA Web site at <http://www.aiaa.org/>. To upload your paper, you will need to access the AIAA Author Status Page online. From the main AIAA web site, click on the "Conferences & Events" header, then "Submit/Edit a Paper" on the left side. When you submitted your abstract for review, you received a tracking number for your paper. Use this tracking number, along with the last name of the corresponding author, to gain access to the AIAA Author Status Page. This site will allow you to track your paper's status, update submission data, select a copyright statement, and to upload and inspect your manuscript. If for any reason you need to withdraw your paper, you can do so using this site.

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*If you are uploading a PDF or postscript file, please do not include any foreign (i.e., non-Roman alphabet) fonts, except for those characters used as nomenclature and defined in the "Nomenclature" section at the beginning of the manuscript.*

## **III. Formatting Guidelines**

The styles and formats to be used for all AIAA technical papers have been incorporated into the structure of this document and its partner document, the AIAA Papers Template. To simplify the formatting process, you can now use the Papers Template as a guide (type-over or cut-and-paste) to formatting your paper. Detailed instructions on the use of the template are included in the template document itself. To download the appropriate version of the template, please go to the AIAA [Meeting Papers Information Page](#) ("Conferences & Events > Submit/Edit a Paper > Author Kit and Meeting Papers Template" from the AIAA Web site). The template

is available in two Microsoft Word versions (2000-XP / Mac) and (97 and earlier); a LaTeX style and sample files are also available for those authors who prefer to use LaTeX. Regardless of which program you use to prepare your manuscript, the formatting requirements are identical; please follow the specific formatting instructions in whichever template you use.

## **A. General Formatting**

The default font for AIAA papers is Times New Roman, 10-point size. In the electronic template, use the “Text” style from the pull-down menu to format all primary text for your manuscript. The first line of every paragraph should be indented, and all lines should be single-spaced. Default margins are 1” on all sides. In the electronic version of the template, all margins and other formatting is preset. There should be no additional lines between paragraphs.

Your manuscript should be typed in *single-column, single-spaced* format, to fit on an 8.5” by 11” page. Margins should be 1” on all sides.

*NOTE:* If you are using the electronic template (Papers\_Template.dot) to format your manuscript, the required spacing and formatting will be applied automatically, simply by selecting the appropriate style designation from the pull-down menu.

## **B. Paper Number**

Do not put your paper number on the manuscript. The number will be stamped automatically by AIAA when you upload the paper for processing.

## **C. Abstract**

The abstract should appear at the beginning of your paper. It should be one paragraph long (not an introduction) and complete in itself (no reference numbers). It should indicate 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 must be stated in summary form; readers should not have to read the paper to understand the abstract. The abstract should be bold, indented 3 picas (1/2”) on each side, and separated from the rest of the document by two blank lines.

## **D. Headings**

The title of your paper should be typed in bold, 18-point type, with capital and lower-case letters, and centered at the top of the page. The names of the authors, business or academic affiliation, city, and state/province should follow on separate lines below the title. The names of authors with the same affiliation can be listed on the same line above their collective affiliation information. Author names are centered, and affiliations are centered and in italic type. The affiliation line for each author is to include that author’s city, state, and zip/postal code (or city, province, zip/postal code and country, as appropriate). The first footnote (lower left-hand side) is to contain the job title and department name, street address/mail stop, and AIAA member grade for each author.

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Subheadings (“Heading 2” in the template style list) are bold, flush left, and numbered with capital letters.

Sub-Subheadings (“Heading 3” in the template style list) are italic, flush left, and numbered (1. 2. 3. etc.)

## **E. Footnotes and References**

Footnotes, where they appear, should be placed above the 1” margin at the bottom of the page. Footnotes are formatted automatically in the template, but if another medium is used, should appear in superscript as symbols in the sequence, \*, †, ‡, §, ¶, #, \*\*, ††, ‡‡, §§, etc.

List and number all bibliographical references at the end of the paper. Corresponding superscript numbers are used to cite references in the text,<sup>1</sup> unless the citation is an integral part of the sentence (e.g., “It is shown in Ref. 2 that...”) or follows a mathematical expression: “ $A^2 + B = C$  (Ref. 3).” For multiple citations, separate reference numbers with commas,<sup>4,5</sup> or use a dash to show a range.<sup>6-8</sup> Reference citations in the text should be in numerical order.

## **F. Images, Figures, and Tables**

All artwork, captions, figures, graphs, and tables will be reproduced exactly as submitted. Be sure to position any figures, tables, graphs, or pictures as you want them printed. AIAA will not be responsible for incorporating your figures, tables, etc. (Company logos and identification numbers are not permitted on your illustrations.)

## **G. Equations, Numbers, Symbols, and Abbreviations**

Equations are centered and numbered consecutively, with equation numbers in parentheses flush right. Use only standard symbols and abbreviations in text and illustrations. Be sure that the symbols in your equation are defined before the equation appears, or immediately following.

## **H. Page Numbers and Identifications**

The page number should be printed on the bottom center of every page. Directly below this number should appear the words “American Institute of Aeronautics and Astronautics,” as appears in this document.



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