

## **GUIDELINES TO AUTHORS FOR MANUSCRIPTS PREPARATION (in MS-WORD ONLY)**

**Title of paper to be typed in Times New Roman 12 point font size, centralized followed in the next line under the title (also centralized) by:**

Author name(s), affiliation(s), e-mail(s)

(Note: The name of the corresponding author, his complete postal address, telephone/fax numbers, and e-mail address should be given on the cover page of the manuscript).

**KEY WORDS:** *Enter 6 – 8 key words (immediately after the abstract)*

### **General Instructions**

There is no restriction to the length of the paper, but generally the paper length may be restricted to 20 printed pages (approximately 50 pages on quarto size bond paper), including figures and tables. The paper should have the following structure:

1. Title of the paper
2. Authors and affiliations
3. Abstract (maximum 300 words, font size 10 pints)
4. Key words (6–8 words)
5. Introduction
6. Materials and Methods
7. Results and Discussion (separately or combined)
8. Conclusions
9. Acknowledgements
10. References
11. Appendix
12. Abbreviations (if any)

All papers should be e-mailed to the NAM S&T Center in New Delhi. Papers should never be sent by post.

### **LANGUAGE:**

All manuscripts must be in English.

### **ABSTRACT:**

Abstract should be of maximum 300 words. Font for abstract is Times Roman and the font size should be 10.

### **MANUSCRIPT:**

#### **Page Layout, Spacing and Margins**

The papers should be typed in MS Word, single column, single spaced.

Setting	A4 size paper	
	mm	inches
Top	25	1.0
Bottom	25	1.0
Left	20	0.8
Right	20	0.8
Column Width	82	3.2
Column Spacing	6	0.25

Table 1. Margin settings for A4 size paper

**Font size:**

Main title: 16 point and bold

Subtitles: 12 point and bold

**Font type:** Times new roman

## 1. MAIN BODY OF TEXT

Type text single-spaced, **with** one blank line between paragraphs and the succeeding heading/subheading. Start paragraphs flush with left margin.

### HEADINGS

**Major Headings in capitals, bold (ABSTRACT, INTRODUCTRION, MATERIALS AND METHODS, RESULTS AND DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES)**

### Subheadings

Type subheadings flush with the left margin in bold upper and lower case letters (font size 12 point). Contents of subheadings are typed on a separate line.

**Paragraph headings:** They are to be typed in bold/italics/italics bold (font size: 12 point). Paragraph text continued on the same line. Paragraph headings end up with space (full stop) or colon, they are the first sentence of a new paragraph.

## Illustrations

**Placement:** Figures must be placed in the appropriate location in the document, as close as practicable to the reference of the figure in the text.

**Captions:** All captions should be typed like a sentence of normal text, directly beneath the illustration. Use single spacing if they occupy more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Figure 2, Figure 3.

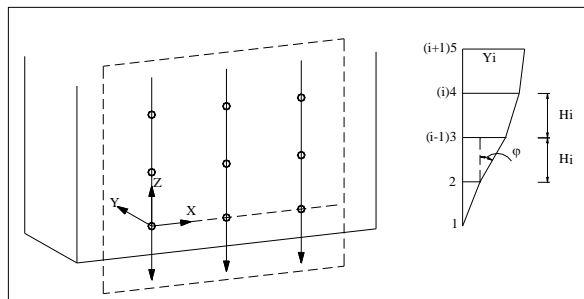


Figure 1. Figure placement and numbering

**Photographs:** For papers prepared in digital form, images must be placed in appropriate positions in the paper. The resolution should be sufficient to allow proper quality hard copy reproduction of the paper (i.e. about 300dpi).

**Tables:** Tables should be appropriately placed within the text. Each table should have a number and a caption. Table titles typed immediately above the table with only the first letter capital. No full stop at the end of table title.

## Equations

All equations should be placed on separate lines and numbered consecutively, with the equation numbers placed within parentheses and aligned along the right margin. The components of equations/formulas should be explained in the next line as if it is a continuation of a sentence, e.g.

$$R_1 = f(X_1) \quad [1]$$

where  $R_1 = \dots, f = \dots, X_1 = \dots$ .

## References

References shall enable a librarian to supply the quoted paper/book to the reader. References should be cited in the text by author name(s) with year of publication, such as (Smith, 1987b; Moons, 1997), and listed in alphabetical order in the reference section, leaving a blank line between references. The following arrangements should be used:

**References from Journals:**

Smith, J., 1987a. Close range photogrammetry for analyzing distressed trees. *Photogrammetria*, 42(1), pp. 47–56. Use en-dash (minus sign) to show the range of page Nos., OR: 42 (1): 47–56.

Names of journals should be abbreviated according to the "International List of Periodical Title Word Abbreviations". In case of doubt, write names in full.

**References from Books: Type book names (titles in) upper–lower case.**

Smith, J., 1989. Space Data from Earth Sciences. Elsevier, Amsterdam, The Netherlands, pp. 321–332. Always add country name after place of publication in case of books.

**References from Other Literature:**

Smith, J., 1987. Economic printing of color orthophotos. Report KRL-01234, Kennedy Research Laboratories, Arlington, VA, USA.

Smith, J., 2000. Remote sensing to predict volcano outbursts. *In: (italics)* The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences, Kyoto, Japan, Vol. XXVII, Part B 1, pp. 456–469.

**References from websites:**

Moons, T., 1997. Report on the Joint ISPRS Commission III/IV Workshop “3D Reconstruction and Modeling of Topographic Objects”, Stuttgart, Germany.

<http://www.radig.informatik.tu-muenchen.de/ISPRS/WG-III4-IV2-Report.html> (accessed 28 Sep. 1999)

**Acknowledgements and Appendix (optional)**

Acknowledgements of support for the project/paper/authors are desirable. Any additional supporting data may be appended, provided the paper does not exceed the overall limits of 20 printed pages. The title of the appendix should be as for major headings but with alphanumerical numbering, e.g. APPENDIX A. TITLE 1, APPENDIX B. TITLE 1 etc.