

INSTRUCTIONS TO AUTHORS FOR THE PREPARATION OF PAPERS FOR THE 20TH EUROPEAN SPACE MECHANISMS AND TRIBOLOGY SYMPOSIUM 2023

Principal Author Name ⁽¹⁾, Co-Author Name ⁽¹⁾, Co-Author Name ⁽²⁾

⁽¹⁾ *Affiliation, Complete mailing address (including country), Email:*

⁽²⁾ *Affiliation, Complete mailing address (including country), Email:*

ABSTRACT

The Proceedings of the ESMATS Symposium will not be formally published but will be available for download via the ESMATS website.

Authors must deliver their full papers by 1st July 2023 as PDF files to the email address provided in the "SUBMITTING THE PAPER" section below.

Please read the following instructions for the preparation of your paper in accordance with ESA's standards for conference proceedings. **Each submission should resemble these instruction sheets in format and style.** Start with a concise abstract (limited to 15 lines or 150 words) that summarises the contents of the paper.

GENERAL SPECIFICATIONS

The paper must be prepared in this two-column format and **must not be longer than 8 pages.**

PAGE LAYOUT

- Paper format: standard A4 (297x210 mm),
- two-column format (8 cm each column),
- margins: top 25 mm, left and right 20 mm, bottom 37 mm,
- fully justified.

Font:

Text: Times New Roman
Variable: Times New Roman italic
Symbol: True Type Symbol font

Type Size:

Paper title: 12 pt bold (TITLE)
Author(s): 10 pt bold (Author)
Affiliation(s): 10 pt italic (Affiliation)
Normal text: 10 pt (regular text)
Captions: 10 pt italic (Figure...)
Text in tables: 9 pt
Symbols: 10 pt ($\Omega \cong \phi$)
Sub/superscript: 7 pt (x y)

HEADERS AND FOOTERS

Both the page header and the footer should be left empty. **Do not add page numbers.**

TITLE AND AUTHOR AFFILIATION

The paper title, author(s) name(s), affiliation, complete mailing address and email should be centred at the top of the first page using the fonts and type sizes indicated above. If there are several authors, the complete affiliation should be given for each of them using superscripts⁽¹⁾ in the authors list to refer to them.

HEADINGS

This sheet has been produced in accordance with the style to be followed for the headings. Use the decimal system in Arabic figures for the numbering of headings and subheadings. Major (or section) headings are to be in capitals and bold.

Subheadings

Subheadings or subsection headings are to be in lower case with initial capitals and bold font. They should be flush with the left-hand margin, on a separate line.

EQUATIONS

Equations are to be numbered consecutively throughout the paper. Each equation number must be unique. Equations should be centred, with the equation number in parentheses flush with the right-hand margin of the column. Leave a blank line before and after equations. Always refer to equations by number, as Eq. 1 or Eqs. 3-6, not as 'above' or 'below'.

$$T_s = \frac{T_b}{1 + (\lambda T_b / \alpha) \ln \varepsilon} \quad (1)$$

FIGURES AND TABLES

Figures and tables can extend over two columns if required. Figure captions should be centred below the figures; table captions should be centred above the tables. Use full word ‘Figure 1’ or ‘Table 1’ in the caption. Use the abbreviation “Fig. 1” or “Tab. 1” in the text (even at the beginning of a sentence).



Figure 1. Arkady Kubickiego

ABBREVIATIONS AND ACRONYMS

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable.

REFERENCES

Number citations consecutively in square brackets [1]. Refer simply to the reference number, as in [3]. Do not use ‘Ref. [3]’ or ‘reference [3]’ except at the beginning of a sentence: ‘Reference [3] was the first ...’. The title of the book or of the journal should be in italic script. Further information is available in “How to reference a publication” at:
<http://www.esa.int/esapub/conference/references.pdf>

9.1 Sample References

1. Smith, J.M., Adams, B.A. & Wilson, A. (2002). The Future for Asteroid Exploration. *Planet. Space Sci.* **285**(11), 123–126.
2. Johnson, A.B. & Radice, X.T. (2002). *Comets for Beginners*, Cambridge University Press, Cambridge, UK, pp103–106.
3. Svalgaard, L. & LeSager, P. (2003). What Heliosimology Teaches us About the Sun. In Proc. 4th. ISCS ‘Solar Variability as an Input to the Earth’s Environment’ (Eds. H. Lacoste & H. Xerxes), ESA SP-535 (CD-ROM), European Space Agency, Noordwijk, The Netherlands.

PDF PREPARATION

In order to allow reasonable quality printing, please avoid excessive compression when making your PDF file. Generally, image resolutions should be 300 dpi for greyscale and colour.

VERY IMPORTANT: **EMBED ALL FONTS** and ensure that the PDF’s security setting is set to **‘NO SECURITY’**.

SUBMITTING THE PAPER

The deadline for submission is

1st July 2023

Papers are to be delivered by mail to the following e-mail address: es mats@uniquo.nl

The filename must clearly identify the paper. Use the abstract number followed by the name of the **main author** (e.g. 1234567smith.pdf). Use only lower case.

Papers must be delivered by 1st July 2023 at the latest if they are to be included.

The Transmission and Clearance form below must be completed and accompany the paper, otherwise your paper will not be accepted for presentation and publication.

Confirmation of receipt will be sent.

Transmittal and Clearance Form

Paper Title	
Author's Name	
Address	
Phone number	
Email	
Co-Author(s) (if applicable) *	
Name(s)	
Address(es)	
Phone number(s)	
Email(s)	
Person to contact if Author is not available	
Name	
Phone number	
Email	

* add additional sheets if necessary or expand row sizes to suit

This paper is unclassified and has been reviewed and cleared for public release including export control regulations. Permission is granted to publish and disseminate this paper in its entirety or portions therein in the symposium proceedings and other ESMATS-related publications. The publication of this paper can take form in printed copy and/or electronic copy.

Export Control Administrator Signature _____ Date _____

(or other authorized person) Printed name _____

Position _____ (if not Export Control
Administrator)

Author Signature _____ Date _____

Printed name _____

INFORMATION CLAUSE

In accordance with art. 13 sec. 1 and 2 of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46 / EC (general regulation on protection of personal data) (Journal of Laws UE L 119/1 of 4.5.2016, hereinafter referred to as "RODO"), I would like to inform you that:

- 1) the administrator of your personal data is Astronika limited liability company with its registered office in Warsaw (code: 00-716) at ul. Bartycka 18, entered into the register of entrepreneurs kept by the District Court for the Capital City of Warsaw, XIII Commercial Division of the National Court Register under the KRS number 0000457381, NIP: 5213646616, REGON: 146615292 (hereinafter the "Administrator"), e-mail address office@astronika.pl, phone no.: 22 32 96 234;
- 2) Your personal data will be processed for the purpose of publish paper in its entirety or portions therein in the symposium proceedings and other ESMATS-related publications;
- 3) the recipient of your personal data will be:
 - a) _____, as a processor, performing for the Administrator tasks in the area of _____,
 - b) natural persons and entities whose access results from legal provisions, another administrator, processors or third party;
- 4) your personal data will be stored for the period it is necessary for the publishing purposes or until your request to remove your personal data;
- 5) you have the right to access to your data and the rectification or erasure them or restriction of processing concerning the data subject or right to data portability or the right to object to processing, the right to withdraw consent at any time without affecting the lawfulness of the processing based on consent before its withdrawal,
- 6) you have the right to lodge a complaint with the President of the Personal Data Protection Office, if you feel that the processing of your personal data violates the provisions of the RODO,
- 7) providing your personal data by you is voluntary but necessary for the paper publishing,
- 8) Your personal data will not be processed for purposes related to automatic-decision making, including profiling.