

SOHO 12 / GONG+ 2002

Local and Global Helioseismology: The Present and Future

Big Bear Lake, California, USA
27 October – 1 November 2002

INSTRUCTIONS TO AUTHORS for preparing their papers

The Proceedings will be published by ESA's Publications Division (EPD) some 3 months after the meeting, as Special Publication SP-517. **Authors should submit their hardcopy camera-ready papers to the ESA Editor at the Symposium; electronic input is NOT accepted.** To allow this rapid publication and a homogeneous presentation, please prepare your paper as follows:

- Use any word-processing software, and preferably a laser printer.
 - Paper format: standard A4 (21 x 29.7 cm) or U.S. letter size (8 ½ x 11 inches)
 - Use only one side of the paper
 - Vertical typing area is 24 cm (for A4 this means a top margin of 3 cm, bottom 2.7 cm)
 - Horizontal typing area is 17 cm (for A4, left and right margins of 2 cm each)
 - Text in two columns of 8 cm width each, separated by a centre interval of 1 cm
 - Justified text, using Times Roman 10 points; single line space (11 points).
- At the top of the first page, to be centred:
 - the TITLE (in 11 pt bold CAPITAL letters)
 - the Author's Name(s) (in mixed case)
 - the Author's affiliation and professional address (with phone/fax numbers and email).
- Start the text (in the left column) with an abstract of about 150 words
- Figures and photographs will be printed in black and white (NOT colour). Remember that detail and contrast are reduced by printing, so please ensure the illustrations are of good quality and contrast. *Please avoid solid shading in line drawings.*
- The total length must not exceed 10 pages for an *Invited Paper*, 6 pages for an *Invited Contribution Paper* and 4 pages for a *Poster Paper*.

For any queries concerning the preparation of your camera-ready copy, please contact the Editor:

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- Model of presentation: see <http://esapub.esrin.esa.it/conference/sp-exmpl.pdf> (requires Adobe Acrobat Reader).
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