

GUIDELINES FOR AUTHORS PREPARING MANUSCRIPTS FOR THE ISPRS AMSTERDAM 2000 CONGRESS

Edited by the Chairman of the Scientific Program Committee of the XIXth ISPRS Congress, Amsterdam 2000

KEY WORDS: Manuscripts, Proceedings, ISPRS Archives, Guidelines for Authors, Styleguides, CDROM.

PURPOSE:

These mandatory guidelines are provided for preparation of papers for Volume XXXIII of the International Archives of Photogrammetry and Remote Sensing for the ISPRS Congress in Amsterdam, July 2000. Your cooperation in adhering to these guidelines is greatly appreciated by the host organizing committee for the Congress.

The International Archives for Photogrammetry Remote Sensing for the ISPRS Amsterdam Congress will be produced on CDROM, and will also be printed, if there is sufficient demand. They will be distributed to registrants at the Congress. All papers accepted by the Congress organizers will be published provided they arrive by the due date and they satisfy these guidelines and the instructions, which will be given in the authors kit. Reproduction is made directly from author-prepared manuscripts, in electronic or hardcopy form, in A4 paper size 297 mm x 210 mm (11.69 x 8.27 inches). **There will be no opportunity for corrections or improvements of poorly prepared originals.**

To assure timely and efficient production of the Archives with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines. The Society may omit any paper that does not conform to the specified requirements. The instructions following have been prepared in the form that is internationally agreed on for the Congress volume of the Archives.

1. MANUSCRIPT

1.1 Typing and Styleguides

All papers should be sent to the Congress organizers in digital form. However, if in exceptional circumstances, the paper cannot be prepared digitally, it must be prepared on paper according to these guidelines, and sent to the organizers for scanning.

The paper must be compiled in one column, single spacing. Upper margin shall be 25 mm and lower margin shall be 25 mm, left and right margins 20 mm. Left and right justified typing is preferred. Each page shall have a header as specified in the style guides, which will be provided in the author's kit.

1.2 Preparation in Electronic form

Styleguides for preparing digital versions of papers will be provided by the Congress organizers in Word and LaTeX on the Congress Web Page, to assist authors in preparing their papers. Examples of papers in different file formats will be available. The size of the paper should not be more than 3 Mb, in Post Script. **Do not apply page numbering.**

1.3 Hardcopy Preparation

If the paper is transmitted to the Congress organizers in hardcopy version, it must conform in appearance to the style guides for electronic versions of papers. Each page must be output on a high quality computer printer. Avoid dot-matrix printer, but if you have no better choice, please make sure to set it for near-letter quality, so that the dots overlap. Simple dot matrix printing, where the dots are separated from one another, does not reproduce in an acceptable fashion. Write the author's last name and the page number on the back of each page. Do not type the page number on the manuscript sheet.

1.4 Length

All the manuscripts, those submitted as hard copies and those submitted electronically, (with the exception of Invited Papers) are limited to a size of no more than 8 single-spaced pages in the printed version of the proceedings, including abstracts, figures, tables and references. Manuscripts of ISPRS Invited Papers are limited to 16 pages. For any additional page the extra expenses must be paid for by the author(s) according to the price-list set by the Congress organizers. For the printed version of the proceedings the font type Times New Roman with a size of 10 points is to be used

2. TITLE AND ABSTRACT BLOCK

2.1 Title

The title should appear in bold capital letters without underlining, near the top of the first page of the paper. Use more than one line if you wish, but always use single-spacing. After one blank line, type the author(s) name(s), affiliation and e-mail address in upper and lower case letters centered under the title. In the case of multi-authorship, group them by firm or organization. Affiliation should include position(s) of the author(s), the institution(s), the country(ies).

If the paper relates to one particular ISPRS Working Group, then type the working group number in upper and lower case letters, centered, after one blank line.

2.2 Key Words

Leave two blank lines under the Title. Type "KEY WORDS:" in bold capital letters, followed by 6-8 English key words, according to the list provided by the Congress Director, (or failing the availability of such a list, the most appropriate key words which describe your paper). Normally only these key words provided by the Congress Director will appear in the "Keywords Index" at the end of each Volume of the Archives.

2.3 Abstract

Leave two blank lines under the key words. Type "ABSTRACT" flush left in bold Capitals followed by one blank line. Start now with a concise Abstract (limited to 250 words) which presents in short the content and, very important, the news and results of the paper in words understandable also to non-specialists, as shown at the beginning of these Guidelines under PURPOSE. Type text single-spaced, **without** blank lines between paragraphs. Start paragraphs flush with left margin. After the English abstract follows - whenever possible - a translation of it to one or two of the other two official languages of ISPRS: to French (RÉSUMÉ) and/or to German (KURZFASSUNG).

3. MAIN BODY OF TEXT

Type text single-spaced, **with** one blank line between paragraphs and following headings. Start paragraphs flush with left margin.

3.1 Headings

Major headings. Major headings or section headings are to be typed flush left, in bold capitals without underlining, after a triple line space (two blank lines) and followed by a double line space (one blank line).

Subheadings. Type subheadings flush with the left margin in bold upper case and lower case letters. Subheadings are on a separate line between two single blank lines.

Subsubheadings are to be typed in bold upper case and lower case letters after one double line space (one blank line) flush with the left margin of the page, with text following on the same line. Subsubheadings may be followed by period or colon; they may also be the first word of the paragraph's sentence.

Decimal numbering of all chapters is recommended. If bold printing is not available to you, use underlining, instead, but only for subheadings and subsubheadings, not for Major Headings.

3.2 Footnotes

Avoid footnotes, but if you need them, mark footnotes in the text with an asterisk (*); use a double asterisk (**) for a second footnote on the same page. Place footnotes at the bottom of the page, separated from the text above it by a horizontal line.

3.3 References and/or Selected Bibliography

References shall enable a librarian to supply the quoted paper/book to the reader. References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section. 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.

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

References from Books:

Smith, J., 1989. *Space Data from Earth Sciences*. Elsevier, Amsterdam, pp. 321-332.

References from Other Literature:

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

Smith, J., 1988. Remote sensing to predict volcano outbursts. In: *International Archives of Photogrammetry and Remote Sensing*, Kyoto, Japan, Vol. XXVII, Part B1, 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.radi.g.informatik.tu-muenchen.de/ISPRS/WG-III4-IV2-Report.html> (28 Sep. 1999)

3.4 Illustrations

3.4.1 Placement: Figures must be placed in the appropriate location in the document, as close as practicable to the reference to the figure in the text. While figures and tables are usually aligned horizontally on the page, large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, please be sure that the top is always on the left-hand side of the page.

3.4.2 Captions: All captions should be typed in upper and lower case letters, centered directly beneath the illustration. Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Table 2, Figure 3.

3.4.3 Line Drawings: Drawings in papers prepared in digital form must be in the appropriate location in the document. For papers prepared in hardcopy, for the best reproduction of line drawings, the original drawings should be made on white paper and carefully mounted in appropriate position within the text. (Use rubber cement or pressure sensitive wax, not glue, mucilage or scotch tape). Make lines wide enough and lettering large enough to remain legible after any reduction, i.e., at least as large as capital letters.

Do not use any low contrast photocopying process, because the figures will reproduce poorly after scanning.

3.4.4 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 production of the paper. For papers prepared in hardcopy, paste original photographs into the manuscript pages. Type the caption directly under photos.

Full color will be available on the CDROM version of the Archives. Color reproduction will be provided for the hardcopy version of the Archives, at the cost for the author of NLG 400.- per page.

3.4.5 Tables: Tables should be produced directly within the text. Each table should have a number and a caption.

3.4.6 Copyright: If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: © SPOT Image Copyright 19xx (fill in year) CNES. It is the author's responsibility to obtain any necessary copyright permission. - The copyright of your article remains with you.

3.5 Equations, Symbols and Units:

3.5.1 Equations: Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. Leave two blank lines before and after equations.

3.5.2 Symbols and Units: Use the SI (Système Internationale) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

4. TRANSMITTAL AND FURTHER INFORMATION

4.1 Transmittal

The final date for submission of all papers is 31 March 2000. This information will be given in the author's kit. Adherence to the specified due date for submission of papers is essential. **Papers not received by the due date will be omitted from the ISPRS Archives.**

Information about the digital format for submission will be given in the author's kit.

4.2 Further Information

If you have questions about the submission procedure, layout, or editorial requirements, please contact:

Ms. Sandra Visscher

GITC bv

P.O. Box 112

8530 AC Lemmer

The Netherlands

Sandra.Visscher@GITC.NL

L. W. Fritz, 10. August 1989

P. Waldhaeusl, 23. August 1993

J. C. Trinder, September 1999

M. Molenaar, January 2000