

## SPACE SCIENCE SERIES BOOKS: GUIDELINES FOR AUTHORS

General formatting recommendations are given here. If you would also like to see a sample chapter prepared in the correct editing and formatting style, download the sample chapter found at <http://www.lpi.usra.edu/books/AsteroidsIII/pdf/3048.pdf>.

Our **preferred format** for text is Microsoft Word, with the style tags removed. We are able to accept TeX or LaTeX, but it must convert correctly to a PDF before it can be accepted (as we convert TeX to Word, and we require a PDF for reference during the conversion).

We prefer the use of a “standard” font, preferably 12-point Times New Roman. For mathematical symbols, Greek letters, and other special characters, use normal text or Symbol font. Word Equation Editor/MathType should be used only for formulae that cannot be produced using normal text or Symbol font.

If using Word 2007, please provide the manuscript in Compatibility Mode (i.e., as a Word 97-2003 document; saved as .doc, not .docx).

If you insist on using LaTeX, a style file and template are available upon request by contacting Renée Dotson, LPI Production Editor, at [rdotson@hou.usra.edu](mailto:rdotson@hou.usra.edu).

### TITLE PAGE —

Your title should be in upper and lower case, bold, centered on the page:

#### **Thermal Modeling of Asteroids**

Skip one line, then list authors in bold and affiliations in bold italics, centered on the page, with each author on a separate line:

**A. B. Williams**  
***NASA Johnson Space Center***  
**C. D. Smith Jr.**  
***NASA Ames Research Center***  
**E. F. Jones III**  
***University of Arizona***

*Note that the style for the Space Science Series is to include only the name of the primary affiliation, not the smaller divisions within that affiliation. For example, if an author works at the Lunar and Planetary Laboratory at the University of Arizona, his/her affiliation should simply be listed as “University of Arizona”. All affiliations should be spelled out in full (do not use acronyms).*



### Article in a journal

Kennedy G. M. and Kenyon S. J. (2008) Planet formation around stars of various masses: The snow line and the frequency of giant planets. *Astrophys. J.*, 673, 502–512.

### Article in a book

Kaeufl H.-U., Ballester P., Biereichel P., et al. (2004) CRIRES: A high-resolution infrared spectrograph for ESO's VLT. In *Ground-Based Instrumentation for Astronomy* (A. F. M. Moorwood and M. Iye, eds.), pp. 1218–1227. SPIE Conf. Proc. 5492, Bellingham, Washington.

### Chapter in THIS book

Citation in text:

Greeley et al. (this volume)

(Do not include in reference list)

### Abstract

Hammond N. P., Phillips C. B., Nimmo F., and Kattenhorn S. A. (2012) Determining elastic thickness on Dione from flexure. In *Lunar and Planetary Science XLIII*, Abstract #2374. Lunar and Planetary Institute, Houston.

### Article in the LPSC Proceedings volumes

Goins N. R., Toksoz M. N., and Dainty A. M. (1978) Seismic structure of the lunar mantle: An overview. *Proc. Lunar Planet. Sci. Conf. 9th*, pp. 3575–3588.

### Thesis

Goins N. R. (1978) Lunar seismology: The internal structure of the Moon. Ph.D. thesis, Massachusetts Institute of Technology, Cambridge. 234 pp.

### An entire book

Heiken G. H., Vaniman D. T., and French B. M., eds. (1991) *Lunar Sourcebook: A User's Guide to the Moon*. Cambridge Univ., Cambridge. 736 pp.

### In Preparation/Submitted/In Press

At the time of the original submission of your chapter, all cited references should at least be in the submitted stage. Articles that are still in preparation should be cited in the text only, and not listed in the reference list. However, any such article must either be published, or must be “in press” by the time this volume is published. If you cite a “submitted” article, and it's not in press by the time you receive your galley, you will have to delete it from the reference list and cite it as a “personal communication,” “in preparation,” or “unpublished data” citation within the text only. All references in the text to “personal communication,” “in preparation,” or “unpublished data” should include a date so the reader can determine how current the information might be.

## TABLES —

Tables should be placed after the references; they will be placed in the appropriate place in the text during the copyediting and formatting stage. Note that all tables must be cited in the text, and should appear in sequential order (in other words, the first mention of Table 2 cannot appear after the mention of Table 3).

Table titles should be centered, and should consist of a single sentence only. Other information can be given in a note underneath the table. Table footnotes should use the following symbols, in this order:

\*, †, ‡, §, ¶, \*\*, ††, ‡‡, §§, ¶¶, etc.

*Sample tables:*

TABLE 2. Polarization degree measured for KBOs and a Centaur.

Object	$p_R$ *	Phase-angle Range (deg)	$ P_R $ (%)	Reference
(2060) Chiron	0.08	1.41–4.23	1.40	<i>Bagnulo et al. (2006)</i>
(28978) Ixion	0.20	0.25–1.34	1.30	<i>Boehnhardt et al. (2004)</i>
(29981) 1999 TD <sub>10</sub>	0.05	0.77–3.10	1.35	<i>Rousselot et al. (2005b)</i>
(50000) Quaoar	0.26	0.25–1.23	0.65	<i>Bagnulo et al. (2006)</i>
(134340) Pluto	0.61 <sup>†</sup>	0.75–1.81	0.32 <sup>†</sup>	<i>Breger and Cochran (1982); Fix and Kelsey (1973)</i>

\*Albedo is given according to Stansberry et al. (this volume).

<sup>†</sup>Data are given for the V band.

TABLE 2. List of past luminosity function (LF) surveys (not meeting our requirements).

Reference	Abbrev.	$\Omega$ * (deg <sup>2</sup> )	$N$ <sup>†</sup>	$\eta_{\max}$ <sup>‡</sup>	$m_{50}$ <sup>§</sup>	R.A. <sup>¶</sup> (2000)	$l^{**}$ (deg)	Comments
<i>Jewitt et al. (1996)</i>	JLC96	4.4	3	—	23.2	12:15–16:00	0–20	CTIO 1.5-m
		3.9	12	—	24.2	08:30–00:40	0–5	UH 2.2-m
<i>Jewitt and Luu (1998)</i>	JL98	0.28	5	—	26.1	—	—	Keck wide
		0.028	1	—	26.6	—	—	Keck deep
<i>Sheppard et al. (2000)</i>	S00	1428	0	0.92	18.8	07:00–12:00	0–20	0.5-m APT
<i>Larsen et al. (2001)</i>	L01	550.1 <sup>††</sup>	8	0.97	21.5	00:00–24:00 <sup>‡‡</sup>	0–5	SpaceWatch
<i>Elliot et al. (2005)</i>	E05	~500 <sup>§§</sup>	512 <sup>¶¶</sup>	0.96 <sup>§§</sup>	22.0 <sup>§§</sup>	00:00–24:00 <sup>††</sup>	0–5	

\*Actual search area of the survey.

<sup>†</sup>Number of TNOs used for LF determination in that work.

<sup>‡</sup>Maximum efficiency of the survey.

<sup>§</sup>R magnitude at which efficiency drops to 50% of its maximum value.

<sup>¶</sup>Range of right ascension.

<sup>\*\*</sup>Range of ecliptic latitude.

<sup>††</sup>Effective area on the ecliptic, correcting for density decrease at large ecliptic latitudes; see L01 for details.

<sup>‡‡</sup>Regions close to the galactic plane were not included in this survey.

<sup>§§</sup>Values estimated from Fig. 15 of E05; magnitude refers to the V–R filter.

<sup>¶¶</sup>TNOs only, no Centaurs or objects closer than 30 AU.

## FIGURES —

When selecting figures for inclusion in your chapter, keep in mind that your figures must be of sufficient quality and resolution for printing in a book.

### Acceptable File Formats

*Diagrams:* PostScript, Encapsulated PostScript, or Windows Metafiles; should be vector files

*Photographs:* TIFF or JPEG

### Recommendations Regarding Preparation of Figures

When preparing your figures, please keep in mind that they may be reduced (in some cases substantially) for publication. If you're concerned about whether your figure will maintain its readability, we suggest that you reduce it on a copy machine to 2.75" and see if the type is still legible.

**Text:** Use only standard fonts. Sans serif fonts, such as Arial or Helvetica, are strongly recommended. If special emphasis of a piece of text is required, a slightly larger font size or bold formatting can be used.

**Font size:** If you have already sized your figure for a single column width (approximately 2.75 inches), the type size used (even for axis labels, superscript or subscript characters, etc.) should be NO SMALLER THAN 5 points (5 to 8 points is a good range for type used in figures submitted at this size). If you are submitting large-format figures (i.e., to fill an 8.5" × 11" page), you should use type in the 16- to 20-point range to ensure that it can survive substantial reduction if necessary.

**Lines:** The thinnest lines should be at least 1 point (0.35 mm) thick. You can use different line thicknesses for clarity and differentiation. "Hairlines" cannot be reproduced in print.

**Hatching or dotted texturing:** Please use only grayscales in graphics, and avoid using hatching or dotted texturing.

**Consistent scaling:** Graphic elements and the text in them should be prepared in a consistent and uniform manner, so that the graphics in the finished work have a homogeneous appearance.

**Image size** (after scaling):

Our book layout has the following normalized image sizes within the page margins:

1. Normal width (one page width): 6.75 inches (171 mm); note that this is the upper limit on the image width, and cannot under any circumstances be exceeded
2. Reduced width (two-thirds page width): 4.5 inches (114 mm)
3. Smallest width (half page width): 3.25 inches (82.5 mm)
5. The upper limit on the usage height is 9.25 inches (235 mm) (without legend), which cannot under any circumstances be exceeded

**Numbering:** Figures must be numbered sequentially (see exception for color figures stated below), and must be cited in the text in order (i.e., Fig. 2 must be mentioned before Fig. 3).

**Color figures:** Color figures are discouraged unless they provide critical information that cannot be illustrated any other way. If page charges are assessed, there will be an extra charge of \$500 per color page. Color figures will be included in a separate color plate section in the book, and therefore must be numbered independent of the other figures. For example, if you have four figures, and the third figure will be in color, Fig. 3 should be named Plate 1 and Fig. 4 should be renamed as Fig. 3.

It is possible that black and white versions of color plates may be included within the chapter itself; this decision is left to the discretion of the editors.

## GENERAL NOTES ABOUT STYLE —

Footnotes are not allowed, and should be incorporated in the text.

Write out numbers (up to nine), except when they are used with a unit of measure. For example, two experiments, five cases, 13 grants, 2 mg, 5 m, 9%.

Acronyms should be defined the first time they are used in the text, e.g., “gas chromatography (GC).”

Please use only SI units (International System of Units). A fixed space should be inserted between a number and its unit (in Word this can be achieved by using the CTRL + SHIFT + SPACE key combination).

Use a comma before a conjunction (“and,” “or,” etc.) in a simple series of three or more items:

The samples were collected in a glass beaker that had been washed, dried, and weighed.

Use semicolons to separate a series of items that contain at least one comma:

I have been to Newcastle, Carlisle, and York in the North; Bristol, Exeter, and Portsmouth in the South; and Cromer, Norwich, and Lincoln in the East.

A colon should follow a complete sentence that introduces an item or list:

Three types of material were exposed to the dust: (1) drift material, (2) disturbed drift material, and (3) blocky material.

Do not use a colon when a list comes immediately after a verb or preposition:

The three types of material are (1) drift, (2) disturbed drift, and (3) blocky.

When a complete sentence follows a colon, capitalize the first word in that sentence:

There are systematic differences in the yield strengths obtained: The results show the least variation between the six flows.

For additional guidance on matters of spelling, usage, and style, refer to Strunk and White’s *The Elements of Style*, the *American Heritage Dictionary*, or the *Chicago Manual of Style*.

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**Original Submissions:** Prepare a PDF file of your complete chapter, including all elements (figures, tables, etc.), and e-mail the file to the lead editor, Stephen Mackwell (mackwell@lpi.usra.edu), with a cc: to the production editor, Renée Dotson (rdotson@hou.usra.edu). In the message, please include your complete contact information (physical mailing address, phone number, and preferred e-mail address).

You will receive a production tracking number by return e-mail. This four-digit number will be used to track your chapter throughout the production process.

Your PDF file will be sent to selected external reviewers. After the reviews have been completed, they will be forwarded to you by the lead editor, along with any additional notes about revisions you need to incorporate in the final version of your chapter.

**Revised Submissions:** After revising your chapter to address the reviewers' and editors' comments, send a complete PDF file of your revised manuscript to the two e-mail addresses given above, along with a detailed description of how you addressed the reviewers' comments.

After your chapter has been accepted, you will be contacted to provide your source files for production.

**IMPORTANT NOTE:** Before submitting the revised, final version of your chapter, please take time to make certain all the references cited in your text are in your reference list, and vice versa. This will speed up the production time for your chapter considerably.

## PROOFS —

After your chapter has been accepted, copyedited, and typeset, you will receive hardcopy proofs by mail in order to correct typesetting errors and to verify that the proofs are complete.

Normally you have one week for proofreading. (This timeframe may be shortened if the book is nearing the last stages of production.) Please refrain from adding or omitting substantial amounts of text, which may considerably alter the page proofs. Changes to the layout can only be carried out in exceptional circumstances. Please ensure that all queries to the author (which are normally written in the margins) are answered. Your corrections will be checked by the editorial office, and subsequently be carried out by the typesetter.

Any questions about production should be address to the production editor, Renée Dotson (phone: 281-486-2188; e-mail: rdotson@hou.usra.edu).