

PAPER KIT FOR AUTHORS

PLEASE SELECT THE SUB-THEME OF YOUR PAPER

PREPARING FULL PAPERS FOR 7TH DIGITAL EARTH SUMMIT 2018, (DES-2018) (STYLE: PAPER TITLE)

Name author¹, Name author², Name author³, Name author⁴, Name author⁵

1. Organization 1, China, adresse@yahoo.fr
2. Organization 2, South Africa
3. Organization 3, Nigeria
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5. Organization 5, Germany

(Style: Authors and affiliations; presenting author underlined)

KEYWORDS: DES2018, Paper Kit, style guide, formatting (Style: Body text DES-2018 KEYWORDS)

ABSTRACT (STYLE: HEADING ABSTRACT ACKNOWLEDGMENTS AND REFERENCES)

This PAPER KIT document serves as a style guide and also as a template for the preparation of full papers for DES-2018 Conference proceedings. The document sets out the restrictions on the length of papers, gives guidance on the structure of the paper, and guidance on a set of styles that may be used to automate the formatting process. The recommended style for each element is indicated in grey lettering after the first uses of the element. The document itself is set out using the layout and styles for the paper. The abstract is generally given as a single paragraph, with no references. Your paper should be saved in a file starting with assigned number of your paper, followed by the surname of the first author et al, first ~three words of title and then DES-2018, e.g. "78, Labbassi et al, Remote sensing oil _DES-2018.docx" **The final date for submission of the full paper is strictly the 31st of December 2017.**

(Style: Body text DES-2018)

INTRODUCTION: GENERAL INSTRUCTIONS – LENGTH AND STRUCTURE (STYLE: HEADING 1)

Maximum **length** of accepted papers, whether for oral presentation or poster presentation, is restricted to 4 single-spaced pages (A4 size) including abstract, figures, tables and references. (Style: Body text DES-2018)

The **size of any file** should not exceed **3 Mbytes**.

The paper should have the following **structure**: (Style: Body text DES-2018)

1. Title of the paper (STYLE: PAPER TITLE)
2. Authors and affiliation (Style: Body text DES-2018 List numbered)
3. Email Address of lead author
4. Keywords (3 - 6 words)

5. Abstract (~200 words, not more than 50)
6. Introduction - including motivation, objectives and structure
7. Main body - explanation of methods, algorithms, data used, instrumentation (sensors, systems, etc.), results and discussion
8. Conclusions
9. Acknowledgements
10. References

MAIN BODY OF STYLE GUIDE (STYLE: HEADING 1)

Page Layout, Spacing, Margins and Font (Style: Heading 2)

To assist authors in preparing their papers, this set of instructions is prepared using the preferred layout and styles, with regard to column and page layout, paragraphs and fonts, headings and numbering. Please use this document as a template for your paper. (Style: Body text DES-2018)

The paper must be compiled in one column throughout. Set **Paper size to A4**. Set all **margins to 2.5 cm**. The **font** choice throughout is **Arial Narrow**. Please use the automatic styles provided in this document as a template for your paper. The name of the style for each element is indicated in brackets in colour grey after the first occurrence of that item. The normal text is set for justified text; first line indented by 0.5 cm, line spacing 1.12, and space after 6 pt. Font size for body text is 11 pt.

Pages are numbered at the bottom, centred, in 11 pt. Arial Narrow. The provided style is "Footer".

Title, Authors and Abstract Block (Style: Heading 2)

The title should appear centred in bold capital letters without underlining, near the top of the first page of the paper. The font type Arial Narrow at a size of twelve (12) points is to be used. Use more than one line if you wish, but always use single-spacing.

After one blank line, type the author(s) name(s) and affiliation, and e-mail address of lead author in upper and lower case letters centred under the title.

In the case of multiple authorship group them by firm or organization.

Key Words (Style: Heading 2)

Use the words "**KEY WORDS:**" in bold capital letters, followed by 3-6 key words. If you have used the "PAPER TITLE" style for the title, it will automatically leave the equivalent of two line spaces after the heading. The paragraph style for KEY WORDS is "Body text DES-2018 KEYWORDS". Example follows:

KEY WORDS: Insert three to six key words. (Style: Body text DES-2018 KEYWORDS)

Abstract (Style: Heading 1 Abstract, Acknowledgements and References)

This is where you insert an abstract of ~200 words, definitely not more than 250 words. (Body text DES-2018)

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 (~200 words), which presents briefly the content and very importantly, the novelty and results of the paper in words understandable also to non-specialists. Type text using

the “Body text DES-2018” style (1.12 line spacing, 6 pt. space after), as shown at the beginning of these Guidelines under ABSTRACT.

Main Body of Text

Type text using “Body text DES-2018” style (1.12 line spacing, 6 pt space after, first line indented by 0.5 cm).

Major Headings

Major headings or section headings are to be centred, in bold capitals without underlining, after a triple line space (two blank lines) and followed by a double line space (one blank line). Latter is done automatically when using the “HEADING 1” style.

Subheadings (Style: Heading 2)

Type subheadings flush with the left margin, in bold, using Title Case capitalisation, i.e. first letter of each word in capitals, other letters lower case. Subheadings have 18 pt space before, and 6 pt space after. These spacing lines are added automatically when using the provided style “HEADING 2”.

Sub-subheadings: (Style: Just make bold the sub-sub heading in a Body text DES-2018 type paragraph) They are to be typed in bold upper case and lower case letters, with text following on the same line. Sub-subheadings may be followed by period (.) or colon (:), they may also be the first word of the paragraph's sentence.

{Due to a known software bug in Microsoft Word Versions 2007 (VISTA) and 2010, decimal numbering of all sections is unstable. For this reason, the headings are **not** numbered, as in the example of this set of guidelines. However, if numbering is used, the “ABSTRACT”, “ACKNOWLEDGMENTS” and “REFERENCES” headings are left un-numbered.}

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.

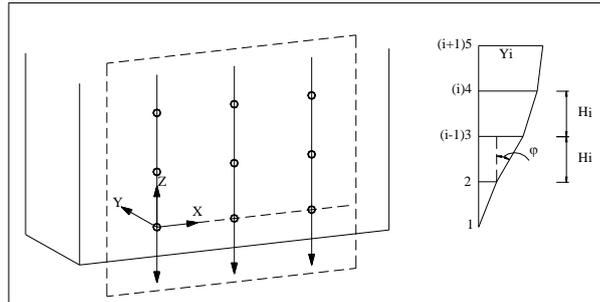
Illustrations, Figures, Maps and Tables

Placement: Figures and tables must be placed in the appropriate location in the document, as close as practicable **after** the first reference to the figure or table in the text. Figures and tables should be centred on the page. 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.

Captions: All captions should be typed in sentence case (i.e. capitalise only first word and proper names. Table captions are placed above the table. Figure captions are placed below the figure. Use the styles “**DES-2018 Table Caption**” and “DES-2018 Figure Caption” respectively. These styles will give the correct line spacing before and after. All captions are to be numbered consecutively in order of appearance, e.g. Figure 1, Figure 2.

Line Drawings: Drawings must be in the appropriate location in the document.

* This is an example of a footnote. (Style: AARSE footnote)



(Style: DES-2018 Figure place holder centered Keep with next)

Figure 1. Figure placement and numbering

(Style: DES-2018 Figure Caption, plus tab space after Figure number)

Figures should be inserted into the text using the “**Paste Special**” “**Enhanced metafile**” commands. Then right click on the figure, select the “**Format picture**” command, then the “**Layout tab**”, then select “**In line with text**”. This will ensure that the figure moves with the text and remains stable. The paragraph containing the figure should be formatted using the style “DES-2018 Figure place holder centred keep with next”. This will ensure that the figure and its caption remain together on the same page.

Hint on preparing figures: All labels and annotations in figures should be done in PowerPoint or other graphics package before the figure is inserted into an MSWord file.

Very large images or maps should be reduced in size before being pasted into the text, so as to keep the overall file size within the 3 Mbytes limit.

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

Photographs: The resolution should be sufficient to allow proper quality hard copy reproduction of the paper (i.e. 600 dpi or 300 dpi). Reduce the size of photographs and images before pasting into MSWord, otherwise the overall file size limit may be exceeded.

Colour will be available on the CDROM version of the *Conference Proceedings*.

Tables should be produced directly within the text. Each table should have a number and a caption. Use the DES-2018 table styles shown in the example of Table 1.

Table 1. Margin settings for A4 size paper

(Style: DES-2018 Table Caption. Place table caption above table.)

Setting (DES-2018 Table Heading Centred)	A4 size paper	
	(mm)	(inches)
Top (DES-2018 Table text left)	25	1.0
	(DES-2018 Table text centred)	
Bottom	25	1.0
Left	25	0.8
Right	25	0.8

Copyright: If your paper 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 paper remains with you.

Equations, Symbols and Units

Equations: Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. Leave 12 pt. spacing before and after, or use the “DES-2018 Equation” style two blank lines before and after equations. E. g.

$$\begin{aligned}x &= x_0 - c \frac{X - X_0}{Z - Z_0} \\y &= y_0 - c \frac{Y - Y_0}{Z - Z_0}\end{aligned}\tag{1}$$

(Style: DES-2018 Equation)

where c = focal length; x, y = image coordinates; X_0, Y_0, Z_0 = coordinates of projection center; X', Y', Z' = object coordinates in ground coordinate system.

Symbols and Units: Use the SI (*Systeme Internationale*) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature. Units may be expressed as either: 45 $\mu\text{g}/\text{m}^3$ or 45 g m^{-3} . However, the chosen style should be used consistently throughout.

ACKNOWLEDGEMENTS (OPTIONAL)

(STYLE: HEADING ABSTRACT ACKNOWLEDGEMENTS & REFERENCES)

Acknowledgements of support for the project/paper/author are welcome. Acknowledgments should be kept brief. Remember to thank funding agencies, and academic colleagues who provided significant intellectual input to the paper but who have not been included as co-authors.

REFERENCES AND/OR SELECTED BIBLIOGRAPHY

(STYLE: HEADING ABSTRACT ACKNOWLEDGEMENTS & REFERENCES)

References shall enable a librarian to supply the quoted paper/book to the reader. References should be cited in the text, thus (Smith, 1987b; Moons, 1997), and listed in alphabetical order in the reference section. The style of referencing is what is widely known as the “Harvard Referencing Method”, although there are many variations, and no central standard to maintain a pure *Harvard Method*. *Please follow the suggestions below*.

The recommended formatting style is done automatically when using the provided style “DES-2018 references”. The following arrangements should be used:

References from journals

Chikowore, G., 1987a. Close range photogrammetry for analysing distressed trees. *Photogrammetry*, 42(1), pp. 47-56. (Style: DES-2018 references; the name of the journal is in italics)

It is preferred that the name of the journal is written out in full. If abbreviations are used, please use the abbreviations according to the “*International List of Periodical Title Word Abbreviations*”.

References from books

Ojelede M.E., 1989. *Space Data from Earth Sciences*. Amsterdam: Elsevier, pp. 321-332.

The name of the book is in italics. The city of publication is given, followed by a colon (:) and the name of the publisher, without words such as “Inc”, “& Sons” etc. Page numbers, where available, are given as the final item.

References from other literature

Gatebe, M.J., 1987b. Economic printing of colour ortho-photos. Report KRL-01234, Kennedy Research Laboratories, Arlington, VA, USA.

Kanyanga, J.K., 2000. Remote sensing to predict volcano outbursts. In: *The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*, 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 Modelling of Topographic Objects", Stuttgart, Germany. <http://www.radig.informatik.tu-muenchen.de/ISPRS/WG-III4-IV2-Report.html> (accessed 28 Sep. 1999)

Appendices and Additional Information

Any additional supporting data may be appended, provided the paper does not exceed the limits given in 1.5 above. The title of the appendix should be as for major headings but with alphanumerical numbering, e.g. APPENDIX A. TITLE 1, APPENDIX B. TITLE 2 etc.

FILE NAMING AND TRANSMITTAL

File naming convention

Please name your file using the following convention:

Paper_No.^Lead_Author_Name^et^al^First_three_words_of_title^DES-2018.docx;
where "^" indicates a letter space: e. g. "78 Oguntoke et al Remote sensing oil_ DES-2018.docx"

Transmittal

The electronic version of your full paper in PDF and Word format should be submitted online via the submission facility on the DES-2018 Conference Website.

The final date for submission of the full paper is strictly the 31st of December 2017. **Adherence to the specified due date for submission of papers is essential. Papers not received by the due date will be omitted from the DES-2018 Conference Proceedings.**

Further Information

If you have questions about layout or editorial requirements, please contact the DES-2018 Scientific Committee at infos@desummit2018.org.