

## Preparation of Manuscripts for Submission to *Technical Soaring*

*Technical Soaring* (TS) seeks to document recent advances in the science, technology and operations of motorless aviation. TS welcomes contributions from all sources.

**General Requirements** Manuscripts must be unclassified and cleared for public release. The work must not infringe on copyrights, and must not have been published or be under consideration for publication elsewhere. Authors must sign and submit a copyright form at time of submission. The form is available at [www.ostiv.org](http://www.ostiv.org).

**Electronic files** Acceptable data file formats for text are, in order of preference, Latex source, PDF, Open Office, and all others including Microsoft Word. If in doubt, ask the Editor. Submit one file containing the complete paper including all figures (for review purposes), and, separately, a set of graphics files containing the individual figures (for typesetting).

**Language** All manuscripts submitted to TS must be in English. At the discretion of the Editor, submissions requiring extensive editing may be returned to author for proofreading and correction prior to review.

**Layout** Preferred layout is **single-column, double line-spacing**. This is not a “camera-ready” layout but facilitates review and typesetting. Set up margins so the pages will print on both US Letter and A4. Suggest margins of at least 1 inch (2.5 cm).

**Length** There is no fixed length limit. However, a double-spaced manuscript of approx. 50 pages (including figures and tables one per page) might be a reasonable maximum. Contact the Editor if the paper is especially long.

**Font** For the text, use any common font in 12pt — e.g. Times, Helvetica, Courier or equivalents.

**Structure** Organize papers in sections, subsections, and, as needed, subsubsections. Preferred heading style is section headers centered in bold face; subsection headers left-justified in bold face; and subsubsection headers left-justified in italics. Don't number sectional units.

**Title** Title block should include author name(s), affiliation(s), location, and contact info (email address preferred).

**Abstract** Abstracts should be self-contained. Suggest 100 to 150 words. Acronyms may be introduced in the abstract, but do not cite references, figures, tables, or footnotes.

**Nomenclature** If the paper uses more than a few symbols, list and define them in a table in a separate section following the abstract. Define acronyms in the text following first use in text — not in the Nomenclature list.

**Introduction** The Introduction should state the purpose of the work and its significance with respect to prior literature, and should enable the paper to be understood without undue reference to other sources.

**Conclusions** Although the conclusions may review the main points of the paper, they must not replicate the abstract. Do not cite references, figures, or tables in the Conclusions section as all points should have been made in the body of the paper.

**Acknowledgments** (this is the preferred spelling). This section is optional and may be used to acknowledge any technical assistance, organizational sponsorship, or financial support. Do not acknowledge a co-author listed in the title block.

**References** Listed by reference number in order of citation. Any for-

mat is acceptable as long as it's obvious what the elements are (author, title, publisher, year, etc.). Preferred citation style is “[7]”. “Ref. 7” may also be used where appropriate.

**Tables** Tables must be provided as editable text. Do not submit graphic images of tables.

**Figures** All figures and tables should be placed at the end of the manuscript, one per page, each with its caption. Legends are preferred over explanations of line styles and symbols in the caption. Electronic files for each graphic must be provided separately from the paper. For figures, most of the commonly used electronic data formats are acceptable.

**Captions** All figures and tables require captions. Captions should be provided as editable text. Do not include captions as part of the graphics or as part of the table.

**Color** *Technical Soaring* is printed in greyscale. Color graphics are acceptable but authors must ensure that they are printable and understandable in greyscale. When presenting data, use line styles, symbol shapes, and fill patterns to distinguish sets of data — not color or shades of grey. Figures submitted in color will appear in color in the online version of the journal and in greyscale in the printed version.

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**Abbreviations** Sentences should not begin with abbreviations. Otherwise, when citing a figure in the text, use the abbreviation “Fig.” Do not abbreviate “Table”. The abbreviations “i.e.” (“that is”), and “e.g.” (“for example”) are not italicized.

**How to submit** Submit online at the *Technical Soaring* website or email files to the Editor. Include a completed copyright form (available at [www.ostiv.org](http://www.ostiv.org)). Authors may also submit electronic media by postal mail — contact Editor for address. Upon receipt of a manuscript, the Editor will assign a paper log number, assign an Associate Editor to oversee the review process, and acknowledge receipt by email. Authors who do not receive acknowledgement within 30 days should contact the Editor.

**Peer Review** Submitted research papers will be peer-reviewed before being accepted for publication. Authors are welcome to contact the Editor or the assigned Associate Editor at any time for updates on the status of their review. Reviews will commence only when:

1. The manuscript begins with a title block and a summary-type abstract.
2. A nomenclature list is provided or, if only a few symbols are used, they are defined in the text.
3. An introduction is provided that states the purpose of the work and its significance with respect to prior literature.
4. Figures, references, footnotes and tables are numbered and referenced in the text.
5. Figures and tables are provided with captions.
6. A completed and signed copyright form has been provided.

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