

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 original 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.

Layout Submit manuscripts in **single-column, double line-spacing** format. 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. Use approximately 1 1/4 in. (3 cm) margins.

Language All manuscripts submitted to *TS* must be in English. Submissions requiring extensive editing may be returned to author for proofreading and correction prior to review.

Electronic files Acceptable data file formats for text are, in order of preference, PDF, DVI, Latex Source, Open Office, and all others including Microsoft Word. If in doubt, ask the Editor. Submit one file containing the complete paper including all figures and tables (for review purposes), and, separately, a complete set of graphics files containing the individual figures, one per file. Graphics files must be in one of the following formats: EPS (preferred), EPSF, PS, PDF, JPG (JPEG), GIF, TIF (TIFF), PNM, PBM, PGM, PPM, PNG, SVG, or BMP.

Length There is no fixed length limit. At the discretion of the Editor, manuscripts exceeding approximately 50 double-spaced pages (including figures and tables one per page) may be returned to the author for reduction in length.

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 headings centered in bold face; subsection headings left-justified in bold face; and subsubsection headings left-justified in italics. Do not number sectional units. Capitalize first letters only — do not use “all-caps” in headings.

Title Title block should include author name(s), affiliation(s), location, and contact info (email address preferred). In the title, capitalize first letters only — do not use “all-caps.”

Abstract All papers require a summary-type abstract. Abstracts must consist of a single, self-contained paragraph. 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 section may review the main points of the paper, it 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 section may be used to acknowledge technical assistance, organizational sponsorship, or financial or other support. Inclusion of support and/or sponsorship acknowledgments is strongly encouraged.

Citations Cite with bibliographic reference numbers in brackets (e.g. “[7]”). When used as subject or predicate of a sentence, use “Ref. 7” or “Reference 7.” Do not cite Internet URLs unless the website itself is the subject of discussion.

References The list of References is placed after the body of the text, after the Conclusions but before any Appendices. List references in order of first citation in the text. Any format is acceptable as long as all citation data are provided. At a minimum, all types of entries require title, year and manner of publication. Provide full names of all authors. Do not list Internet URLs as sources.

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

Figures Place figures and tables at the end of the manuscript, one per page, each with its caption.

Captions All figures and tables require captions. Captions should state concisely what data are presented. Brief explanatory comments are acceptable but any discussion of the data presented in a figure or table should be placed in the section of the text referring to it — not in the caption. Provide captions as editable text separate from the figure or table it presents. Do not use the caption to explain line styles and symbols — use a legend instead.

Color *Technical Soaring* is available online at journals.sfu.ca/ts. Printed hardcopies are no longer distributed. While color graphics are welcome, when presenting data, avoid using color to distinguish data sets — instead, use line styles, symbol shapes, and fill patterns.

Footnotes Use footnotes sparingly. Do not footnote to cite literature.

Numbering Figures, tables, footnotes and references will not be included unless they are referenced by number in the text. Numbering runs sequentially in order of first mention in the text. Figure and table numbers are maintained separately. Equations are numbered only if they are referenced by number in the text. Number every page.

Abbreviations Do not begin sentences with abbreviations. Otherwise, use “Fig.” for “Figure” and “Ref.” for “Reference.” Do not abbreviate “Table”. The abbreviations “i.e.” and “e.g.” are not italicized.

How to submit Submit manuscripts online at the *Technical Soaring* website or email files to the Editor. Include a copyright form (available at www.ostiv.org). Authors may also submit electronic media by postal mail — contact Editor for address. Upon receipt, 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 acknowledgment within 30 days should contact the Editor.

Peer Review Manuscripts will be peer-reviewed before being accepted for publication. Authors are welcome to suggest names of reviewers and 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. All pages are numbered.
5. All figures, footnotes and tables are numbered and referenced in the text.
6. All references cited in the text are in the list of references, and vice versa.
7. All reference list entries include complete bibliographic citation data.
8. All figures and tables are provided with captions.
9. A completed and signed copyright form has been provided.

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