

# **GUIDELINES FOR REMOTE SENSING CORE CURRICULUM CONTRIBUTORS**

## **1. FORMATTING THE CONTRIBUTION**

**Text format: Margins, Spacing, Paragraphs, Fonts, Page numbering:** The contribution should be in English using US spelling. Use **Times New Roman** characters and **single line spacing in 12-point size throughout** (except for the **title which should be in 14-point size**). Section headings, sub-section headings and sub-sub-section headings should all be in bold (12-point size). Paragraphs should not start with an indentation. **Leave one line between headings and paragraphs. Only one space** should be left after a full stop ending a sentence. Please use a spell check facility. Insert page numbers, centered at the bottom of the page. Please avoid automatic numbering and superfluous tabs and spaces.

### **a) Title of contribution**

This should clearly reflect the nature of the contribution in preferably not more than 10 words. It should be in all **bold capitals in 14-point size**, and centered.

## **DEMOGRAPHIC DYNAMICS AND SUSTAINABILITY**

### **b) Brief addresses of authors**

*Example:*

**Foresman, Timothy.** ICRSEd, Baltimore, Maryland. USA

### **c) Keywords**

Not more than **two per thousand words** separated by commas and typed in one paragraph

### **d) Body**

Use single line spacing throughout. Please take care to make your writing style as clear as possible. In particular, try to avoid excessive use of acronyms in the text; (this hampers the less knowledgeable reader), overuse of the passive voice; (this makes for rather dull reading; use of the active voice by *.we...'* or *'one...'* can make for more lively reading), and long, complicated sentences with several clauses-, (short declarative sentences can often convey ideas more clearly).

Do not use any page breaks, and do not use additional line breaks to avoid "widows and orphans"

**Captions:** Captions to attachments (e.g. graphics, Tables, etc.) should be part of the main text and not of the attachments.

**Lists:** Lists must be manually numbered as 1, 2, 3, etc. and sub-lists as (a), (b), (c), etc. Alternatively, lists may also be bulleted.

*Examples:*

1. Argentina

2. Belgium

OR

(a) Argentina

(b) Belgium

OR

• Argentina

• Belgium

***Abbreviations, Symbols, Footnotes, Trademarks and Trade Names, and Scientific***

***Nomenclature:*** Avoid unnecessary capitalization. Italics and bold face should be used sparingly, if at all, in running text. Underlining should be avoided. Introduce an abbreviation before use in the text without dots inside. (e.g. UNESCO). Do not abbreviate 'Figure'. Use '%' in place of 'per cent' only in Tables. Avoid footnotes. Include trademarks and trade names only if they are absolutely essential.

***Units*** should be expressed in a form which is widely recognized and as standardized as possible. Recommended are the International Standards Organization (ISO), International Union of Pure and Applied Physics (IUPAP) and the International Union of Pure and Applied Chemistry (IUPAC) standards. If non-standard international (SI) units are unavoidable, please give the SI-equivalent quantities in parentheses next.

***Mathematical Expressions:*** Equations should be created as graphics and integrated into your text. They should be centered and individually numbered. The equation numbers - (1), (2), (3), etc. - should be flushed right. The order of parentheses should be as: {[(...) ]}. All mathematical symbols and variables should be defined the first time they are introduced. It is important to distinguish clearly between any ambiguous characters such as: one and the letter 'l'; zero and the letter 'o'; superscript '1' and a prime symbol; italic 'x' and the multiplication sign; italic 'v' and Greek 'nu'; italic 'k' and Greek kappa. Variables should be italicized but labels should not be (e.g.  $x_p$  where 'p' is a variable, for instance measuring pressure; but  $x_p$  where 'p' is the label, for instance denoting piston). The use of second-order subscripts or superscripts should be avoided as far as possible.

**The font size (applicable to sub-subscript/super-superscript for clear viewing on screen) is 12-point.**

***Numbers:*** Numbers below 10 should be spelled out except in cross-references (e.g. 'see Figure 5'), or in conjunction with an abbreviation, symbol or unit of measurement (e.g. 8 kg) or in comparisons with numbers of 10 or more. Where possible, sentences should not start with a number – if this is unavoidable the number must be written in words.

Whereas precise quantities should be expressed in numerals, approximate numbers may be written in words if not in the form of a measurement (e.g. 'approximately fifty cases'). A space (not a comma) should be used to separate groups of three digits in numbers of 10 000 and above (in contrast to, e.g., 9000). In decimal expressions the decimal point

should be set on the line, not raised. In a number less than unity, a zero must precede the decimal point. The multiplication sign, rather than the raised dot, should be used in expressions such as  $546.38 \times 72.19$ . The word 'billion' should only be used to mean  $10^9$ . In ranges of numbers, all digits should be shown, e.g. 'pp. 154–158' (not '154–8') and 'during the period 1966–1969' (not '1966–9'). Write 'from 325 to 378', for example (not 'from 325–378'). Dates should be expressed in the form '29 February 1966' or 'from 2 to 8 June'. No apostrophe is required in 'the 1990s'.

**Unit Expressions:** In expressions of measured quantities, a space should be inserted between the number and the unit, e.g. 8 kg. Inserting a space and using a negative exponent, e.g.  $5 \text{ m s}^{-1}$ , should rewrite expressions that include a solidus, such as  $5 \text{ m/s}$ .

### **g) Summary**

Summarize your contribution in not more than 300 words, free from figures and mathematics.

### **h) Acknowledgments**

Include all due acknowledgments in a single paragraph.

### **i) References**

Cite references in text (Last name, date). Where there are multiple authors, refer in the text to first author et al. (roman, not italics).

In the References section

Last name, first name. (year). Title of article. Source. Number of pages.

Give the journal title in full, in italics.

Give volume and page numbers as follows:

*Biometrics* **51**, 542-551.

Refer to papers in edited books as follows:

Gart, J.J. (1975). In *Statistical Distributions in Scientific Work*, Vol.2, G.P.Patil, S.Kotz, and J.K.Ord, eds. D.Reidel, Boston, pp. 125-140.

Refer to government reports etc. as follows:

United Nations (1973). Principles and Recommendations for a Vital Statistics System. *Statistical Papers, Series M, No. 19, Rev. 1*, United Nations, New York.

Whenever possible, avoid citation of unpublished reports and personal communications.

## **2. TABLES**

Tables should be numbered as 1, 2, 3... in the order of their citation and appearance and captions should be provided centered, in bold type. Captions for Tables (and Figures) should be placed close to the locations of their first citation within the body of the

contribution such as to aid the Publisher in placing the Table or Figure. Further descriptive matter should either start on a new line after the main heading or appear as notes below the table. Lowercase superscript letters 'a', 'b', 'c', etc. should indicate such notes to items in the table. If the Table has been taken from another published work, the source should appear after the last note in the form of a bibliographic item, with the full details given as specified by the person giving permission to use the material. A Permission Request Form is appended. If the numbers in a column are to be compared (i.e. they have the same unit of measurement), they should be aligned around the decimal point. Otherwise, the column entries should be ranged to the left. Units of measurement should be clearly indicated. Column entries should not be left blank; a reason should be given (e.g. use 'no data'). Row and column entries must be in proper row and column divisions of the Table function in the word processing software and not by meticulous typesetting with tabs, spaces, and blank lines.

### **3. GRAPHICS**

All graphics including graphs, drawings, photographs, and other images, should be numbered as Figure 1, Figure 2, etc. Graphics should be created so that they can be interpreted on a black and white monitor as well as a color monitor, e.g. use symbols in place of color legends. Colors should be selected to enhance appeal without sacrificing clarity, particularly in b/w viewing. Generally, it is better to use black and white illustrations, as many will wish to print portions of contributions using black and white printers. Figure captions should be provided centered in bold type, in the appropriate locations. Add explanatory material (if necessary) only to the caption. Avoid the use of small lettering, very fine shading or small symbols that might become unclear on reduction to final size. Write in full as 'Figure' throughout (i.e. not as 'Fig.'). If a Figure has been taken from another published work, identify the source in full, as in the Bibliography, at the end of the caption.

**Line drawings:** Line drawings must carry clear and concise legends. Histogram bars should be drawn in two dimensions only (not three). Maps should be carefully drawn with correct boundaries, contours, rivers, etc.

**Image size:** ALL GRAPHIC IMAGES SHOULD BE MINIMIZED IN SIZE WITHOUT LOSING READABILITY. The images must be in an appropriate size to prevent any loss of quality through reductions.

**Photographs:** Photographs add interest and "reality" to scientific information. We encourage inclusion of photographs where appropriate. Authors are requested to provide, if possible, scanned versions of photographs on disks, together with one set in original..

**4. SUBMISSIONS** - Submit your article to the Editor in electronic copy. The Editor, and perhaps an independent reviewer, will review your article and send you their comments and suggestions for revision.

## Checklist for Authors

*(To be sent to the Editor along with the Final version of the contribution)*

<b>Contribution title:</b>	
<b>Author(s):</b>	
<b>Name of corresponding author</b> (to receive correspondence and page proofs of contribution prior to publication):	
Postal address:	
Phone Number:	
Fax Number:	
E-mail:	

**Verified that the following are according to the specifications in the GUIDELINES FOR CONTRIBUTORS as indicated by YES against the items:**

Title in block letters in bold 14-point font	
Brief addresses of all authors	
Keywords	
Text format, margins, spacing, paragraphs, fonts, page numbering	
Headings in the specified format	
Summary	
References	
Tables, in separate files	
Graphics, in separate files	
All graphics have been checked for readability after minimization to the recommended size	
Figures and Tables, numbered in the order in which they are cited in the text	
If possible, appropriate linking between the text file and others (graphics, Tables, Appendixes etc.)	
Equation numbering checked (ensure there are no gaps in the sequence)	
Permission requests, if applicable, included	