

Publish your Mars Society Convention presentation

Submit your Mars Society Convention presentation for electronic publication in the MarsPapers Archive.

With a goal of providing a timelier and wider distribution of the information presented at the annual Mars Society Conventions, at the 11th Mars Society Convention, the steering committee approved some changes to the publication policy for MarsPapers, the Mars Society's electronic archive of Mars related papers. Authors of all presentations made to the Mars Society Convention in plenary, afternoon, and evening sessions are encouraged to submit their Powerpoint™ or Keynote™ presentations for electronic publication in the Society's Mars Papers archives. Requirements for submittal of presentations to MarsPapers are:

1. An email with paper title, authors, affiliations, email address of principle author, and abstract of the presentation to accompany the presentation file as an attachment.
2. Powerpoint or keynote files up to 10 MB in size may be sent by email. If your presentation is larger than that size, please email the editor for instructions on how to upload your file to an on-line drop box. Authors who wish to submit pdf files directly may do so.
3. Email your presentation to Frank Crossman, MarsPapers editor, email: fcrossman@marssociety.org. Expect a response to your email from the editor within 48 hours.
4. Fill out the Copyright License to the Mars Society (see last page of this document) and sign and mail the hard copy printout to the editor's address
5. The MarsPapers editor will convert the presentations to pdf format and post the document with the accompanying information so that others may search on title, author, key words as assigned by the editor. Although not required, author notes that summarize the points to be made on each presentation slide or that give a background on the graphics on each slide are encouraged as a means to better inform the reader. If notes accompany the slides they will appear in the pdf of the presentation.

Print-On-Demand and Mars Papers Web publishing of Mars Society Convention Proceedings

Submit your fully formatted paper from the Mars Society Convention for electronic publication in the MarsPapers Archive and eventual Print-On-Demand book publication

The electronic availability of presentation style information in MarsPapers is only a partial solution to our goal of enhanced dissemination of information presented at our Mars Society Conventions. The preparation of a full paper from the presentation materials offers you an opportunity to provide a true stand-alone description of your ideas in writing to those who did not attend the Convention and it does so without the loss of presentation information that is, in part, orally transmitted to the initial audience. The Mars Society

AUTHOR'S INSTRUCTIONS - Updated July 3, 2011

strongly encourages you to prepare a full paper for Mars Papers website and book publication.

The number of full papers prepared from presentations to the Mars Society Convention and submitted for hard copy publication has declined in recent years. Rather than wait several years until a significant quantity are received before we send them out for publication, we have decided to use print-on-demand publication of our "On to Mars" book series. We encourage authors to prepare their papers according to the format guidelines found in the Formatting Your Paper for Mars Society Proceedings section of this document.

The annual deadline for receiving fully formatted papers is October 31 following the Convention. All full papers received will also be posted electronically to MarsPapers as soon as they are received and edited. Authors with any questions regarding the publication policies may contact the Mars Soc. Proc. editor at fcrossman@marssociety.org.

Formatting Your Paper for Mars Society Publication

In order to provide for consistent publication style and timely editing of your paper, please adhere to these standards of style.

Word Processing

Use Microsoft Word 97/98 or later versions of MS Word for PC or Mac. Email your paper in .doc or docx format. If you do not use MS Word, then provide paper in .rtf format. Powerpoint presentation format is not acceptable for submittal as a proceedings paper. Papers submitted in pdf format will be posted to the MarsPapers archive without editing but will not be included in Print-on-demand books.

Margins: Document to use 1 in. margins on sides, top, and bottom

Font: Entire Text in Normal style Times New Roman font 12

Style: Title and first level ("major") headings in **BOLD CAPS**

Major headings include but do not require Abstract/Keywords, Introduction, Major text headings, Conclusions, Acknowledgements, References, and Appendices. You may include a short abstract in same font size as rest of paper with same layout margins. If an extended abstract was originally submitted, try to reduce it to at most two paragraphs for the final paper.

Author name and second level headings in bold **Title Case**

Author affiliation/email address is placed below the title and author name on the title page in unbolded Title Case

At the top left corner of the title page include: "Copyright © 20xx by _____.
Published by The Mars Society with permission"

Fill in your name (or company/organization if ownership of copyrights has been assigned and you have permission to submit it to the Mars Soc. for publication).

Third level headings in underlined font

Fourth level etc. - authors choice

Page headers – Do not use page headers. The publisher will add these.

Paragraph style

Skip a line between each paragraph.

Skip a line before and after each heading or subheading

Figures and Tables

Do not embed tables or graphics or figures within the text.

The publisher prefer that you place tables and figures at the end of the paper, since special editing is needed in formatting the hardcopy book. When you place figures/tables at the end, place them after the reference section as you would an appendix.

The hardcopy book will be printed in black and white. Color figures and photographs will be converted to gray scale for hard copy publication. You may wish to submit the tables and figures in black and white or gray scale. Papers published to the on-line MarsPapers site will be published in color.

If possible supply a separate set of all figures, tables and graphics in jpg or tiff format. You may zip or stuff several of these together to reduce the number of email attachments. Successful email transmission of Word documents larger than 1 or 2 MB is sometimes problematic. Try to use "place holders" in your paper for large graphics files (larger than 2MB) and send them as separate email attachments in jpg or tiff format.

References

Footnotes (References) should be one continuous stream of numbers for the entire document compiled at the end of the document in the Reference section in endnote format. Do not use page footnotes.

Submittal of Your Paper for MarsPapers/Book Publication

1. Submit papers by email to fcrossman@marssociety.org

AUTHOR'S INSTRUCTIONS - Updated July 3, 2011

2. We will send an email noting receipt of your email. The editor will open the documents in MS Word and report if they are received successfully or not. If you do not receive a response within 1 week, then email again. Sometimes emails don't get delivered.
3. Mail a printed copy of your Copyright License to The Mars Society Proceedings,
% Dr. Frank Crossman, 788 Florales Dr., Palo Alto, CA 94306-3142
4. Submittal of hard copy of your paper is not required.
5. Papers should be received by October 31 following the Convention.

Fill in and mail a printout of this form:

Copyright License to The Mars Society

The US copyright law effective 1 January 1978, gives the copyright of a work to the person who wrote it. The Mars Society recognizes that the author (or his/her organization, if the copyright has been assigned to it) may wish to retain the copyright in his/her (or its) name. However, a license is required from you to allow the Mars Society to publish your work. Completion of the following four steps accomplishes this.

1. License to Publish

I hereby license The Mars Society to publish this work directly or through a commercial publisher and to use it for all of The Mars Society's current and future print and electronic uses.

Signature of Primary Author Date

Title of Work submitted to The Mars Society

Please note.

2. The primary author is signing for all authors. It is the primary author's responsibility to obtain permission from her/his coauthors to sign this license, but their signatures are not required on this document.
3. In addition to signing this statement, the following notation must appear in the upper left corner of your first manuscript page. "Copyright © 20xx by _____.
Published by The Mars Society with permission."
4. To be a legal document, a signed hardcopy is needed for our files, so print and mail a signed copy of this license to:

The Mars Society Proceedings c/o
Dr. Frank Crossman
788 Florales Dr.,
Palo Alto, CA 94306-3142

Revised 3 July 2011 by Frank Crossman, Ed. Mars Soc. Proc.