

## **Publish your Mars Society Convention presentation**

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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.
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3. Email your presentation to Frank Crossman, Chief Archivist, email: [fcrossman@marsociety.org](mailto:fcrossman@marsociety.org). Expect a response to your email from the editor within 48 hours.
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5. The Chief Archivist 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.

## **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 Archives**

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 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 Chief Archivist at [fcrossman@marsociety.org](mailto:fcrossman@marsociety.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.

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

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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 \_\_\_\_\_.  
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## AUTHOR'S INSTRUCTIONS – July 11, 2015

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).

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### **Figures and Tables**

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

The publisher prefers 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.

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 Publication**

1. Submit papers by email to [fcrossman@marssociety.org](mailto:fcrossman@marssociety.org)
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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.

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