

19th International Workshop on Laser Ranging Instructions¹ for Preparing Contributions for the Proceedings

In order to make the creation of the proceedings from the workshop as easy as possible for the editors, all contributions must adhere to these instructions. Deviations from these instructions will only cause delays and may cause material to be presented in a manner other than that intended by the authors.

Invitation to Submit Papers

The local organizing and program committees have decided that the proceedings from the 19th International Workshop on Laser Ranging, held October 27-31, 2014 in Annapolis, MD USA, will be issued in an **online publication** only. All participants who provided an oral or poster presentation at the workshop are invited to submit a paper compiled in the style, layout, and format as described below. Papers should not exceed six pages (figures, tables and references included).

The proceedings from this workshop will not be published in hardcopy form. Paper numbers were assigned and are included in the listing below. To cite a paper from the workshop, an example format is provided including this article number:

J. Smith, A. White, New Instrumentation for Satellite Laser Ranging, 19th
International Workshop on Laser Ranging, 3277, Annapolis, Maryland, October
2014, <<http://cddis.gsfc.nasa.gov/lw19/>>.

Format for Submissions

Contributors are kindly requested to send their papers in electronic format using Microsoft Word; plain ASCII text will be accepted if necessary.

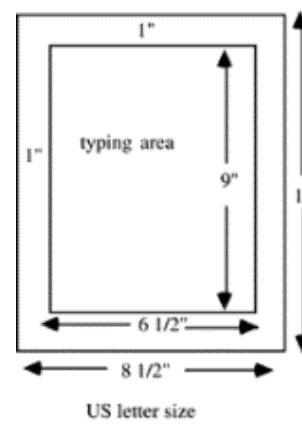
Papers should be clear, concise and written in English. Mathematical symbols and equations must be typed in, and metric/SI units should be used. Figures may be in color. Please ensure that units and axes are identified legibly on graphs and figures. Similarly, please ensure that symbols and wording within diagrams can be read.

All authors names and affiliations should be included along with the email address of the primary author. References should appear at the end of each paper.

Document Specifications

All submissions should follow these specifications:

- The page size should be U.S. standard 8 1/2 by 11 inches.
- Body text should be formatted in a single column, 6 1/2 inches wide.
- Top and bottom margins should be 1 inch (see below).
- Body text should be justified. Bullet text should be left justified /ragged right. Table text should be set left, right, or centered justified as required.
- Body text should be Times New Roman 12 point.
- Headings should be in Times New Roman 12 point bold.



Submission Procedure

Authors should submit papers via email to Carey Noll (Carey.Noll@nasa.gov) and the chair and co-chair of the paper's session. The deadline for contributions is **JANUARY 31, 2015**.

The editors will verify that the format and content are suitable for publication and will then convert all submissions to PDF format prior to putting the papers online in the correct sequence within the appropriate session. They have the authority to return files that need attention, in which case authors are asked to make the required corrections promptly. They may also make minor alterations, especially with respect to formatting, spelling, grammar and style, without referring back to the author. Please do not submit a copy of the presentation; papers should be in the form used by scientific journals.

Any questions regarding submission of contributions for the proceedings from the 19th International Workshop on Laser Ranging should be directed to: Carey Noll (Carey.Noll@nasa.gov).

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4. The consent of the author (or one of the authors) is sought as a condition in granting republication permission to others.

¹These instructions are based upon formats used for the proceedings from previous International Workshops on Laser Ranging and modified as appropriate.