

# GUIDELINES FOR AUTHORS PREPARING A FULL PAPER TO BE SUBMITTED TO ISPRS EVENTS

(Version December 2020)

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Commission XX, WG XX/YY

**KEY WORDS:** Manuscripts, Proceedings, ISPRS Archives, ISPRS Annals, Guidelines for Authors, Styleguide.

## ABSTRACT:

These guidelines are provided for preparation of **full papers** submitted to ISPRS events (Congress, Geospatial Week, Symposia, smaller events). If the double-blind review process leads to acceptance, they will be either published in the series of Volumes of The International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences or of The ISPRS Annals of the Photogrammetry, Remote Sensing and Spatial Information Sciences. These guidelines are issued to ensure a uniform style for all submitted papers and throughout these two series. All papers that are accepted by the relevant scientific committee of an ISPRS event will be published provided they arrive by the due date and they correspond to these guidelines. Reproduction is made directly from author-prepared manuscripts, in electronic or hardcopy form, in A4 paper size 297 mm × 210 mm (11.69 × 8.27 inches). To assure timely and efficient production of the Archives and Annals with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines. The Society may omit any paper that does not conform to the specified requirements.

## 1. MANUSCRIPT

### 1.1 General Instructions

The paper should have the following structure:

1. Title of the paper
2. Authors and affiliation **anonymized**
3. Keywords (6–8 words)
4. Abstract (100–250 words)
5. Introduction
6. Main body
7. Conclusions
8. Acknowledgements **anonymized**
9. References
10. Appendix (if applicable)

Full papers submitted for double-blind review must not contain any information which makes it possible to identify the authors. In particular, names and affiliations must be removed from the manuscript submitted for review. Also sentences such as "As we have shown in previous work (Author\_x, 20xx)" are to be avoided. Instead use a formulation such as "Author\_x (20xx) has shown ...". Note that submissions which have not been appropriately anonymised may be subject to immediate rejection.

### 1.2 Page Layout, Spacing and Margins

The paper must be compiled in one column for the Title and Abstract and in two columns for all subsequent text. All text should be single-spaced, unless otherwise stated. Left and right justified typing is preferred.

### 1.3 Preparation in electronic form

To assist authors in preparing their contributions, styleguides are provided in Word and/or LaTeX on the ISPRS web Page, see: <http://www.isprs.org/documents/orangebook/app5.aspx>.

### 1.4 Length and Font

All manuscripts, except Invited Papers are limited to a length of approximately eight (8) single-spaced pages (A4 size), including abstracts, figures, tables and references. ISPRS Invited Papers are limited to approximately 12 pages. The font type Times New Roman with a size of nine (9) points is to be used.

Setting	A4 size page	
	mm	inches
Top	25	1.0
Bottom	25	1.0
Left	20	0.8
Right	20	0.8
Column Width	82	3.2
Column Spacing	6	0.25

Table 1. Margin settings for A4 size page.

## 2. TITLE AND ABSTRACT BLOCK

### 2.1 Title

The title should appear centered in bold capital letters, at the top of the first page of the paper with a size of twelve (12) points and single-spacing. Author(s) name(s), affiliation and mailing address should be masked. They will only appear in the final version if the paper is accepted either in the ISPRS Annals or Archives.

### 2.2 ISPRS Affiliation (optional)

For those authors affiliated with a specific Commission and/or Working Group of ISPRS, a separate title may be entered. The title should be centered in bold type after one blank line below the author's affiliation, i.e. Commission #, Working Group #. The Commission number shall be Roman and the Working Group number should be the Commission Roman number, slash, WG Arabic number (see example above).

## 2.3 Key Words

Leave two lines blank, then type “**KEY WORDS:**” in bold capital letters, followed by 5–8 key words. Note that ISPRS does not provide a set list of key words any longer. Therefore, include those key words which you would use to find a paper with content you are preparing.

## 2.4 Abstract

Leave two blank lines under the key words. Type “**ABSTRACT:**” flush left in bold Capitals followed by one blank line. Start now with a concise Abstract (100–250 words) which presents briefly the content and very importantly, the news and results of the paper in words understandable also to non-specialists.

## 3. MAIN BODY OF TEXT

Type text single-spaced, **with** one blank line between paragraphs and following headings. Start paragraphs flush with left margin.

### 3.1 Headings

Major headings are to be centered, in bold capitals without underlining, after two blank lines and followed by a one blank line.

Type subheadings flush with the left margin in bold upper case and lower case letters. Subheadings are on a separate line between two single blank lines.

Subsubheadings are to be typed in bold upper case and lower case letters after one blank line flush with the left margin of the page, with text following on the same line. Subsubheadings may be followed by a period or colon, they may also be the first word of the paragraph’s sentence.

Use decimal numbering for headings and subheadings.

### 3.2 Footnotes

Mark footnotes in the text with a number (1); use consecutive numbers for following footnotes. Place footnotes at the bottom of the page, separated from the text above it by a horizontal line.

### 3.3 Illustrations and Tables

**3.3.1 Placement:** Figures must be placed in the appropriate location in the document, as close as practicable to the reference of the figure in the text. While figures and tables are usually aligned horizontally on the page, large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, please be sure that the top is always on the left-hand side of the page.

**3.3.2 Captions:** All captions should be typed in upper and lower case letters, centered directly beneath the illustration. Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Figure 2, Figure 3, .. and Table 1, Table 2, Table 3, ...

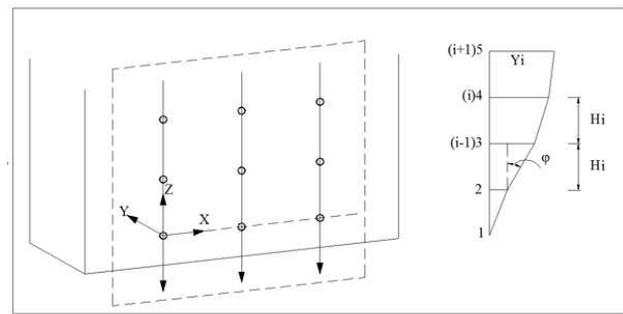


Figure 1. Figure placement and numbering.

**3.3.3 Copyright:** If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: © SPOT Image Copyright 20xx (fill in year), CNES. It is the author’s responsibility to obtain any necessary copyright permission. After publication, your article is distributed under the Creative Commons Unported License and you retain the copyright.

### 3.4 Equations, Symbols and Units

**3.4.1 Equations:** Equations should be numbered consecutively throughout the contribution. The equation number is enclosed in parentheses and placed flush right. Leave one blank lines before and after equations:

$$x = x_0 - c \frac{X - X_0}{Z - Z_0}; y = y_0 - c \frac{Y - Y_0}{Z - Z_0}, \quad (1)$$

where  $c$  = focal length  
 $x, y$  = image coordinates  
 $X_0, Y_0, Z_0$  = coordinates of projection center  
 $X, Y, Z$  = object coordinates

**3.4.2 Symbols and Units:** Use the SI (Système International) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

### 3.5 References

References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section. The following arrangements should be used:

**3.5.1 References from Journals:** Journals should be cited like (Smith, 1987a) or (Michalis and Dowman, 2008). Names of journals can be abbreviated according to the “International List of Periodical Title Word Abbreviations”. In case of doubt, write names in full.

**3.5.2 References from Books:** Books should be cited like (Förstner and Wrobel, 2016).

**3.5.3 References from other Literature:** Other literature should be cited like (Smith, 1987b) and (Smith, 2000).

**3.5.4 References from Websites:** References from the internet should be cited like (Chan and Qin, 2017) and (Maas et al., 2017). Use of persistent identifiers such as the Digital Object Identifier (DOI) rather than URLs is strongly advised. In this case last date of visiting the website can be omitted, as the identifier will not change.

**3.5.5 References from Research Data:** References from research data should be cited like (Dubayah et al., 2017).

**3.5.6 References from Software Projects:** References to a software project as a high level container including multiple versions of the software should be cited like (GRASS Development Team, 2017).

**3.5.7 References from Software Versions:** References to a specific software version should be cited like (GRASS Development Team, 2015).

**3.5.8 References from Software Project Add-ons:** References to a specific software add-on to a software project should be cited like (Lennert and GRASS Development Team, 2017).

**3.5.9 References from Software Repository:** References from software repositories should be cited like (Gago-Silva, 2016).

#### ACKNOWLEDGEMENTS (OPTIONAL)

Acknowledgements of support for the project/paper/author are welcome if they do not violate the anonymity of the submitted paper. Otherwise, they should be masked.

#### REFERENCES

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#### APPENDIX (OPTIONAL)

Any additional supporting data may be appended, provided the paper does not exceed the limits given above.