

GUIDELINES FOR AUTHORS PREPARING MANUSCRIPTS FOR PUBLICATION IN THE INCA PROCEEDINGS

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ABSTRACT

These guidelines are provided for preparation of full paper for the abstracts accepted under INCA Congress. These guidelines are issued to ensure a uniform style across all the papers accepted in the congress. All the full papers will be peer reviewed by the technical evaluation committee of INCA and will be published in Indian Cartographer, provided they arrive by the due date and correspond to these guidelines. Reproduction is made directly from author-prepared manuscripts, in electronic or hardcopy form, in A4 paper size 297 mm x 210 mm (11.69 x 8.27 inches). To assure timely and efficient production of publication with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines. The guide lines are on similar lines of ISPRS orange book, for full details one may refer the same. INCA may omit any paper that does not conform to the specified requirements. **There will be no opportunity for corrections or improvements of poorly prepared originals.**

Key words: Manuscripts, Proceedings, Indian Cartographer, Guidelines for Authors, Style guide

MANUSCRIPT

1.1 General Instructions

The maximum paper length is restricted to 8 pages. **The paper is to be uploaded in document (.doc, .docx) format only, and the file size including figures and tables should not exceed more than 20 MB.** Figures should be in good quality (200 dpi) and the table content and graphs should be in the readable format. The corresponding author's email id is to be added at the bottom of the first page in *Italic bold font* (Times new roman font size 9). The paper should have the following structure:

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

Full papers submitted for congress must contain information to identify the authors and their affiliations.

1.2 Page Layout, Spacing and Margins

The paper must be compiled in one column. All text should be single-spaced, unless otherwise stated. Left and right justified typing is preferred. The pages should be numbered consecutively.

1.3 Preparation in electronic form

To assist authors in preparing their papers, style guides for preparing digital versions of papers are provided in Word and on the INCA web Page, see. <http://www.inca38.nrsc.gov.in>.

1.4 Length and Font

All manuscripts are limited to a size of no more than eight (9) single-spaced pages (A4 size), including abstracts, figures, tables and references. The font type Times New Roman with a size of nine (9) points is to be used.

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Setting	A4 size paper	
	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 paper

TITLE AND ABSTRACT BLOCK

1.5 Title

The title should appear centered in bold capital letters, at the top of the first page of the paper, the font type should be Times New Roman with a size of twelve (12) points and single-spacing. After one blank line, type the author(s) name(s), affiliation and mailing address (including e-mail) in upper and lower case letters, centred under the title. In the case of multi-authorship, group them by firm or organization as shown in the title of these Guidelines.

1.6 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.

1.7 Key Words

Leave two lines blank, then type "**KEY WORDS:**" in bold capital letters, followed by 5-8 key words. Note that INCA 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.

MAIN BODY OF TEXT

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

1.8 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.

Sub headings 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. Sub headings 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

1.9 Footnotes

Mark Foot notes with page number and below to it 38th INCA International Congress, Hyderabad.

1.10 Illustrations and Tables

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.

1.10.1 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, Table 2, Figure 3.

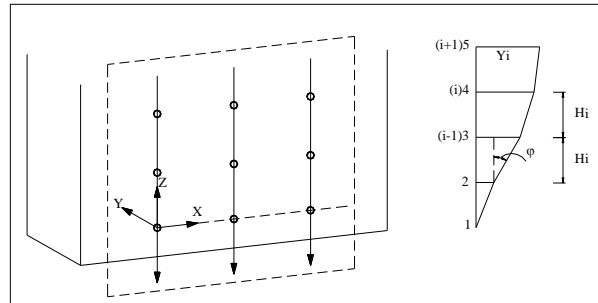


Figure 1. Figure placement and numbering

1.11 Equations, Symbols and Units

1.11.1 Equations: Equations should be numbered consecutively throughout the paper. 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

1.11.2 Symbols and Units: Use the SI Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

1.12 References

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

1.12.1 References from Journals: Journals should be cited like (Smith, 1987a). Names of journals can be abbreviated according to the "International List of Periodical Title Word Abbreviations". In case of doubt, write names in full.

1.12.2 References from Books: Books should be cited like (Smith, 1989).

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

1.12.4 References from websites: References from the internet should be cited like (Maas et al. 2017). Use of persistent identifiers such as the Digital Object Identifier or (DOI) rather than a URLs is strongly advised. In this case last date of visiting the web site can be omitted, as the identifier will not change.

1.12.5 References from Research Data: References from internet resources should be cited like (Dubaya et al., 2017).

1.12.6 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).

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

1.12.8 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).

1.12.9 References from Software Repository: References from internet resources should be cited like (Gago-Silva, 2016).

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