

# Preparation of Extended Abstracts for the IREC

## Team XX Project Technical Presentation to the YYYY IREC

First A. Author and Second B. Author, Jr.  
*Business or Academic Affiliation 1, City, State, Zip Code*

Third Author  
*Business or Academic Affiliation 2, City, Province, Zip Code, Country*

and

Fourth C. Author  
*Business or Academic Affiliation 2, City, State, Zip Code*

### INTRODUCTION

This template is adapted from instructions given as guidelines for preparing papers for AIAA Technical Conferences. The Spaceport America Cup: IREC is *NOT* an AIAA conference, therefore while this document is copied from the AIAA Journal Article Template/Style Guide, the footer is changed to “Experimental Sounding Rocket Association”. Similarly, the template may contain other irrelevant references to various AIAA policies and procedures. These references are extraneous as this document is intended only as a template to aide teams in following the prescribed style guide. Submission procedures and required content of the IREC Project Technical Report are contained in *Section 2.7.4* of the *IREC Rules & Requirements Document*. Use this document as a template if using Microsoft Word XP or later, or Word for Mac OS X. Otherwise, use this document as an instruction set. Advising Faculty should not be authors of the extended abstract. The Extended abstract is required to have an introduction. This introduction should be limited to one paragraph.

### FIRST BODY SECTION

The body content of the Extended Abstract will be divided into one or more named sections. The names of these sections are left to the authors' discretion. Each section may consist of one or more paragraphs. *Do not change the example font sizes, line spacing, or margins.* Use italics for emphasis; do not underline. The default font for AIAA papers is Times New Roman, 10-point size. Default margins are 1” on all sides.

Each body section may consist of multiple paragraphs. Overall, The Extended Abstract shall be no less than 500 words long and shall not exceed two pages, not including footnotes, sources, or source endnotes. The Extended abstract should not contain any tables, figures, nomenclature lists, equations, appendices etc. The submission must include sufficient detail to demonstrate its purpose, the technical foundation for the topic discussed, any preliminary results to date, and the expected results of flight testing at the Spaceport America Cup. The Extended Abstract is expected to complement/elevate select content from an associated Project Technical Report, highlighting a particular aspect of the team's overall project.

### SECOND BODY SECTION

Footnotes, where they appear, should be placed above the 1” margin at the bottom of the page. To insert footnotes into the template, use the Insert>Footnote feature from the main menu as necessary. Footnotes are formatted automatically in the template, but if another medium is used, should appear in superscript as symbols in the sequence, \*, †, ‡, §, ¶, #, \*\*, ††, ‡‡, §§, etc.

List and number all bibliographical references at the end of the paper. Corresponding superscript numbers are used to cite references in the text,<sup>1</sup> unless the citation is an integral part of the sentence (e.g., “It is shown in Ref. 2 that...” ) or follows a mathematical expression: “ $A^2 + B = C$  (Ref. 3).” For multiple citations, separate reference numbers with commas,<sup>4,5</sup> or use a dash to show a range.<sup>6-8</sup> Reference citations in the text should be in numerical order.

In the reference list, give all authors' names; do not use "et al." unless there are six authors or more. Papers that have not been published should be cited as "unpublished"; papers that have been submitted or accepted for publication should be cited as "submitted for publication." Private communications and personal Web sites should appear as footnotes rather than in the reference list.

References should be cited according to the standard publication reference style (for examples, see the "References" section of this template). As a rule, all words are capitalized except for articles, conjunctions, and prepositions of four letters or fewer. Names and locations of publishers should be listed; month and year should be included for reports and papers. For papers published in translation journals, please give the English citation first, followed by the original foreign language citation.

Define abbreviations and acronyms the first time they are used in the text, even after they have already been defined in the abstract. Very common abbreviations such as AIAA, SI, ac, and dc do not have to be defined. Abbreviations that incorporate periods should not have spaces: write "P.R.," not "P. R." Delete periods between initials if the abbreviation has three or more initials; e.g., U.N. but ESA. Do not use abbreviations in the title unless they are unavoidable (for instance, "AIAA" in the title of this article).

## NTH BODY SECTION

Use only one space after periods or colons. Hyphenate complex modifiers: "zero-field-cooled magnetization." Avoid dangling participles, such as, "Using Eq. (1), the potential was calculated." [It is not clear who or what used Eq. (1).] Write instead "The potential was calculated using Eq. (1)," or "Using Eq. (1), we calculated the potential."

Use a zero before decimal points: "0.25," not ".25." Use "cm<sup>2</sup>," not "cc." Indicate sample dimensions as "0.1 cm x 0.2 cm," not "0.1 x 0.2 cm<sup>2</sup>." The preferred abbreviation for "seconds" is "s," not "sec." Do not mix complete spellings and abbreviations of units: use "Wb/m<sup>2</sup>" or "webers per square meter," not "webers/m<sup>2</sup>." When expressing a range of values, write "7 to 9" or "7-9," not "7~9."

A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within parenthesis.) In American English, periods and commas are placed within quotation marks, like "this period." Other punctuation is "outside"! Avoid contractions; for example, write "do not" instead of "don't." The serial comma is preferred: "A, B, and C" instead of "A, B and C."

If you wish, you may write in the first person singular or plural and use the active voice ("I observed that..." or "We observed that..." instead of "It was observed that..."). Remember to check spelling. If your native language is not English, please ask a native English-speaking colleague to proofread your paper.

The word "data" is plural, not singular (i.e., "data are," not "data is"). The subscript for the permeability of vacuum  $\mu_0$  is zero, not a lowercase letter "o." The term for residual magnetization is "remanence"; the adjective is "remanent"; do not write "remnance" or "remnant." The word "micrometer" is preferred over "micron" when spelling out this unit of measure. A graph within a graph is an "inset," not an "insert." The word "alternatively" is preferred to the word "alternately" (unless you really mean something that alternates). Use the word "whereas" instead of "while" (unless you are referring to simultaneous events). Do not use the word "essentially" to mean "approximately" or "effectively." Do not use the word "issue" as a euphemism for "problem." When compositions are not specified, separate chemical symbols by en-dashes; for example, "NiMn" indicates the intermetallic compound Ni<sub>0.5</sub>Mn<sub>0.5</sub> whereas "Ni-Mn" indicates an alloy of some composition Ni<sub>x</sub>Mn<sub>1-x</sub>.

Be aware of the different meanings of the homophones "affect" (usually a verb) and "effect" (usually a noun), "complement" and "compliment," "discreet" and "discrete," "principal" (e.g., "principal investigator") and "principle" (e.g., "principle of measurement"). Do not confuse "imply" and "infer."

Prefixes such as "non," "sub," "micro," "multi," and "ultra" are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the "et" in the abbreviation "et al." The abbreviation "i.e.," means "that is," and the abbreviation "e.g.," means "for example" (these abbreviations are not italicized). If desired, more detailed style and formatting instructions can be found in the AIAA style guide, *AIAA Style* (available from AIAA upon request).

## RESULTS, CONCLUSIONS, AND FOLLOW-ON WORK

The Extended abstract is required to have a conclusion. This conclusion should be limited to one paragraph. Although a conclusion may review the main points of the paper, do not replicate the introduction as the conclusion. The conclusion should elaborate on or reiterate any preliminary results to date, the significance/importance thereof, and the expectations of flight testing at the Spaceport America Cup. The conclusion may also suggest applications and extensions for the work.

## REFERENCES

The following pages are intended to provide examples of the different reference types, as used in the AIAA Style Guide. When using the Word version of this template to enter references, select the “references” style from the drop-down style menu to automatically format your references. If you are using a print or PDF version of this document, all references should be in 9-point font, with reference numbers inserted in superscript immediately before the corresponding reference. You are not required to indicate the type of reference; different types are shown here for illustrative purposes only.

### *Periodicals*

<sup>1</sup>Vatistas, G. H., Lin, S., and Kwok, C. K., “Reverse Flow Radius in Vortex Chambers,” *AIAA Journal*, Vol. 24, No. 11, 1986, pp. 1872, 1873.

<sup>2</sup>Dornheim, M. A., “Planetary Flight Surge Faces Budget Realities,” *Aviation Week and Space Technology*, Vol. 145, No. 24, 9 Dec. 1996, pp. 44-46.

<sup>3</sup>Terster, W., “NASA Considers Switch to Delta 2,” *Space News*, Vol. 8, No. 2, 13-19 Jan. 1997, pp., 1, 18.

All of the preceding information is required. The journal issue number (“No. 11” in Ref. 1) is preferred, but the month (Nov.) can be substituted if the issue number is not available. Use the complete date for daily and weekly publications. Transactions follow the same style as other journals; if punctuation is necessary, use a colon to separate the transactions title from the journal title.

### *Books*

<sup>4</sup>Peyret, R., and Taylor, T. D., *Computational Methods in Fluid Flow*, 2<sup>nd</sup> ed., Springer-Verlag, New York, 1983, Chaps. 7, 14.

<sup>5</sup>Oates, G. C. (ed.), *Aerothermodynamics of Gas Turbine and Rocket Propulsion*, AIAA Education Series, AIAA, New York, 1984, pp. 19, 136.

<sup>6</sup>Volpe, R., “Techniques for Collision Prevention, Impact Stability, and Force Control by Space Manipulators,” *Teleoperation and Robotics in Space*, edited by S. B. Skaar and C. F. Ruoff, Progress in Astronautics and Aeronautics, AIAA, Washington, DC, 1994, pp. 175-212.

Publisher, place, and date of publication are required for all books. No state or country is required for major cities: New York, London, Moscow, etc. A differentiation must always be made between Cambridge, MA, and Cambridge, England, UK. Note that series titles are in roman type.

### *Proceedings*

<sup>7</sup>Thompson, C. M., “Spacecraft Thermal Control, Design, and Operation,” *AIAA Guidance, Navigation, and Control Conference*, CP849, Vol. 1, AIAA, Washington, DC, 1989, pp. 103-115

<sup>8</sup>Chi, Y., (ed.), *Fluid Mechanics Proceedings*, SP-255, NASA, 1993.

<sup>9</sup>Morris, J. D. “Convective Heat Transfer in Radially Rotating Ducts,” *Proceedings of the Annual Heat Transfer Conference*, edited by B. Corbell, Vol. 1, Inst. Of Mechanical Engineering, New York, 1992, pp. 227-234.

At a minimum, proceedings must have the same information as other book references: paper (chapter) and volume title, name and location of publisher, editor (if applicable), and pages or chapters cited. Do not include paper numbers in proceedings references, and delete the conference location so that it is not confused with the publisher’s location (which is mandatory, except for government agencies). Frequently, CP or SP numbers (Conference Proceedings or Symposium Proceedings numbers) are also given. These elements are not necessary, but when provided, their places should be as shown in the preceding examples.

### *Reports, Theses, and Individual Papers*

<sup>10</sup>Chapman, G. T., and Tobak, M., “Nonlinear Problems in Flight Dynamics,” NASA TM-85940, 1984.

<sup>11</sup>Steger, J. L., Jr., Nietubicz, C. J., and Heavey, J. E., “A General Curvilinear Grid Generation Program for Projectile Configurations,” U.S. Army Ballistic Research Lab., Rept. ARBRL-MR03142, Aberdeen Proving Ground, MD, Oct. 1981.

<sup>12</sup>Tseng, K., “Nonlinear Green’s Function Method for Transonic Potential Flow,” Ph.D. Dissertation, Aeronautics and Astronautics Dept., Boston Univ., Cambridge, MA, 1983.

Government agency reports do not require locations. For reports such as NASA TM-85940, neither insert nor delete dashes; leave them as provided by the author. Place of publication *should* be given, although it is not mandatory, for military and company reports. Always include a city and state for universities. Papers need only the name of the sponsor; neither the sponsor’s location nor the conference name and location are required. *Do not confuse proceedings references with conference papers.*

### *Electronic Publications*

CD-ROM publications and regularly issued, dated electronic journals are permitted as references. Archived data sets also may be referenced as long as the material is openly accessible and the repository is committed to archiving the data indefinitely.

References to electronic data available only from personal Web sites or commercial, academic, or government ones where there is no commitment to archiving the data are not permitted (see Private Communications and Web sites).

<sup>13</sup>Richard, J. C., and Fralick, G. C., "Use of Drag Probe in Supersonic Flow," *AIAA Meeting Papers on Disc* [CD-ROM], Vol. 1, No. 2, AIAA, Reston, VA, 1996.

<sup>14</sup>Atkins, C. P., and Scantelbury, J. D., "The Activity Coefficient of Sodium Chloride in a Simulated Pore Solution Environment," *Journal of Corrosion Science and Engineering* [online journal], Vol. 1, No. 1, Paper 2, URL: <http://www.cp.umist.ac.uk/JCSE/vol1/vol1.html> [cited 13 April 1998].

<sup>15</sup>Vickers, A., "10-110 mm/hr Hypodermic Gravity Design A," *Rainfall Simulation Database* [online database], URL: <http://www.geog.le.ac.uk/bgrg/lab.htm> [cited 15 March 1998].

Always include the citation date for online references. Break Web site addresses after punctuation, and do not hyphenate at line breaks.

#### *Computer Software*

<sup>16</sup>TAPP, Thermochemical and Physical Properties, Software Package, Ver. 1.0, E. S. Microware, Hamilton, OH, 1992.

Include a version number and the company name and location of software packages.

#### *Patents*

Patents appear infrequently. Be sure to include the patent number and date.

<sup>17</sup>Scherrer, R., Overholster, D., and Watson, K., Lockheed Corp., Burbank, CA, U.S. Patent Application for a "Vehicle," Docket No. P-01-1532, filed 11 Feb. 1979.

#### *Private Communications and Web Sites*

References to private communications and personal Web site addresses are generally not permitted. Private communications can be defined as privately held unpublished letters or notes or conversations between an author and one or more individuals. They *may* be cited as references in some case studies, but only with permission of the AIAA staff. Depending on the circumstances, private communications and Web site addresses may be incorporated into the main text of a manuscript or may appear in footnotes.

#### *Unpublished Papers and Books*

Unpublished works can be used as references as long as they are being considered for publication or can be located by the reader (such as papers that are part of an archival collection). If a journal paper or a book is being considered for publication choose the format that reflects the status of the work (depending upon whether it has been accepted for publication):

<sup>18</sup>Doe, J., "Title of Paper," Conference Name, Publisher's name and location (submitted for publication)

<sup>19</sup>Doe, J., "Title of Paper," *Name of Journal* (to be published).

<sup>20</sup>Doe, J., "Title of Chapter," *Name of Book*, edited by... Publisher's name and location (to be published).

<sup>21</sup>Doe, J., "Title of Work," Name of Archive, Univ. (or organization) Name, City, State, Year (unpublished).

Unpublished works in an archive *must* include the name of the archive and the name and location of the university or other organization where the archive is held. Also include any cataloging information that may be provided. Always query for an update if a work is about to be published.