

Precise Time and Time Interval (PTTI)
Systems and Applications Meeting
NOVEMBER 27-29, 2007, LONG BEACH, CALIFORNIA
<http://tycho.usno.navy.mil/ptti.html>

PTTI 2007 Author Information

Important Deadlines to Remember

- | | |
|------------|--|
| Oct. 26 | Last day to postmark meeting registration without a late fee. Registration is available <u>on-line</u> . (<i>Please Note: Authors are required to pay registration fees.</i>) |
| Oct. 29 | Have hotel reservations made at the Hyatt Regency Hotel in Long Beach, California to receive the PTTI 2007 room rate. You can make a reservation by calling 1-562-491-1234 (1-888-591-1234). Please be sure to identify yourself as a PTTI 2007 meeting participant. The <u>PTTI Advance Program</u> containing reservation information is available on the <u>PTTI Web site</u> . |
| Nov. 16 | PowerPoint 2003 presentations (.ppt or .pps, Versions XP or 2000 accepted) must be e-mailed to <u>webmaster@pttimeeting.org</u> . In the event this deadline cannot be met, then you must hand-deliver a CD-ROM or flashdrive containing the presentation to CWO David Holder by 1800 the day before the presentation. |
| Nov. 27-29 | PTTI 2007 |
| Nov. 29 | Submission of completed paper formatted according to the PTTI Sample provided in electronic format (e-mail, CD-ROM) to the PTTI Editor, Dr. Lee Breakiron . If you are unable to have your paper completed by this date, you must make arrangements with Dr. Breakiron. |

SUBMISSION OF COMPLETED PAPER FOR PUBLICATION

The PTTI Proceedings are intended to represent those papers that were presented at the meeting. **Papers that were not presented at the meeting due to a scheduled author's failure to appear, for any reason, will not appear in the PTTI Proceedings.**

In order for your paper to be published in the meeting's Proceedings it must be turned in to the PTTI Editor, Dr. Lee Breakiron, e-mail: **Lee.Breakiron@usno.navy.mil**, (202-762-1092) no later than November 29. ***No late papers will be accepted after November 29, unless you have made arrangements with Dr. Breakiron.*** The following are required for submittal:

- 1. PDF OR PRINTED COPY OF FINAL PAPER**
E-mail PDF or mail/hand deliver paper copy of final paper to Dr. Breakiron.
- 2. MICROSOFT WORD VERSION OF FINAL PAPER**

Please provide a Microsoft Word electronic version of your paper (e-mail, CD-ROM) formatted according to the **PTTI Paper Preparation Instructions** included in this Author's Kit. You may contact Dr. Breakiron with any questions concerning your paper's electronic version format.

SPEAKERS' BREAKFAST

Authors must attend the Speakers' Breakfast on the morning of their presentation. (The Speakers' Breakfast is for the author who will be making the verbal paper presentation.) Check at the PTTI registration desk for the location of the Speakers' Breakfast. The Speakers' Breakfast will be held from 7:00-8:00 a.m. Tuesday, Wednesday and Thursday.

The purpose of this breakfast is to allow the Session Chairs to meet each of the presenters and coordinate any last minute details. This is also the time that audio-visual equipment and the timing lights will be demonstrated.

The Speakers' Breakfast is a mandatory event for each author responsible for a scheduled paper that day. The author representing each oral paper must attend. If you are not in attendance the Session Chairs will not know if you are prepared to present and may be forced to cancel your presentation.

PRESENTATION SCHEDULE

The program schedule of presentation times will be strictly adhered to. This will enable meeting attendees to efficiently schedule the papers they need to hear. You will be allotted **twenty (20) minutes** total for your oral presentation, including questions and answers. To assist us in this objective, a timed lighting device will be operating during your presentation. This lighting device has been designed with a green, yellow and red light. It will operate as follows:

1. The **GREEN** light will go on at the beginning of the scheduled presentation time and will remain on for **15 minutes**.
2. The **YELLOW** light will then come on signifying that you have **5 minutes left** and will remain on for 5 minutes.
3. The **RED** light will begin to flash and signify that your **20 minutes are up** and that you are to immediately return the floor to the Session Chair.

Please do not embarrass yourself by running over the allotted time as the audio visual technician will have been instructed to turn off your microphone once you have gone 30 seconds over your allotted time.

You can check the timing of your presentation as well as the quality of your visuals simply by presenting your talk to your colleagues. You should not expect to present your entire paper during your presentation. Instead, your goal is to motivate the audience to read your paper.

AUDIO-VISUAL AIDS

The most negative criticisms authors have received are in regards to the quality of the author's visual aids. Improperly prepared audio-visual materials can spoil an otherwise excellent presentation.

Meeting participants regard the quality of your visuals as an indication of your level of preparation and professionalism. Remember that the quality of your visual aides is a reflection on you and the company/agency you represent.

Please Consider the Following Guidelines When Preparing Your Visuals:

- Don't overload. Due to the large size of the meeting room we strongly encourage that your computer-generated visuals remain both simple and neat.
- You have only enough time to give a digest of the paper. Keep your oral presentation crisp and in an overview style (no detailed derivation of formulas).
- Allow 3 minutes for each viewgraph.
- Text should be in 24 and 36-point type, large enough to be seen 100 feet away by persons with twenty-twenty vision. Seven lines of seven words each, visible from 100 feet will give you a great viewgraph. The back row wants to see too!
- DO NOT PROJECT PAGES OF TYPE! Your visuals should illustrate your main points, graphically communicate ideas, and act as a general summary of your written paper.
- No more than three variables on a graph. Make sure that graph axes, lines, and titles are clear and distinct.
- Multiple columns of numbers and complicated graphs belong in the paper, not in the presentation. The viewgraphs presented need not be the same as the ones in the paper. They should be condensed, clarified, and understandable at first glance.
- Your visual materials should always correlate with your verbal presentation.
- Your visuals should motivate people to read your complete paper in the Proceedings.

PTTI will provide the following audio-visual equipment in each session for your use:

LCD Projector

PC/Windows computer

Wireless Lapel Microphone

Laser Pointer and Presentation Remote

Hand-Held Microphone (for audience questions)

Presentations must be created in **PowerPoint 2003** compatible software (Versions XP and 2000 accepted). All files must be PC/Windows compatible and must NOT be zipped.

A note about CD-ROMs: If you bring a presentation on a CD-ROM, make sure to properly "close" the disk to be read in any computer. Failure to do so will prevent your presentation from loading at the meeting.

If your presentation incorporates unique fonts or unusual symbols, be sure to embed the fonts in your PowerPoint file. Failure to do so may cause the fonts to display incorrectly. Check your software documentation for more information. If your presentation incorporates equations, you

may wish to import the equations to PowerPoint as captured image files. This allows the equations to display correctly on most computers without any fonts or equation editing software installed.

POSTER PAPERS

The PTTI 2007 Poster Session is scheduled for Tuesday, November 27 from 1500 to 1630. Please note that your poster measurements should be no larger than 4' x 8' and pushpins will be provided to you. The posters will be put up on Tuesday morning and taken down on Tuesday evening. Please contact the **Poster Session Chair Raimond Melkers** at phone: 719-930-8011/e-mail: Raimond.Melkers@l-3com.com, for logistical support.

PAPER CANCELLATIONS

Should some unforeseen events make it impossible to attend the meeting to present your paper we would ask that you first try to find an alternate author or associate to present the paper on your behalf. If you cannot find an alternate presenter or, if for any other reason your paper must be withdrawn, please be sure to immediately notify **PTTI Technical Program Chair Dr. James Camparo** at phone: 310-336-6944/fax: 310-336-7055/email: James.C.Camparo@aero.org. *Please note that only authors who are in attendance and present will have their paper published in the meeting Proceedings.*

PAPER CLEARANCE

If your paper must go through any kind of clearance process before it can be released to the public, begin the process immediately to ensure you will be able to present your paper at the meeting and be included in the published Proceedings.

Precise Time and Time Interval (PTTI)
Systems and Applications Meeting
November 27-29, 2007, Long Beach, California
<http://tycho.usno.navy.mil/ptti.html>

PTTI PAPER PREPARATION INSTRUCTIONS
FOR CD-ROM PROCEEDINGS

DEADLINE

All papers are due by November 29, 2007. If the paper is not received by the due date, other arrangements must be made with the Editor. Please be advised that if you are unable to deliver your presentation, your paper cannot be published in the PTTI Proceedings.

Provide the complete mailing address, phone/fax number, and e-mail address for at least the principal author so that the Editor can communicate with you about the state of your manuscript. The PTTI Editor is:

Dr. Lee A. Breakiron
Time Service Department
U.S. Naval Observatory
3450 Massachusetts Avenue, NW
Washington, DC 20392-5420, USA
Tel: +001.202.762.1092
DSN: 762.1092
Fax: +001.202.762.1511
E-mail: *Lee.Breakiron@usno.navy.mil*

ACCEPTABLE SOFTWARE

PTTI will only accept Microsoft Word for either PC or Mac.

STYLE

The final copy should be styled according to the **PTTI Sample** provided. Papers should be in single column format, in 11-point Times Roman font style. All text should be single-spaced. A double space should be used when beginning a new section or paragraph. Double-space horizontally between sentences. Italicize all e-mail and Web addresses. Do not adjust line spacing. Disclaimers or notes should be placed just prior to references. Use footnotes only for copyright notices. Paragraphs should be fully justified.

For your electronic version: use as many as possible of your word processing software's automatic features. Input your text continuously; in other words, only insert hard returns at ends of paragraphs or headings, subheadings, lists, etc. Do not use space bar to make indentations (e.g., to indicate paragraphs or in lists). A tab or an indent command should be used for this purpose.

SUBMISSION OF ELECTRONIC PAPER VERSIONS

Submit one electronic version via e-mail or on CD-ROM and one PDF or paper copy to the PTTI Editor.

ORGANIZATION OF PAPER

Your paper should be organized in the manner specified on the **PTTI Sample** provided. Use a 1"(2.54 cm) margin on all pages of your paper. Your paper should conclude with acknowledgments and/or references, unless there is an Appendix. **THERE IS A FIXED PAGE LIMIT OF 20 PAGES INCLUDING TEXT AND FIGURES. IT IS NO LONGER POSSIBLE TO EXCEED THIS LIMIT.**

LANGUAGE

Your paper must be in English (U.S.). Remember that the word “data” is plural.

FORMAT

Margins:

8.5" x 11" paper (Letter Size in Microsoft Word)

Right & left margin: 1" (2.54 cm)

Bottom margin: 1"

Top margin: 1" (title and author list centered at the beginning of the paper)

A4 paper (Paper copies only)

Left margin: 1" (2.54 cm)

Top margin: 1" (2.54 cm)

PAPER TITLE

Use 18-point Times Roman bold font style with capitalization throughout.

AUTHOR(S) & AFFILIATION(S)

Use 14-point Times Roman bold font style. Include mailing address, phone/fax number, and/or e-mail address for at least the principal author. Italicize e-mail addresses.

ABSTRACT

Use 10-point Times Roman italicized bold font style with 0.5" (1.27 cm) margins and a 0.2" (0.51 cm) indentation.

SECTION HEADINGS

Use left-justified 14-point Times Roman bold font style with capitalization throughout.

SUBSECTION HEADINGS

Use left-justified 12-point Times Roman bold font style in Small Caps with initial letters capitalized.

GRAPHICS/PHOTOS

As the Proceedings are now done exclusively on CD-ROM, we recommend you utilize color where appropriate. Incorporate tables and graphs into the body of the text, centered horizontally within the page margins, in the order and as soon as possible after they are referred to in the text.

TABLES

When possible, use a table editor to create tables for your electronic version. Do not use spaces to align the columns of your table. **DO NOT** use the “columns” feature to create tables. Center each table horizontally on the page. Number the table with un-emboldened Arabic numerals, and center it and any caption at the top of the table using 11-point Times Roman normal font. Fully justify the caption with 0.5" (1.27 cm) margins if it is more than one line in length; otherwise, center it. Capitalize “Table” in every text reference to specific tables.

FIGURES

Center each figure horizontally on the page. Number the figure with un-emboldened Arabic numerals, and center it and any caption below the figure using 11-point Times Roman normal font. Fully justify the caption with 0.5" (1.27 cm) margins if it is more than one line in length; otherwise, center it. Capitalize “Figure” in every reference to specific figures.

PAGE NUMBERING

Do not number the pages; the editor will do this.

REFERENCES

See PTTI Sample.

FURTHER INSTRUCTIONS FOR ELECTRONIC PAPER PREPARATION FOR CD-ROM PUBLICATION

Electronic files may be e-mailed to Dr. Lee Breakiron at Lee.Breakiron@usno.navy.mil or be turned in on CD-ROM. IMPORTANT: label your CD-ROM with the operating system, word processing software, version number of the software, title of the paper and your name.

ALWAYS KEEP A COPY OF YOUR CD-ROM OR FILE

Make sure your CD-ROM is adequately packaged to protect it during mailing.

TITLE OF PAPER SHOULD BE 18-POINT TIMES ROMAN BOLD FONT CAPITALIZED THROUGHOUT

List Principal Author of paper in 14-Point Times Roman Bold

List Principal Author's Affiliation in 14-Point Times Roman Bold

**List Principal Author's mailing address, telephone number, fax number,
and/or e-mail address in 14-Point Times Roman Bold**

**List additional Authors' Affiliations and contact information in 14-Point
Times Roman Bold. Italicize e-mail addresses.**

Abstract (10-Point Times Roman Bold Font)

**Type abstract here. Use 10-point Times Roman italicized bold font with 0.5"
(1.27 cm) margins and a 0.2" (0.51 cm) indentation. Single-space all text (double
space text when beginning a new section or paragraph).**

SECTION HEADING (14-POINT TIMES ROMAN BOLD CAPITALIZED THROUGHOUT AND LEFT-JUSTIFIED)

SUBSECTION HEADING IF ANY (12-Point Times Roman Bold in Small Caps with Initial Letters Capitalized and Left-Justified)

Text must be 11-point Times Roman font. Single-space all text (double-space text when beginning a new section or paragraph). Double space horizontally between sentences. Italicize all e-mail and Web addresses. Paragraphs should be fully justified. Do not indent paragraph. Capitalize any reference to a specific Section or Subsection number or name.

TABLES

Incorporate tables in the text as soon as possible after their reference in the text. Center horizontally on the page. Number the tables with un-emboldened Arabic numerals. Place the number and any caption above the table in 11-point Times Roman font. Fully justify the caption with 0.5" (1.27 cm) margins if it is more than one line in length; otherwise, center it. Do not link tables to the text.

FIGURES

Incorporate figures in the text as soon as possible after their reference in the text. Center horizontally on the page. Number the figures with un-emboldened Arabic numerals. Place the number and any caption below the figure in 11-point Times Roman font. Fully justify the caption with 0.5" (1.27 cm) margins if it is more than one line in length; otherwise, center it. Do not link figures to the text.

REFERENCES

References should end the paper unless there is an Appendix. Number the references with bold Arabic numerals in bold square brackets in the order they appear in the text (but do not link the two). The rest of the reference is in 11-point Times Roman font, except for paper titles, which are italicized (and in quotes), and books and journals, which are emboldened. Fully justify them with hanging indentations of 0.25" (0.635 cm) indentations. Examples:

- [1] Author initials, author last name, year of publication, "*Title of Paper*," **Full Name of Journal, Vol. No.**, issue no. only if pages aren't unique, first-last page nos. without leading "pp."
- [2] Author initials, author last name, year of publication, "*Title of Paper*," **Full Name of Book** (Publisher Name, Publisher Town and State or Country), first-last page nos. with leading "pp."
- [3] Author initials, author last name, year of publication, "*Title of Paper*," Full Name of Conference, days month year conference was held, Town held in, Country held in, first-last page nos. with leading "pp."
- [4] Author initials, author last name, year of publication, "*Title of Paper*," Number of Report (Institution issuing report, Town and State or Country of institution).

For examples, see the format of recent PTTI papers, e.g. any downloadable from
<http://tycho.usno.navy.mil/ptti/index.html>.