Preparation of Papers for SETP Publication

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These instructions give you guidelines for preparing papers for SETP Technical Papers. Use this document as a template if you are using Microsoft Word 2001 or later for Windows, or Word X or later for Mac OS X. Otherwise, use this document as an instruction set. Define all symbols used in the abstract. Do not cite references in the abstract. The footnote on the first page should list the Job Title for each author and their SETP Member Grade if they are a member. (Authors do not have to be SETP members.)

# Nomenclature

Cp = pressure coefficient

Cx = force coefficient in the x direction

Cy = force coefficient in the y direction

c = chord

dt = time step

Fx = X component of the resultant pressure force acting on the vehicle

Fy = Y component of the resultant pressure force acting on the vehicle

f, g = generic functions

K = trailing-edge (TE) non-dimensional angular deflection rate

# Introduction

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All manuscripts for symposia are to be submitted electronically to the publishing authority in pdf format. Presenting authors of accepted papers will receive an email with instructions when their paper is accepted. It is important that presenting authors keep their email addresses up-to-date so they do not miss this notice. Manuscripts for Cockpit Magazine are to be submitted in Word format.

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# General Guidelines

The following section outlines general (non-formatting) guidelines to follow. These guidelines are applicable to all authors (except as noted), and include information on the policies and practices relevant to the publication of your manuscript.

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Major headings (“Heading 1” in the template style list) are bold 11-point font, centered, and numbered with Roman numerals. Try to keep to three or less level of headings.

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The abstract should appear at the beginning of your paper. It should be one paragraph long (not an introduction) and complete in itself (no reference numbers). It should indicate subjects dealt with in the paper and state the objectives of the investigation. Newly observed facts and conclusions of the experiment or argument discussed in the paper must be stated in summary form; readers should not have to read the paper to understand the abstract. The abstract should be bold, indented one-half inch on each side, and separated from the rest of the document by blank lines above and below the abstract text.

## Nomenclature

Papers with many symbols may benefit from a nomenclature list that defines all symbols with units, inserted between the abstract and the introduction. If one is used, it must contain all the symbology used in the manuscript, and the definitions should not be repeated in the text. In all cases, identify the symbols used if they are not widely recognized in the profession. Define acronyms in the text, not in the nomenclature.

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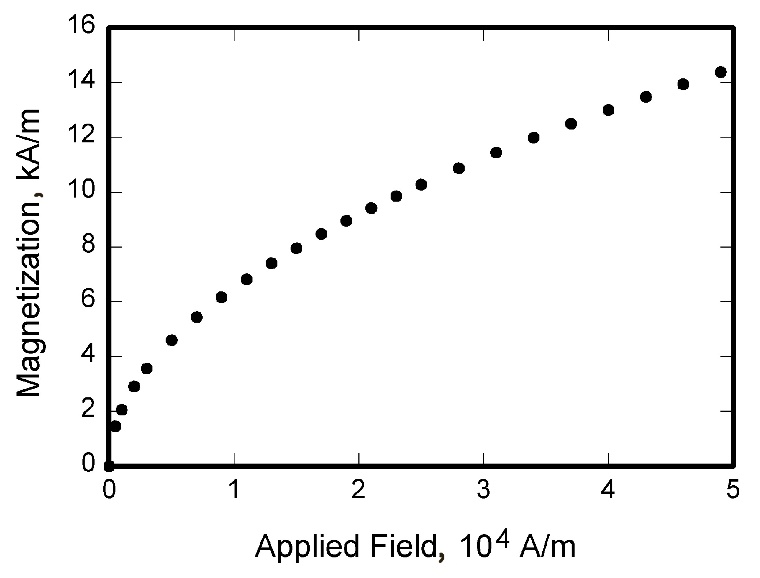


Fig. Magnetization as a function of applied fields.

Place figure captions below all figures; place table titles above the tables. If your figure has multiple parts, include the labels “a),” “b),” etc. below and to the left of each part, above the figure caption. Please verify that the figures and tables you mention in the text actually exist. When citing a figure in the text, use the abbreviation “Fig.” except at the beginning of a sentence. Do not abbreviate “Table.” Number each different type of illustration (i.e., figures, tables, images) sequentially with relation to other illustrations of the same type.

Figure axis labels are often a source of confusion. Use words rather than symbols. As in the example provided, write the quantity “Magnetization” rather than just “M.” Do not enclose units in parenthesis, but rather separate them from the preceding text by commas. Do not label axes only with units. As in Fig. 1, for example, write “Magnetization, kA/m” not just “kA/m.” Do not label axes with a ratio of quantities and units. For example, write “Temperature, K,” not “Temperature/K.”

Multipliers can be especially confusing. Write “Magnetization, kA/m” or “Magnetization, 103 A/m.” Do not write “Magnetization (A/m) x 1000” because the reader would not then know whether the top axis label in Fig. 1 meant 16000 A/m or 0.016 A/m. Figure labels must be legible, and all text within figures should be uniform in style and size, no smaller than 8-point type.

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In the reference list, give all authors’ names; do not use “et al.” unless there are more than 10 authors. 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 website should appear as footnotes rather than in the reference list.

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## Equations, Numbers, Symbols, and Abbreviations

Equations are centered and numbered consecutively, with equation numbers in parentheses flush right, as in Eq. (1). Insert a blank line above and below the equation. First use the equation editor to create the equation. If you are using Microsoft Word, use either the Microsoft Equation Editor or the MathType add-on (<http://www.mathtype.com>) for equations in your paper, use the function (Insert>Object>Create New>Microsoft Equation or MathType Equation) to insert it into the document. Please note that “Float over text” should not be selected. To insert the equation into the document:

Select the “Equation” style from the pull-down formatting menu and hit “tab” once.

Insert the equation, hit “tab” again,

Enter the equation number in parentheses.

A sample equation is included here, formatted using the preceding instructions. To make your equation more compact, you can use the solidus (/), the exp function, or appropriate exponents. Use parentheses to avoid ambiguities in denominators.

(1)

Be sure that the symbols in your equation are defined before the equation appears, or immediately following. Italicize symbols (T might refer to temperature, but T is the unit tesla). Refer to “Eq. (1),” not “(1)” or “equation (1)” except at the beginning of a sentence: “Equation (1) is…” Equations can be labeled other than “Eq.” should they represent inequalities, matrices, or boundary conditions. If what is represented is really more than one equation, the abbreviation “Eqs.” can be used.

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 SETP, 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, “SETP” in the title of this article).

## General Grammar and Preferred Usage

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

Use a zero before decimal points: “0.25,” not “.25.” Use “cm2,” not “cc.” Indicate sample dimensions as “0.1 cm x 0.2 cm,” not “0.1 x 0.2 cm2.” The preferred abbreviation for “seconds” is “s,” not “sec.” Do not mix complete spellings and abbreviations of units: use “ft/s2” or “feet per second squared,” not “feet/s2.” 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 (Oxford) comma is preferred: use “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”). 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.”

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).

## Lessons Learned

When reporting on the planning and execution of a flight test program, “lessons learned” are traditionally used to summarize the author’s important lessons in a way that will provide long-term benefit to the reader. Providing lessons learned is not required and may be incongruous, for instance when proposing a new flight test technique based on first principles. (Lessons learned represent knowledge directly gained through experience; not all papers are retrospective in nature.) When used, lessons learned should be generalized to the maximum extent possible so they are more likely to provide value to each reader. Lessons learned should be thoroughly justified and explained. “Lessons learned” and “lessons learnt” are both valid spellings.

# Conclusion

A conclusion section is not required, though it is preferred. Although a conclusion may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions. The conclusion may summarize lessons learned. Note that the conclusion section is the last section of the paper that should be numbered. The appendix (if present), acknowledgment, and references should be listed without numbers.

# Appendix

An appendix, if needed, should appear before the acknowledgments.

# Acknowledgments

An acknowledgments section, if used, immediately precedes the References. Sponsorship information and funding data are included here. The preferred spelling of the word “acknowledgment” in American English is without the “e” after the “g.” Avoid expressions such as “One of us (S.B.A.) would like to thank…” Instead, write “F. A. Author thanks…”

# References

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## Periodicals

[1] 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.

[2] Alyanak, E. J., and Pendleton, E., “Aeroelastic Tailoring and Active Aeroelastic Wing Impact on a Lambda Wing Configuration,” Journal of Aircraft, published online 10 Nov. 2016.

[3] Dornheim, M. A., “Planetary Flight Surge Faces Budget Realities,” Aviation Week and Space Technology, Vol. 145, No. 24, 9 Dec. 1996, pp. 44–46.

[4] 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.

## Books

[5] Peyret, R., and Taylor, T. D., Computational Methods in Fluid Flow, 2nd ed., Springer-Verlag, New York, 1983, Chaps. 7, 14.

[6] Oates, G. C. (ed.), Aerothermodynamics of Gas Turbine and Rocket Propulsion, AIAA Education Series, AIAA, New York, 1984, pp. 19, 136.

[7] 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.

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## Proceedings

[8] 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

[9] Chi, Y. (ed.), Fluid Mechanics Proceedings, NASA SP-255, 1993.

[10] 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.

## Reports, Theses, and Individual Papers

[11] Chapman, G. T., and Tobak, M., “Nonlinear Problems in Flight Dynamics,” NASA TM-85940, 1984.

[12] Brandis, A. M., Johnston, C. O., and Cruden, B. A., “Nonequilibrium Radiation for Earth Entry,” AIAA Paper 2016-3690, June 2016.

[13] 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.

[14] 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. 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 is required. Do not confuse proceedings references with conference papers.

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[15] 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> [retrieved 13 April 1998].

[16] 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> [retrieved 15 March 2006].

Break website addresses after punctuation, and do not hyphenate at line breaks.

## Computer Software

[17] 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.

[18] Scherrer, R., Overholser, 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 Websites

References to private communications and personal website addresses are not permitted. They may, however, 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):

[19] Doe, J., “Title of Paper,” Name of Journal (to be published).

[20] Doe, J., “Title of Chapter,” Name of Book, edited by…, Publisher’s name and location (to be published).

[21] Doe, J., “Title of Work,” Name of Archive, Univ. (or organization), City, State, Year (unpublished).

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