



## **Instructions for Authors Regarding Preparation of Manuscripts**

### **FULL PAPER AND SUMMARY**

**Format** Text should be typed on word processor MS WORD in single line spacing (of 12 character spaces) using Times New Roman 12, text justified. Paper size: A4 (210mm x 297 mm), with clear margins as follows: top, left and right 25mm, bottom 38mm and footer 20mm.

**Title** Bold letters Times New Roman 14 (centred), leave one line empty (14) after the title:

### **Land Administration and GNSS**

**Name(s) of the author(s)**

Times New Roman 12 (centred, bold), please write your full and your surname or the name, you wish to be listed by in the programme, in capital letters (e.g. KIM Geun-pil or Juan Pereira GARCIA MARGUEZ), and country. Leave two lines empty (12) after the name.

**Juan Pereira GARCIA MARGUEZ, Mexico**

**Key words** Four or five key words on paper theme (Times New Roman 12, ranged left), leave two lines empty (12) after keywords.

**Key words:** GPS, land administration, Mexico.

**Summary** Times New Roman 12, justified. Summary shall be submitted in English and in one other language (optional) e.g. French, Spanish or your own language. The summary shall not exceed one page.

### **SUMMARY**

This is a summary on the paper on land administration and GNSS. This explains the latest developments in these issues in Mexico.

The full paper starts from a new page with the paper title and author's name(s).

**Headings** Times New Roman 12, bold, capital letters, ranged left:

## 1. INTRODUCTION

For subtitles see the template.

### **Bullet Points**

Only use "long dash" ( – )

### **Sections and columns:**

Do not use either.

**Full paper** It is preferred that the full paper should not exceed 15 pages including abstract, pictures, diagrams, references and appendices. The text should be delivered in MS WORD.

Line drawings, Diagrams and Graphs, Tables, Formulae and Photographs should be inserted in the word document. jpg-format for photographs, formulae and figures is preferred.

**References** Bibliographical references should be listed in alphabetical order at the end of the paper. The following sequence and punctuation should be used: Author's last name, author's initials, year of publication, title of reference article, name of book or journal (or other), volume number, page numbers, city and publisher. In the text, the reference is to be giving the author's last name and the year of publication in parentheses.

### **Biographical notes**

A short summary on career-to-date e.g. with details of past experience, publications, memberships of societies and associated achievements.

**Contacts** At the end of the paper please give the author's contacts (institution, address, telephone and fax numbers, e-mail address and web site address) as indicated in the template.

### **Publication rights**

By submitting the full paper to the conference organisers each author agrees to give the International Federation of Surveyors FIG the right to publish his/her paper in the FIG 2011 proceedings on the FIG web site without any compensation and further to give FIG the right to include the paper in the FIG Surveyors' Reference Library and further in the FIG Journal if selected for this purpose.

### **Publications**

The **full paper** will be published on the FIG web site ([www.fig.net](http://www.fig.net)) and included in the FIG Surveyors' Reference Library.

## DEADLINES

Deadlines for submitting abstracts, papers and registration are:

Non Peer Reviewed Papers	Peer Reviewed Papers
<b>15 December 2010</b>	<b>22 November 2010</b>
Deadline for authors to submit non peer reviewed <b>abstracts</b> .	Deadline for authors to submit <b>full papers</b> for peer review.
<b>19 January 2011</b>	<b>14 January 2010</b>
Confirmation to authors of acceptance of non peer reviewed <b>abstracts</b> . First draft of the technical programme will be published on the web.	First notification to authors of acceptance to authors of peer reviewed papers. For accepted papers, authors will also be notified of any modifications required by the reviewers. Authors of papers not accepted for peer review will be offered to convert the paper to the non peer review process.
	<b>31 January 2011</b>
	Deadline for authors to submit revised <b>full paper</b> for 2nd round of peer review (depending on proposed corrections from reviewers).
	<b>10 February 2011</b>
	Second notification to authors of acceptance of peer reviewed papers with the possibility of further modifications from the 2nd round of peer review.
<b>All Papers (peer reviewed and non peer reviewed)</b>	
<b>10 February 2011</b>	
Technical programme published on the conference web site.	
<b>16 February 2011</b>	
Early bird registration closes Deadline for all authors to register.	
<b>16 March 2011</b>	
Deadline for all authors to submit <b>Full Papers</b> .	
<b>6 April 2011</b>	
Deadline for normal registration.	
<b>18-22 May 2011</b>	
<b>FIG Working Week 2011</b>	

## Registration

All speakers have to **register by 16 February 2011** through the FIG Working Week 2011 web site: [www.fig.net/fig2011/](http://www.fig.net/fig2011/).

The papers will be admitted for presentation in the technical programme only from those speakers that have registered in time. Papers submitted after the deadlines will also not be published in the FIG Working Week proceedings.

## Submission of abstract

If you have not already submitted your abstract, please submit it at:  
<http://www.fig.net/abstractdb/submit.asp?id=13>

## Submission of papers

The paper shall be submitted in digital format (MS word – not PDF) to the FIG office by e-mail: [louise.friis-hansen@fig.net](mailto:louise.friis-hansen@fig.net) , [fig@fig.net](mailto:fig@fig.net) or on a disk observing the above guidelines and the templates attached, mailing address: FIG, Kalvebod Brygge 31 - 33, DK-1780 Copenhagen V, Denmark. For further information, please contact the Office, tel. + 45 3886 1081, fax + 45 3886 0252 or e-mail: [louise.friis-hansen@fig.net](mailto:louise.friis-hansen@fig.net).

## Presentation of papers at the FIG Working Week 2011

In all technical sessions there is the possibility to make a PowerPoint presentation. There will be PC and assisting personnel at the conference venue as well as a preparation room for speakers.

3 December 2010