

INSTRUCTIONS FOR AUTHORS

The *Minor Planet Bulletin* is open to papers on all aspects of minor planet study. Theoretical, observational, historical, review, and other topics from amateur and professional astronomers are welcome. The level of presentation should be such as to be readily understood by most amateur astronomers. The preferred language is English. All observational and theoretical papers will be reviewed by another researcher in the field prior to publication to insure that results are presented clearly and concisely. It is hoped that papers will be published within three months of receipt. However, material submitted by the posted deadline for an issue may or may not appear in that issue, depending on available space and editorial processing.

The *MPB* will not generally publish articles on instrumentation. Persons interested in details of CCD instrumentation should join the International Association of Amateur and Professional Photoelectric Photometers (IAPPP) and subscribe to their journal. Write to:

Dr. Douglas S. Hall
4229 Franklin Road
Nashville, Tennessee 37204
<http://www.iappp.org>

The *MPB* will carry only limited information on asteroid occultations because detailed information on observing these events is given in the *Occultation Newsletter* published by the International Occultation Timing Association (IOTA). Persons interested in subscribing to this newsletter should write to:

Craig and Terri McManus
2760 SW Jewell Ave.
Topeka, KS 66611-1614
<http://www.anomalies.com/iotaweb/index.htm>

Astrometry measurements should be submitted to the IAU Minor Planet Center and are no longer being published or reproduced in the *MPB*.

Manuscript Preparation

Authors are asked to carefully comply with the guidelines below in order to minimize the time required for editorial tasks.

We strongly encourage that all submissions be made electronically using MS Word (Office 2003 or earlier format) or OpenOffice files (saved in MS Word format). Since OpenOffice is free and is multi-platform, we feel this is a reasonable request, especially in light of the much larger number of papers being submitted.

It is strongly requested that all manuscripts be prepared using the MS Word template found at:

<http://www.minorplanetobserver.com/mpb/default.htm>.

Manuscripts should be less than 1000 words. Longer manuscripts may be returned for revision or delayed pending available space.

For lightcurve articles, authors are encouraged to combine as many objects together in a single article as possible. When presenting data on more than one asteroid, the asteroids should be listed in numerical order, including the abstract, text body, and any tables. For unnumbered asteroids, then the order is after any numbered asteroids and by designation, which is – generally – the order of discovery. See recent *MPB* issues, available as free PDF downloads, on the same site where the template is found for examples.

For general articles, the number of tables plus figures should not exceed two.

Remember that your article may not start at the upper left of a page. Therefore, do not worry too much about working for a “perfect” layout.

Tables

Tables should be numbered consecutively in Roman numerals. The font size should be large enough to allow for clear reproduction, usually no less than 7 point, preferably 8 point. Keep the number of columns to a minimum and try to avoid multi-line cells, except for headers.

Please do not embed tables as objects, e.g., as an Excel spreadsheet table. Instead, use the Table | Insert table menu item in Word to create a native Word table. Generally, use only white backgrounds for tables.

If inserting a table that will span more than one column, use a text box with appropriate wrapping to hold the table. Do not use section breaks where you change the number of columns in a given section. If you do have a table that spans two columns, do not place it within the text. Instead place it at the end of the text, after any figures. The editors will do their best to locate the table in an appropriate location, especially if you indicate a need for a table to have a specific location.

Figures and Plots

Figures should be numbered consecutively in Arabic numerals. When only one or two figures are involved, you can insert them within the body of the text. If there are several plots, they should be placed after the text (usually the References section). It is preferred that you insert the graphics yourself, even if only at the end of the article, instead of supplying them as a set of files that must be inserted by the editors.

Because of their high reproduction cost, the *MPB* will not print color figures. Use 300 dpi or higher resolution. Generally, use only white backgrounds for plots and solid colors for symbols. If the figure is in color, make it such that the grayscale rendering of the figure is *easily* legible. For example, yellow symbols on a white background are *not* suitable. Labeling should be large enough to be easily readable when reproduced. If at all possible, use GIF or PNG format for all

figures since these are mostly lossless but highly compressed. Plots in JPG format can degrade, making symbols hard to read. BMP format files are much larger and can cause problems when several megabytes in size.

Lightcurve plot symbols should be easily differentiated from one another. Each lightcurve should contain a legend that identifies each symbol with a date or other reference, the name of the object, the period (and error). If there is room, also include the JD for 0% phase or the first data point of a raw data plot. Again, see recent sample issues for examples.

Please do not embed figures as objects, e.g., Excel charts. If necessary, make a screen shot of the chart and edit it in a graphics editor, saving it as a GIF or PNG file. Use Insert | Picture | File on the Word main menu to insert graphics.

If inserting a figure that will span more than one column, use a text box with appropriate wrapping to hold the figure. Do not use section breaks where you change the number of columns in a given section. *It is very rare that a figure needs to be more than one column wide.*

Equations and Special Symbols

If including equations with Greek characters or special symbols for any reason, please use only Times (Times New Roman, Windows TrueType), Helvetica (Arial, TT) or Symbol (TT). Use the extended characters of these fonts to insert special characters such as eastern European diacritical characters. This is done on a Windows machine by ALT+XXXX, where XXXX is a four-digit code *entered on the numeric keypad*. The Character Map system utility can also be used to locate and copy the necessary character.

When special characters are used, please include a PDF that *clearly* shows how those characters should appear. In some cases, it may be required to mail a paper copy for our reference in order to assure that the special characters appear correctly.

Dates

In order to standardize dates and avoid confusion due to different formats, we prefer that ANSI date format be used, i.e., year-month-date. For example, 2008 November 12 or 2008 Nov 12 when written in full text.

If using only the month and year, put the year before the month, i.e., 2008 November.

If using only month and date and writing out the month name, put the month first, e.g., November 12 or Nov. 12. Month names (full or three-letter abbreviation) are preferred in text body instead of numbers, i.e., Nov 12 instead of 11/12, to avoid any confusion.

In a table, such as giving a range of dates for observations, numbers can be used to save space. The column head (or table caption) should clearly indicate the format, e.g., “mm/dd”. Unless the year changes, include only the month and date in the table entries but indicate the year in the column header (or table caption).

Accepted Abbreviations and Other Conventions

The following abbreviations for units are preferred in the MPB:

days	d
degrees	° (Alt+0176, see notes under “Equations and Special Symbols”), or deg
hours	h
magnitudes	mag
meters	m
minutes	min
plus/minus	± (Alt+0177, see notes under “Equations and Special Symbols”)
seconds	s

A space should separate a value and unit, e.g., 7.1334 h. An exception to this is when the unit is used as part of a description, e.g., 0.4-m telescope, 14-inch SCT, or 30-s exposures.

If including a value and error, include the units only once, after the error, e.g., 7.144 ± 0.005 h.

“lightcurve” is a single word.

Use leading zeros for a number $|x| < 1$, e.g. 0.35.

When referring to a numbered asteroid that is named, do not put the number in parentheses, e.g., 1 Ceres.

When the asteroid is numbered but has only its MPC designation, put the number in parentheses, e.g., (178956) 2001 QN185. Note that the number in the designation is not subscripted.

References

References should be cited in the text such as Harris and Young (1980) for one or two authors or *Bowell et al. (1979)* for more than two authors. The reference section should list papers in alphabetical order of the first author’s last name. The reference format for a journal article, book chapter, and book are as follows:

Harris, A.W., Young, J.W., *Bowell, E., Martin, L. J., Millis, R. L., Poutanen, M., Scaltriti, F., Zappala, V., Schober, H. J., Debehogne, H., and Zeigler, K. (1989). “Photoelectric Observations of Asteroids 3, 24, 60, 261, and 863.” *Icarus* 77, 171-186.*

Pravec, P., Harris, A. W., and Michalowski, T. (2002). “Asteroid Rotations.” In *Asteroids III* (W. F. Bottke, A. Cellino, P. Paolicchi, R. P. Binzel, eds.) pp 113-122. Univ. Arizona Press, Tucson.

Warner, B. D. (2006). *A Practical Guide to Lightcurve Photometry and Analysis*. Springer, New York.

Submission

Beginning with issue 35-4, Editor Richard Binzel (MIT) will be on sabbatical leave for approximately one year. During his leave, Assistant Editor Brian Warner will serve as Acting Editor.

Therefore, all material submitted for publication in the Minor Planet Bulletin should be sent to the Acting Editor:

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17995 Bakers Farm Rd.
Colorado Springs, CO 80908, USA
email: brian@MinorPlanetObserver.com