

Guide for Authors

Heli Japan 2010

**Advanced Rotorcraft Technology
and Safety Operations**

Omiya Sonic City, Saitama, Japan

November 1—3, 2010

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Note: Even though the document which authors create may exist only in electronic format and never actual be printed on paper, in these guidelines it will still be referred to as a “paper”. The word “printed” should be interpreted as how the image of the document will look on either an electronic display or a piece of paper.

The information in this package will help you prepare your paper. It is important that you review it carefully and submit the proper materials in accordance with the instructions and deadlines listed.

Clearance for Publication and Presentation

Your paper and presentation must be cleared by your organization or agency prior to submission for publication and presentation. Clearance includes such processes as a company approval for public release of internally-generated material for others. It is the author’s responsibility to determine and acquire the appropriate types and levels of clearances — internal and external — for the paper to be published and presented. Obtaining such clearances takes time — particularly if your paper has authors from more than one organization. In order to avoid surprises, it is suggested that you immediately initiate the action to get guidance from your organization (and that of the organizations of your co-authors, if any) on the steps that must be accomplished.

Note that the Heli Japan 2010 Meeting is open to all interested parties of all nationalities and all organizations. **Therefore, absolutely no classified or otherwise restricted material will be published or presented in conjunction with the Meeting.**

Speaker Information Form

A Speaker Form must be completed for the individual who will actually be making a presentation at the Meeting. A copy of this form is included in Appendix B. Only one copy of this form is needed for each paper regardless of the number of authors. However, if more than one person will be presenting, information for all presenters should be included. The information on this form will be used for the following:

- To provide a point of contact for your paper
- To list presentation correctly in the official Meeting program
- To prepare signs used at the Meeting
- To make any special arrangements necessary for your presentation

This form must be received at Program Chairperson no later than Friday, October 15, 2010. Sending the form via e-mail is preferred. Alternatively, it can be FAXed or mailed.

Heli Japan 2010 Program Chairperson
Takashi Aoyama
Numerical Analysis Group, Aerospace Research and Development Directorate, JAXA
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Paper Format / Page Layout

The appearance of your final paper is important for many reasons. Requirements and guidelines for the overall format for the paper and layout of pages are described in Appendix A (Detailed Guidelines). You may use color in the electronic version of your paper (i.e., in the file which will be include on the CD-ROM of the Proceedings). However, the printed versions of the Proceedings will be produced in black ink only. Be sure to print a black and white copy of your final paper to ensure that all graphics and photos are readable.

Note: Paper length is limited to 30 pages.

> pages.

Electronic Format and Submittal of Paper

It is preferred that your paper will be submitted as electronic files by e-mail. If that is not possible (e.g., due to file size or e-mail problems), it may be submitted on a disk, or scan-ready printed manuscript. Submittal must be sent to Program Chairperson (Takashi Aoyama) and **received by Friday, October 15, 2010**.

Regardless of way of submittal, it is suggested that you submit your file in Adobe Acrobat's Portable Document Format (PDF). This is the file format in which papers will be written on the CD-ROM version of the Proceedings. Therefore, if you do the conversion to PDF, then you can personally control what the file will look when read and printed from the CD-ROM.

If you are unable to perform the conversion to PDF, then you can submit your paper in Microsoft Word format (Version 97 or later).

Guidelines When Creating Word Files

If you are using font other than the preferred fonts listed below, **you must embed that font in the file**.

Times New Roman
Arial
Helvetica

Note: Using any other fonts (e.g. special symbols) and not embedding them could cause production problems, which could lead to your paper not appearing as you intended or not being included in the Proceedings.

If you are including graphics, equations, or photos, you **MUST** also embed them in your file. Links to other files are **NOT** permitted. Any embedded macros will be **disabled**.

Before you submit the final version of the file of your paper, it is strongly recommended that you take the file to a computer other than the one on which it was created. Open the file, look at it carefully on the screen, print it (on a black and white printer, and if appropriate, on a color printer), and thoroughly review the printout. If possible, use someone who is not an author or a previous reviewer to look at this final version on the screen and on the printed paper.

Computer Disks

If you submit your paper on a computer disk, it must be on one of the following formats:

CD-ROM
3.5" 1.44Mb diskettes

On the disk, write your name and paper number. Enclose disks in cardboard or protective mailers to prevent damage during shipment.

If you compress your file, you must use ZIP or LHA compression algorithms to do so. File compressed using other compression algorithms will **NOT** be accepted.

Appendix A — Detailed Guidelines

FORMAT REQUIREMENTS FOR PAPERS TO BE INCLUDED IN THE PROCEEDINGS OF HELI JAPAN 2010

The requirements that follow help ensure that your paper will be well formatted for inclusion in the Proceedings of Heli Japan 2010. Responsibility for the successful implementation of these requirements falls not only on the authors, but also on the Session Chairs, the Meeting Technical Chair, the Japan Chapter of AHS staff, and the many volunteers who participate.

Meeting the date requested for receipt of your paper is very important. If your paper arrives late, you risk its not being included in either the CD-ROM or printed versions of the Meeting Proceedings.

Top-Level Format Requirements

- The paper should be formatted for printing on 21cm by 29.7cm (DIN A4) paper.
- Letter-sized (8.5-inch by 11-inch) paper should NOT be used. The use of electronic publishing should minimize the impact of this requirement.
- Top, bottom, left, and right margins should be 2.5 cm or 1.0 inch.
- A standard proportional font (such as Times or Helvetica) should be used throughout the paper.
- The font size in the title block is at the discretion of the author, but should never be less than 10 point. All of the rest of the paper should be 10 point.
- The title block and abstract should be centered across the width of the first page.
- Except for the title block, fully justified text throughout the paper is preferred. Left justified is acceptable.
- The main body of a paper should be single-spaced. It is preferred that the body be in two columns of equal width with a 5mm (0.2 inch) “gutter” between columns
- The first page must include a Copyright Statement. The statement should be a footnote at the bottom of and within the left column.
- Double-space is preferred between:
 - Two sections
 - Two paragraphs
 - Text and equation(s)
- Elements of the paper plus the sections and subsections within the body of the paper should NOT be numbered or lettered.
- The titles for the elements of the paper plus the

sections and subsections may be in bold or underlined, but should not be both.

- Figures and Tables should preferably be presented throughout the text.
- The use of color should be limited to Figures and Tables. When using color, remember that the printed version of the Proceedings will be black and white ONLY. You must satisfy yourself that anything in color will be readable and intelligible when printed in black and white.
- Type the paper and page number on the bottom center of every page. If, for example, your paper number is T2-3, your pages would be numbered as “T2-3-1”. Please get your paper number from the program which will appear in the following web site:
http://www.helijapan.org/HJ2010/eng/hj2010_info_menu_eng.html

Organization

The paper should consist of the following elements. Except for the “Source Footnote”, the elements should be arranged in exactly the following order:

- Title Block
- Source Footnote
- Abstract
- Notation (optional)
- Introduction
- Main Body (including text, figures, tables, and equations)
- Conclusions
- Appendix or Appendices (optional)
- Acknowledgments (optional)
- References

Description of Elements

Title Block

The title Block should consist of the title itself and information on each author.

Place the author's(s) full name(s) below the title and include e-mail address, official title, employer, and simple address (city and country) on separate lines below the author's(s) name. For multiple authors with the same employer, formatting approaches that minimize repeating the same information are encouraged (e.g., a block for the organizational name and address with names of authors evenly distributed above it, and footnotes for individual titles). Do not include academic degrees, sub-levels within the organization, or the full mailing address.

Source Footnotes

A footnote should be placed at the bottom of the left column of the first page to show the source of the paper. An example is shown at the bottom of this page.

Abstract

An abstract of approximately 150 words is required. It should consist of a single paragraph only. It should be as summary, not an introduction, and be complete in itself. It should not contain any numerical references to figures or references contained in the paper. The abstract should indicate the subject covered in the paper and should state the objectives of the investigation. Newly observed facts and conclusions must be stated in summary form. Readers should not have to read the paper to understand the abstract. The abstract should be centered across the width of the first page.

Notation

This section is optional if only a few symbols or simple equations are used. In this case, the symbols should be defined in the text when introduced. If more than a few symbols or equations are used, a Notation section should be included. It should list and define the symbols used (including units). Place the symbols in alphabetical order, English first, Greek next, and then subscripts. The metric and dual system (metric and English) should be used if possible. If used, this section is the first section in the two-column format.

Introduction

The introduction should introduce the subject, provide some background, including a brief assessment of prior work by others (citing relevant references), and an explanation of how the paper contributes to the field. It is not a summary. The introduction tells what has been done, what needs to be done, and how the present results relate to past work and present needs.

Main Body

Organize the main body under logical headings and subheadings. Do not number the headings. Main headings are centered on the page, subheadings begin at the left margin above the text, and sub-subheadings are set at the left margin on the first line of the paragraph.

Equations

Unless only a few are used, all equations should be numbered in the order introduced and referred to in the text by number. Equations and/or symbols may be presented in any suitable form; however, clarity for the printer is essential. Special symbols should be identified.

Placement of Figures and Tables

Figures and tables should be inserted in the Main Body. Each figure or table should be placed as soon after its reference in the text as is practical. If including them within the Main Body proves too difficult, grouping all Figures together and then all of the Tables together after the last section of the Main Body is acceptable. Note that Figures and Tables should all be within the Main Body or all after the Main Body.

Figures

Illustrations and graphics used in Figures must be clear and sharp. Converting to PDF files can sometimes affect the resolution of images. Please review carefully the conversion of all images. Lettering should be large enough to be legible. If needed for clarity, selected figures can be double column width. Illustrations/figures showing plotted data should have axes labeled with appropriate names and units. Symbol keys should be included to identify plotted lines and data when needed. Each figure must be numbered and have a caption.

Tables

The number of tables should be kept to a minimum.

Each table must have a number and a caption and should be cited in numerical order in the text. Tables should be simple and arranged in the following format. Type a double line at the top and bottom of each table and a single line under the column headings. The following example is given for illustrative purpose only:

Flight Profile	Level		Descend	
Case	A	B	C	D
Airspeed [kt]	70	100	70	100
Rate of Descent [fpm]	0	0	700	1000
Number of Runs	3	3	4	5

Conclusions

Conclusions should be supported by development in the main text and no new material should be introduced in this section. If the paper did not result in specific conclusions, then the section may be entitled Concluding Remarks or Concluding Recommendations, with brief summary comments as appropriate.

Appendices

Should be used for highly specialized data, derivations, etc. They should be lettered (A, B, ...) if

more than one is used. Each appendix must be cited in the main text.

Acknowledgments

If used, this should be placed at the end of the paper, before the references.

References

All reference material should be grouped in the final section of the paper, numbered, and placed in the order cited in the text. Reference only that material which is readily available to the reader. Do not include classified material company memoranda, or reports unavailable to the reader. Use the following style:

Book – ¹Johnson, W., Helicopter Theory, Princeton University Press, New Jersey, 1980, pp. 808-813.

Periodical – ²Chopra, I., “Dynamic Stability of a Bearingless Circulation Control Rotor Blade in Hover,” Journal of the American Helicopter Society, Vol. 30, (4), October 1985.

Report – ³Straub, F., “Study to Eliminate Ground Resonance Using Active Controls,” NASA CR 166609, October 1984.

Meeting Paper – ⁴Esculier, J., and Bousman, W., “Calculated and Measured Blade Structural Response of a Full-Scale Rotor,” American Helicopter Society 42nd Annual Forum, Washington, DC, June 1986.

Appendix B — Forms

Heli Japan 2010 Speaker Information Form

OMIYA Sonic City, Saitama, Japan

Please complete this form in its entirety and return it to the Program Chairperson of Heli Japan 2010:

Heli Japan 2010 Program Chairperson

Takashi Aoyama

Numerical Analysis Group, Aerospace Research and Development Directorate, JAXA

7-44-1, Jindaijihigashi-machi, Chofu, Tokyo, 182-8522, Japan

Phone: +81 422 40 3229, Fax: +81 422 40 1026, E-mail: aoyama@chofu.jaxa.jp

This form must be received by the Program Chairperson no later than **Friday, October 15, 2010**. The information on this form will be used to publicize your presentation.

Paper Number: _____ Session: _____

Title of Presentation/Paper: _____

Author(s) (List full name, job title and employer for each author)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Presenter: _____

Phone: _____ FAX: _____

e-mail: _____

Speaker Biography: (50 Words)
