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We now differentiate between the requirements for new and revised submission. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at (final) revision stage, you will be requested to put your paper into "correct" format for acceptance and provide the items required for the publication of your article.

1. Initial Preparation

1.1 LaTeX Users

An *ASR* specific LaTeX template and the Elsevier style file can be found at <https://www.editorialmanager.com/AISR>, under the link "Guide for Authors".

We suggest you to have the abstract in a separate file and possibly a file with names and e-mail addresses of potential reviewers available for "copy and paste" directly into the Editorial Manager site.

1.2 Word Processor Users

Prepare your manuscript in the standard format of the word processor system you are using. Keep the layout simple without any special formatting. Do not center or right justify paragraphs or hyphenate words.

Prepare one manuscript file, which will contain title, author names, author affiliations (corresponding author name, e-mail and phone on the bottom of page 1), abstract, key words, complete text with Figures (with captions) and Tables inside, list of references, appendices (if any), supplementary material or accessible reference to it (e.g. web address).

Prepare one file with Abstract for submission ("copy and paste").

You should submit 3-6 potential reviewers. It is recommended to have names and e-mail addresses of potential reviewers available in a file for "copy and paste" into Editorial Manager.

Submitting **Highlights** is optional but recommended (separate Highlights file) – about 3 short sentences (maximum of 100 characters) with core results of the paper.

2. Manuscript Submission

2.1 Registration

You must first register before you can use the Elsevier electronic submission system. Go to the web page for *Advances in Space Research* (<https://www.editorialmanager.com/AISR>). Click on "register". After completing the registration, you will be e-mailed a username and password that will allow access to the system. You will need this information each time you access the electronic submission system. If you have forgotten your username and password, click on the "Forgot Your Password" bar on the "Register" page. Keep username and password for submission of future papers.

2.2 On-Line Submission and Article Type

Go to (<https://www.editorialmanager.com/AISR>). Click on "Author log in". Type in your user name and password. The author main menu will appear. *Click on "Submit New Manuscript"*. At this time a progression menu will appear on the left side of the page.

Select an Article Type from the drop down menu. If this paper is intended for a Special Issue, the Article Type will appear only in the drop down menu. *Click on "Next".*

2.2.1. Enter manuscript title

Type (or paste from manuscript file) the manuscript title in the “box”. *Click on “Next”.*

2.2.2. Author(s)

You are automatically designated as the Corresponding Author and you do not have to insert your name again. Insert (or paste from manuscript file) the names of the other authors (if any) in the appropriate boxes. (You must fill in fields marked with a red asterisk*.) It is recommended that the authors be added in the order as given on the manuscript. *Click on “Add Author”* until all authors are entered. Note that you can re-designate the corresponding author on the “Add Author” line; however, all correspondence will then go to that corresponding author. When all authors are entered, you can change order of authors. *Then click on “Next”.*

2.2.3. Submit abstract

Enter (or paste from manuscript file) the abstract in the text box. *Click on “Next”.*

2.2.4. Keywords

Enter (or paste from manuscript file) a maximum of 6 keywords, separated by semicolons. *Click on “Next”.*

2.2.5. Additional information

Enter the technical type of article from the options listed. If the first author is under 31 years of age at the time of submission making the paper eligible for a "best paper by a young scientist award", enter "YES"; if not, enter "NO". *Click on “Next”.*

2.2.6. Enter comments

Enter comments to editors if you like to make some. Information about color figures as being intended for printed color reproduction or to be printed in black-and-white should be given at least when submitting final version but better at the first submission. *Click on “Next”.*

2.2.7. Enter names and e-mail addresses of 3-6 potential reviewers.

This is important and obligatory; it can help to sped up the process of reviewing. *Then click on “Next”.*

2.2.8. Attach files (i.e. file uploads).

Files should be uploaded in the following order: Cover letter (optional); **Highlights** (optional), **Manuscript**.

Select the item to be uploaded from the drop down menu at the bottom of the page. Use the browse button to select the file you wish to upload from your computer. Once the file is selected, click on "Attach This File" button. When all files are uploaded, in the correct order, *click on “Next”.*

2.3.9. Summary of attached files

The next menu provides a summary of the number of items to be delivered online and offline. These numbers should match those files that you have uploaded. *Click on “Build PDF for my Approval”* for converting your manuscript to pdf.

2.3.10. Conversion to a pdf document

The Editorial Manager system will generate an electronic (PDF) proof for your approval. Click on "Submissions Waiting for Author's Approval". Once the "current status" box changes from "building pdf" to "Needs Approval", tick "Ethics in Publishing". Then check (click on "View Submission") and if necessary edit the PDF file before approval. Click on "View Artwork Quality Results" to get information if your artwork is sufficient quality. If everything is o.k., approve the PDF file.

You must approve the PDF proof in order to complete the manuscript submission process.

3. Submission of Revised Manuscript

To submit a revised manuscript, only the following are required: Replace the revised files and add the response to the reviewers file. Click on "Revised Submission". Separate files with Figures (may be in comprised form) and with Tables must be submitted with expected final version (e.g. when only minor revision was requested). Information about color figures as being intended for printed color reproduction or to be printed in black-and-white must be given when submitting final version but better earlier.

A pdf version must still be compiled and approved.

4. Changes to authorship

This policy concerns the addition, deletion, or rearrangement of author names in the authorship of accepted manuscripts:

Before the accepted manuscript is published in an online issue: Requests to add or remove an author, or to rearrange the author names, must be sent to the Journal Manager from the corresponding author of the accepted manuscript and must include: (a) the reason the name should be added or removed, or the author names rearranged and (b) written confirmation (e-mail, fax, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed. Requests that are not sent by the corresponding author will be forwarded by the Journal Manager to the corresponding author, who must follow the procedure as described above.

In case a co-author himself requests to have his name removed, there is no need to ask for consent from the corresponding and all other co-authors.

After the accepted manuscript is published in an online issue: Any requests to add, delete, or rearrange author names in an article published in an online issue will follow the same policies as noted above and result in a corrigendum.

APPENDIX A. *Advances in Space Research* Manuscript Preparation Guidelines

A1. General Guidelines

Prepare your manuscript in the standard format of the word processor system you are using. Keep the layout simple without any special formatting. Organize the manuscript by numbered sections and subsections. The first line of each paragraph is indented. Do not center or right justify paragraphs or hyphenate words. The length of each contribution should be appropriate for the material presented. Submission of an article implies that the work described has not been published in this form previously (except as an abstract, as part of a published lecture, academic thesis, or technical report), and that it is not under consideration for publication elsewhere. Manuscripts must be approved by all authors. If the article is accepted for publication it must not be published elsewhere in the same form, in English or in any other language, without the written consent of COSPAR. *Advances in Space Research* (ASR) accepts several types of articles including the following: original research, invited review articles, space experiment descriptions, and space program descriptions. Book reviews and comments on previously published articles (and appropriate replies) are also considered. All scientific submissions are refereed.

Write your text in good English (American or British usage is accepted). If you are not fluent in English, please have your manuscript reviewed by a colleague fluent in English before you submit it. You may wish to use the the English Language Editing service available at:
<http://webshop.elsevier.com/languageediting/>.

Once an article is submitted, the author will receive a confirming message of its receipt and may receive additional messages regarding the acceptability of the submitted article. Major problems such as incomplete articles (i.e. drafts), poor quality figures, and incomplete references will be identified and the author may be requested to resubmit the manuscript prior to review. If the English is not understandable the manuscript will be returned for revision.

Your manuscript may be checked by the originality detection service CrossCheck.

A2. Preparation of manuscript

A2.1.1. Title

The title should be concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible. Use bold type.

A2.1.2. Author names and affiliations

List the given name (or initials) followed by the family name (e.g. John K. Doe, U. R. Wise). The author's affiliation address is listed below the line(s) with author's names. Provide the full postal address for each affiliation. It is essential to provide the e-mail address of the corresponding author for contact during the publication process. If an author is visiting an organization or has moved since the work described in the article was done, a 'Permanent address' (or 'Present address') may be indicated as a footnote to that author's name.

A2.1.3. Abstract

The abstract is identified by the word **Abstract**. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. Abstracts are extracted for abstracting services, and each abstract should summarize the content of the article.

A2.2. Arrangement of the article

Divide your article into clearly defined and numbered sections. Sections are numbered sequentially and in bold type. Subsections are in italics and should be numbered, such as 2.1 (then 2.2.1, 2.2.2 for subheadings). The abstract is not included in section numbering. Use this numbering also for internal cross-referencing. All sections and subsections should have a brief heading.

A2.2.1. Equations

Number equations sequentially with the equation number typed near the right margin and within parenthesis. When reference to an equation is embedded in the text, the equation number is preceded by the abbreviation Eq. followed by the equation number within parenthesis such as Eq. (1) below.
$$E = mc^2 \quad (1)$$

A2.2.2 Figure legends, figures and tables.

Number figures and tables consecutively using Arabic numbers. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules.

A2.2.3. Appendices

Appendices are identified by capital letters: Appendix A, Appendix B, etc. Formulae, equations and figures in appendices should be given separate numbering: (Eq. A1; Eq. A2, Fig. A1); in a subsequent appendix, (Eq. B1, Fig. B1, Fig. B2), etc. References in appendices are listed at the end of the main text with all other reference citations.

A3. Electronic format requirements for submitted articles

The electronic text should be prepared in a way very similar to that of conventional manuscripts. Most word processing systems are acceptable, but LaTeX, or Word are preferred. Always keep a backup copy of the electronic file.

A3.1. LaTeX documents

An ASR specific LaTeX template and the Elsevier style file can be found at <https://www.editorialmanager.com/AISR>, under the link "Guide for Authors".

A3.2. Word processor documents

There is no required template. The text should be in **single-column** format. Keep the layout of the text as simple as possible. You are strongly advised to use the 'spellchecker' function of your word processor. **Do not** justify the text or hyphenate words. Do not embed 'graphically designed' equations or tables, but prepare these using the word processor's facility. When preparing tables, if you are using a table grid, use only one grid for each individual table and not a grid for each row. If no grid is used, use tabs, not spaces, to align columns. For figure preparation, see Section A6 of these guidelines.

A4. References

References cited in the text must be listed in the reference list (and vice versa). Citation of a reference as 'in press' implies that the item has been accepted for publication; the name of the publication must be given. A citation to an article under review is cited as "Submitted to" with the journal name. Unpublished results and personal communications are not included in the reference list, but may be mentioned in the text as "personal communication. Citations of "in preparation" or "to be submitted" are not permitted.

A4.1. References in the text

All citations are embedded in the text (Harvard style) as follows:

1. *Single author*: the author's name (without initials, unless there is ambiguity) and the year of publication;
2. *Two authors*: both author's names and the year of publication;
3. *Three or more authors*: first author's name followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated by experimental analysis (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown"

A4.2. Citing and listing of web references

As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed in the text, included in the reference list, or separately at the end of the references.

A4.3 Data references

This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. This identifier will not appear in your published article.

Example reference (style 2 Harvard)

[dataset] Oguro, M., Imahiro, S., Saito, S., Nakashizuka, T., 2015. Mortality data for Japanese oak wilt disease and surrounding forest compositions. Mendeley Data, v1. <http://dx.doi.org/10.17632/xwj98nb39r.1>.

A4.4. Reference list

It is important to give complete references; authors (at least three names before et al.), titles, journal name, inclusive page numbers, year of publication, doi index when available. Correct formatting of references will be made by typesetters; you only should use one style in all references and provide complete information. Reference citations should be at the end of the text. References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters “a”, “b”, “c”, etc., placed after the year of publication.

A5. Copyright

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A6. Preparation of electronic illustrations

Most file formats can be accepted; a resolution of 300 dpi is recommended. Regardless of the application used, when your electronic artwork is finalized, please “save as” or convert the images to one of the following preferred formats:

EPS: Vector drawings. Embed the font or save the text as “graphics”.

TIFF: Black and white, color or grayscale photographs (halftones).

For color images always use RGB.

JPG: JPG files can be accepted.

PDF: PDF files can be accepted.

DOC, XLS or PPT: Artwork created in some Microsoft Office applications can be accepted. For further information go to "Author Artwork Instructions" and click on File Formats.

Be sure to:

- Number the figures according to their sequence in the text using Arabic numbers.

- Provide figure captions in a separate list at the end of your manuscript (i.e. after the references).
- Supply adequate quality figures and/or photographs.
- Use adequate (i.e. readable after reduction) lettering and sizing for all figures.
- In final version for print, provide each figure as a separate file for uploading or combine the figures in a compressed file format.

There is no charge for color figures on the web (e.g., ScienceDirect). Figures to be printed in color are to be paid for. If you want black and white figures in the printed version, and color figures on the web, submit both the black and white electronic images and the color electronic images of these figures. Enter this information in the comments box when submitting your manuscript.

A detailed guide on electronic artwork is available on the Elsevier website (<http://authors.elsevier.com/>); click on “Author Artwork Instructions”. If you experience problems contact the Author Support Department at authorsupport@elsevier.com.

A7. Manuscript Processing

All manuscripts submitted to ASR will be refereed by two expert reviewers in the relevant field. All correspondence, including notification of the Editor's decision and requests for revisions, will be via Editorial Manager/e-mail; however, there may be some cases where the editor will contact the author directly regarding specific points in the manuscript. Approximately three weeks after acceptance, the corresponding author should receive a PDF galley proof for approval and acceptance. Please provide answers or necessary information that may be required by the typesetter. The galley proof must be returned even if no changes are necessary, otherwise the paper cannot be published.

A7.1 Online proof correction

Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.

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A8. Privacy Issues

The ASR format includes the corresponding author's telephone and Fax numbers. If the author objects to having the e-mail address, telephone and/or Fax numbers published in the on-line or in the printed article these items should be deleted when reviewing the final proofs.

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