The 27th Annual Spring Meeting of the NASA-Missouri Space Grant Consortium will be held at the Missouri University of Science and Technology on April 20-21, 2018. Please note that all attending students are expected to be present throughout the entire meeting and should come prepared to present their report at any time during the conference. Students who are not able to attend both days should contact their campus Space Grant Affiliate Director or Coordinator for further instructions as soon as possible. **Schedule requests must be with regard to unavoidable schedule conflicts only and must be approved by the student’s Affiliate Campus Director and reported to the Consortium Manager prior to Monday, March 19th, 2018.**

This year, technical research reports are due in to the Missouri Space Grant Consortium Office no later than **Monday, March 26th, 2018.** Reports must be uploaded on the Consortium website as an **unprotected MS Word document** formatted as prescribed below in order to facilitate the production of the meeting proceedings and abstract book.

**Instructions for Authors**

Please submit technical reports using the following specifications. **Papers that do not follow the prescribed format will be returned for corrections.** All aspects of the report should be written in the ‘third-person’ literary perspective; especially the abstract and biography, as if to be read by another person for introductory purposes.

**Paper Length and Margins**

The maximum length for reports is **10 pages**, including tables and figures (no cover page) with the file size not to exceed **15 Mb**. Allow a **1 inch margin on all sides** and use **single column line format** with **full justification** throughout the report. Page numbers are not required.

**Title Block**

Include:

- **Report Title**
  <line space>
- **Author(s) Name(s)**
- **Institutional Affiliation**
- **Advisor’s Name(s)**
  <line space>

in **bold 12 point Times New Roman** font on separate lines centered at the top of the first page.

**Abstract**

Authors should prepare a complete, stand-alone (no references), informative summary abstract of their report (not to exceed **250 words**). The abstract should provide a concise synthesis of the entire report, including the purpose of the study, approach, main findings, and interpretation of their significance. The abstract should appear below the Title Block, in **11 pt Times New Roman** font, **centered**, **justified full** and **indented ½ inch** from the margin on each side as given in this example.
Headings
Section headings should be in **bold 12 pt Times New Roman** font, left justified, and un-numbered. Please do not add a blank line after section headings.

Text Font and Line Spacing
The text of the body of the paper must be in **12 pt Times New Roman** font. Use **single line spacing** and **full justification** throughout. Leave a blank line before section headings and leave a blank line before and after captions and equations. Also, leave a blank line between paragraphs in the text. Please **use block paragraph form** and do not indent the first lines of paragraphs.

Captions
Figure and Table captions should be in **bold 11 pt Times New Roman font**.

Acknowledgements
Please be sure to acknowledge all faculty advisors, technical assistants, and sources of funding for your research (including the NASA-Missouri Space Grant Consortium!).

Biography
Authors should provide a short biography to include information such as name, home town, academic level, department and university attending, field of study, notable academic or professional achievements, aspirations, career goals, etc.

References
References should be **numbered in order of appearance in the report** with **normal numbering** within the reference section and with corresponding **reference number superscripts** at the first point of reference within the body of the text.

Grammar and Spelling
Please check grammar and spelling carefully before submitting your paper. Your campus should have technical writing assistance available if needed.

Mathematical Symbols and Equations
For equations that cannot be entered on a single line using conventional symbols, please use the **Equation Editor in MS Word** and **enumerate your equations at the right margin** in parentheses. Use only characters and symbols that are available in the **MS Word Equation Editor**, in the MS Word ‘Insert Symbol’ menu option, or in the **Times New Roman** base font.

Research Efforts in Progress
If research is not yet complete, the body of the report should outline the objective, approach, current status of the project, and plan for successfully completing the work.

Submitting Your Report
Reports must be submitted electronically on the Consortium website at:

http://mst.qualtrics.com/jfe/form/SV_eCZqkIInSNR4Bcp

as an **unprotected MS Word document** formatted as prescribed above no later than **Monday, March 26th, 2018**, using the filename convention:

2018_MOSGC_Technical_Report_for_<Student’s Last Name>

Reports not following the above specified format will be returned for corrections.