Author’s Instructions for the   
IEEE Aerospace Conference

|  |  |
| --- | --- |
| **Richard Mattingly**  **Jet Propulsion Laboratory**  **4800 Oak Grove Dr.**  **Pasadena, CA 91109**  **rlmattingly@aeroconf.org** | **Erica Deionno**  **The Aerospace Corporation**  **2310 E. El Segundo Blvd.**  **El Segundo, CA 90245**  **erica.deionno@aeroconf.org** |

***Abstract*—This paper describes the format, submission procedures, and presentation guidelines for papers submitted to the 2026 IEEE Aerospace Conference. The paper itself can be used as a template. A Summary of Format Requirements can be found in Appendix B in this document.**

Table of Contents

[1. Introduction 1](#_Toc195176158)

[2. Responsible Use of AI 1](#_Toc195176159)

[3. Paper Organization 1](#_Toc195176160)

[4. Manuscript Style 2](#_Toc195176161)

[5. Paper Submission 3](#_Toc195176162)

[6. Presentation at the Conference 4](#_Toc195176163)

[7. Best Paper Award and Publication 4](#_Toc195176164)

[8. Summary 4](#_Toc195176165)

[Appendices 4](#_Toc195176166)

[A. More Information 4](#_Toc195176167)

[B. Summary of Format Requirements 4](#_Toc195176168)

[Acknowledgements 5](#_Toc195176169)

[References 5](#_Toc195176170)

[Biography 5](#_Toc195176171)

# **1.** Introduction

The annual IEEE Aerospace Conference is a venue for engineers and scientists to present their work to one another. Please submit a paper only if you or a coauthor are committed to attend and present it personally. **Papers not presented at the Conference will NOT be published in the 2026 IEEE Aerospace Conference Proceedings on *IEEE Xplore*.**

An IEEE Aerospace Conference paper is comprised of standard parts described in Section 3 of this paper. Section 4 briefly describes the manuscript style and Section 5 the submission deadlines and procedures. Section 6 discusses presentation of papers at the conference. The Best Paper Awards and paper publication are described in Section 7. Section 8 provides a summary.

Proper formatting of your paper as specified in this document

contributes to the successful production of these documents.

All papers are also published in PDF format on the *IEEE Xplore* web-based system, shortly after the conference concludes.

A double-column format is required, although figures, tables, and equations may be full-page width. Specifications are listed for typeface, type size, headings, column separation, margins, and other style parameters.

Where this document is silent on a formatting question, it is because it is not important or is the writer’s option. When in doubt make a choice that makes your document most readable. English is the official language of the conference, and the official page size is 8.5 x 11 inches. Do not use A4 paper size.

# 2. Responsible Use of AI

Per the guidelines from the IEEE, any use of AI in the writing or preparation (figures, charts, tables, etc.) of a manuscript should be disclosed in the Acknowledgements section of the paper. Detailed information on the guidelines can be found at the IEEE website below. General guidance is that authors should acknowledge any use of AI, along with the system used, specific sections of the manuscript that are affected, and an explanation of the level at which the AI system was used to generate content.

[IEEE AI Policy](file:///\\agohome03\U08\ED27913\My%20Documents\All\05%20-%20IEEE%20Aerospace%20Conference\2026%20Documents\IEEE%20AI%20Policy)

# 3. Paper Organization

IEEE Aerospace Conference papers consist of a minimum of nine parts.

Title

The title should indicate the subject of the paper as briefly as possible. The maximum length, including spaces, is 100 characters.

Author(s)

Names of all authors, their affiliations, postal addresses, and e-mail addresses should follow the title, centered on the full width of the page. Do not include titles or degrees except for military rank. Multiple authors may be listed two or three across and as deeply as needed. Large numbers of authors should be grouped by address.

Abstract

An abstract of 250 to 500 words should concisely describe the work being reported, its methodology, principal results and significance.

Table of Contents

Major headings and their page numbers are listed in the Table of Contents.

Introduction

The introduction provides background information, such as previous work, and describes how the paper is organized.

Body

The body describes the work in detail and discusses its application. The body should be organized into logical sections with headings and subheadings and be illustrated with figures and tables. Subsidiary information can be relegated to footnotes.

Conclusions

Conclusions should clearly state principal results of the work, its significance, limitations, advantages, and applications. Recommendations for further work are also encouraged.

References

List and number all bibliographical references at the end of the paper.

Biography

Provide a short biography for each author, which can include title, fields of expertise, work experience, education, and relevant personal information. Also include a 1.25 inch wide x 1.5 inch high headshot (at 300 dpi) of each author.

Additions

Add appendices and acknowledgments, if appropriate.

# 4. Manuscript Style

Paper Length

The paper may be 6 to 20 pages in length.

Copyright Notice

A copyright notice must be placed as a footnote on the first page of the paper. Do not number this footnote. Choose an appropriate alternative from the list of four below:

(1) For papers in which all authors are employed by the US

government, the copyright notice is: **U.S. Government work not protected by U.S. copyright**

(2) For papers in which all authors are employees of a Crown Government (UK, Canada, Australia), the copyright notice is: **979-8-3315-7360-7/26/$31.00 ©2026 Crown**

(3) For papers in which all authors are employed by the

European Union, the copyright notice is:

**979-8-3315-7360-7/26/$31.00 ©2026 European Union**

(4) For all other papers the copyright notice is:

**979-8-3315-7360-7/26/$31.00 ©2026 IEEE**

Paper, Margins, and Spacing

Format your paper submission to 8.5 x 11 inch page size in double-column format with 0.75-inch margins on each side, top and bottom. Leave a 0.25-inch space between columns, which are justified both left and right.

Lines of text should be single-spaced, except for double spacing before headings and space-and-a-half after.

Headers and Footers

No headers are permitted. Utilize footers only for page numbers, which are centered at the bottom of each page.

Headings

*Major Headings*—Centered in the column with a double space before and space-and-a-half after.

*Subheadings*—Italicized and placed flush on the left-hand margin on a separate line. Use a double space before and space-and-a-half after.

*Sub subheadings*—Italicized, followed by an em dash and run in at the beginning of the paragraph. This paragraph has a correctly formatted sub subheading.

Other Elements

*Equations*—Equations should be centered in the column. When numbering an equation, enclose the number in parentheses placed flush with the right-hand margin of the column, as shown in the sample equations that follow.

E = mc2 (1)

(2)









*x*

*k*

*y*

*w*

*n*

*xy*

*x*

|

1

|

mod

Consider using MathType for manipulating equations in Word. Mathematical derivations and proofs should be developed in appendices.

*Figures—*Place figures as close to the text reference as possible. Center figure titles directly below the figure, as shown in Figure 1.

Figures should be sized for easy reading. No lettering in a figure should be smaller than 10 points. Scan photographs at a 300-dpi resolution and embed them in the paper. High-resolution images should be reduced to 300 dpi at the size they will be printed.

Figure 1. For readability, the full page width may be used for figures and tables

*Tables—*Place tables as close to the text reference as possible. Use the full width of the page for legibility, if required. Center table titles directly above the table.

*Footnotes*—All footnotes[[1]](#footnote-1) following the IEEE copyright notice are numbered consecutively.

Please see Appendix B for additional information.

# 5. Paper Submission

Submission Deadlines

Submission due dates and deadlines are given in Table 1.

**Table 1.** Summary of Due Dates

|  |  |
| --- | --- |
| **Event** | **Due Date** |
| Abstract Due  **Draft** Paper Deadline  **Final** Paper Deadline  IEEE Copyright Form Due | July 1, 2025  October 3, 2025  January 9, 2026  January 9, 2026 |

You may upload multiple paper versions until Jan 9.

Abstract

An abstract describing the planned content of the paper must be submitted to the conference website. Following review and approval of your abstract, you may submit a paper.

Review Paper

The paper submitted for review must be a complete, fully formatted, and proofread manuscript, ready for publication. **NO** paper submitted after the deadline will be admitted to the conference.

If you submit more than one version of your paper for review, the website displays the latest version.

Final Paper

Following receipt of review comments, make appropriate revisions to the paper and submit your final version for publication.

IEEE Copyright Form

An IEEE Copyright Release Form for each paper, signed by the author or author’s employer, is due with the final paper.

Copyright forms are available at the conference website and can be submitted via the IEEE website linked for this purpose or by mail to the address provided on the website.

ITAR Compliance

International Traffic in Arms Regulations (ITAR) controls the export and import of defense articles and defense services on the United States Munitions List (USML) [2].

Authors who are U.S. nationals (including green card holders) who work for a U.S.-based organization, regardless of where they are physically located, or who work at a U.S. location of a non-U.S.-based organization, must ensure that ITAR compliance has been obtained for any and all papers submitted to IEEE for publication. (See website for details.)

Organizational Approval

The Conference website is a public venue. Authors must obtain any needed clearances for their work to be freely published by the IEEE. Submission of your paper implies that it has received the proper clearances from your company, affiliation, or organization.

Submission to the [www.aeroconf.org](http://www.aeroconf.org) website

Submit a PDF version of your abstract or paper via the website.

# 6. Presentation at the Conference

Prepare a presentation to be delivered at the conference, using Microsoft PowerPoint or similar software that summarizes the major concepts of your paper.

*Allotted Time*

Time allotted for presentations is 18 minutes with an additional 5 minutes for questions. The time limit will be strictly enforced.

*Projection*

A projector and screen will be set up in each meeting room. Bring your slide set on a laptop to plug in to the projector. Also bring a copy of your presentation on a USB drive, in case your session chair chooses to consolidate all the presentations on a single laptop before the session starts.

*Presentation*

Tips on giving the presentation will be sent to registered authors in advance of the conference.

*Special Displays*

Displays of hardware or software an author believes to be of wide interest to conference attendees may be set up with permission of the Technical Program Committee and by special arrangement with the Conference Manager.

# 7. Best Paper Award and Publication

Best Paper Award

Awards for Best Paper in each track and the overall conference are given each year for excellence in technical innovation and exposition in the written paper. The selections are conducted prior to the conference, and the award is presented at the conference.

Publication

Papers presented at the IEEE Aerospace Conference are published as Conference Proceedings in two forms:

1. On an online database accessible by registrants

2. In the official Conference Proceedings on the web- based *IEEE Xplore* system following the conference.

# 8. Summary

This *Author’s Instructions* document serves as a template for papers prepared for the 2026 IEEE Aerospace Conference. All paper submissions are accomplished online, through the IEEE Aerospace Conference website at [www.aeroconf.org](http://www.aeroconf.org).

# Appendices

# A. More Information

This is the first appendix.If you have only one appendix, title this section “Appendix.”

# B. Summary of Format Requirements

*Paper size:* 8.5 x 11 inch

*Number of pages*: 6–20

*Margins*

Top and bottom: 0.75 inch

Left and right: 0.75 inch

*Columns*

Number of columns: 2

Space between: 0.25 inch

*Font*: Times Roman 10 pt regular, unless otherwise noted

*Text*

Line spacing: Single

Space after paragraph: 10 pt

Paragraph indent: None

Justification: Left & right

*Title*

20 pt bold, upper & lower case, initial caps on all words except articles, conjunctions and prepositions

Centered on the full-page width

Maximum length 100 characters

*Author(s)*

10 pt bold, upper and lower case

Centered on the full-page width

Name, affiliation, postal address, phone number, and e-mail

No degrees or titles, except military rank

*Abstract:* 9 pt bold

*Acronyms*: Define acronyms on first usage

*Page numbers*: Bottom center of each page, including first page

*Footnotes*: 8 pt regular

*Headings*

Spacing before major or subheadings: Double space

Spacing after major or subheadings: 1.5 space

Major headings: 12 pt small caps, bold, centered

Subheadings: 10 pt italic, flush left, separate line

Subsubheadings: 10 pt italic, run into paragraph with em dash

*Headers and Footers*

No headers

Footers used for page numbers and Copyright notice on page 1

*Equations*

Centered in column

Equation numbers in parentheses, flush right

Include special fonts with the paper.

*Figures and Tables*

Captions and titles: 10 pt bold

Figure captions: Centered directly below figures

Table titles: Centered directly above tables

Scanned images: 300 dpi JPEG

*References*

List references at end of paper.

References numbers: In square brackets [ ]

*Biography*

Each author’s name in bold italic

Brief biography in 10 pt italic

Photo of each author

# Acknowledgements

Project sponsors may be acknowledged in this section. If AI was used in the preparation of the paper, the acknowledgement should be included here.

# References

[1] IEEE Aerospace Conference Web site: [www.aeroconf.org](http://www.aeroconf.org)

[2] U.S. Munitions List, sections 38 and 47(7) of the Arms Export Control Act (22 U.S.C. 2778 and 2794(7).

# Biography

|  |
| --- |
| Richard Mattingly.jpeg***Richard Mattingly*** *received a B.S. in Engineering from California State University, Los Angeles in 1970. Recently retired, he had been with JPL for more than 40 years. He has been studying Mars Sample Return (MSR) and future missions in the Mars Exploration Program Office at JPL. Prior to MEP, he supervised a systems engineering group for JPL’s projects implemented in partnership with industry. He has also managed systems engineering groups for instrument and payload development and has been involved in the formulation and development of numerous planetary and Earth-orbiting spacecraft and payloads. His career started with systems integration on the Apollo program for North American Rockwell.* |
| ***Erica Deionno*** *received her B.S. and PhD degrees in chemistry from UCLA. She is currently a Principal Director in the Defense Systems Group at the Aerospace Corporation. During her 17 years at Aerospace, she has held numerous roles, including several lead positions in Aerospace’s Innovation office. She also spent over 10 years conducting research in the Laboratories at Aerospace, where her work included radiation testing and modeling of emerging resistive RAM technologies and modeling space solar cell degradation.* |

1. This is an example of a footnote. [↑](#footnote-ref-1)