CCI ANNUAL REPORT

CONTRIBUTION-DRAFTING GUIDELINES

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Authors:　CCI Secretariat – annual report editors

Suggested reading:　Our scientific secretary's excellent paper on writing scientific papers in astronomy (https://arxiv.org/abs/2110.05503)

GENERAL

- Length: between 200 & 350 words
- Subject: report on a scientific highlight or technological development related to the telescope, not included in previous reports
- Language: Spanish & English, only English if you are not a Spanish speaker. Using unedited automatic translations is strongly discouraged
- Titles and figure/table captions should be included and should be descriptive and informative
- Include a highlight (a short sentence with essential information to be highlighted in the floating text boxes). See 2020's annual report (https://www.iac.es/en/outreach/iac-publishing/annual-report-cci-2020) for examples
- The texts should be sent in a .docx file, one file for each language version, with a filename that indicates the telescope the text belongs to, if it is a science or an instrumentation contribution, and the language code (EN/ES). Example: CCI_AR_GTC_Science1_EN.docx
- Use the impersonal mode, avoid using the first person
- Do not include references to published papers
- Avoid the use of passive verb forms

ORTHOTYPOGRAPHY & LAYOUT

- Please use British spelling in English (colour, centre, modelling, etc)
- Titles should be written in capital letters
- Captions in English always end with a full stop. Captions in Spanish only end with a full stop if they have more than one sentence
- Use "Hα" instead of "H-alpha"
- Use boldface for captions
- Don't abbreviate "Figure" as "Fig.". Please use the whole word
- Separate ciphers and units with a non-breaking space (Ctrl+shift+space/Alt+0160) (e.g. 10 Ghz ✓ 10Ghz ✗)
- When writing percentages, please follow the ISO 31-0 standard and separate the symbol from the number with a non-breaking space (5 % ✓ 5% ✗)
- For quotations, use double quotation marks in English ("xxx") and guillemets in Spanish («xxx»)
- The plural form of abbreviations and acronyms in English adds an "s", but in Spanish, it does not ("the NGOs", but "las ONG")
- Job titles are not capitalized unless they come directly before a person's name in English or they belong to the name of an institution in Spanish (Conferencia de Presidentes)

GRAPHIC ELEMENTS

- All graphic elements (photos & graphs) should be sent not only embedded in the text but also as separate files with the highest image quality possible
- For photos, send high-resolution images, preferably as .jpeg & .tiff files, at least 300 PPI and 10x7 cm size
- For diagrams and other graphic elements, please use vectorial file formats whenever possible (e.g. postscript & PDF). If not possible, apply the same rule used for photos