**22nd International Workshop on Laser Ranging Instructions for Preparing Contributions for the Proceedings**

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**Abstract**

This document is both a template and details the guidelines to be followed for the preparation of written submissions for the proceedings of the 22nd International Workshop on Laser Ranging, held in November 7–11 2022 in Guadalajara, Spain. Both poster and oral presenters are invited to submit their contributions for the proceedings, which will be published online on the ILRS website. In order to make the creation of the proceedings from the workshop as easy as possible for the editors, all contributions must adhere to these instructions. Deviations from these instructions may cause delays and the material to be presented in a manner other than that intended by the authors. These instructions are based upon formats used for the proceedings from previous International Workshops on Laser Ranging and modified as appropriate. Authors should simply copy their text in the way it is formatted in this document, following the instructions detailed below.

**1. Invitation to Submit Papers**

The local organizing and program committees have decided that the proceedings from the 22nd International Workshop on Laser Ranging, held November 7-11, 2022 in Guadalajara, Spain, will be issued in an **online publication** only. All participants who provided an oral or poster presentation at the workshop are invited to submit a paper compiled in the style, layout, and format as described here.

The proceedings from this workshop will not be published in hardcopy form. To cite a paper from the workshop, an example format is provided including this article number:

J. Smith, A. White. New Instrumentation for Satellite Laser Ranging, 22nd International Workshop on Laser Ranging, Guadalajara, Spain, November 7-11, 2022, <<http://cddis.gsfc.nasa.gov/lw22/>>

2. **Format for Submissions**

Contributors are kindly requested to send their papers in electronic format (MS Word or LibreOffice formats).

Papers should be clear, concise and written in English. Mathematical symbols and equations must be typed in, and metric/SI units should be used. Please ensure that units and axes are identified legibly on graphs and figures. Similarly, please ensure that symbols and wording within diagrams can be read.

All author names and affiliations should be included along with the email address of the primary author. References should appear at the end of each paper.

**2.1 Document Specifications**

All submissions should follow these specifications:

* The page size should be A4 (210x297 mm)
* Single column body text
* Margins: top/bottom 2.5 cm, left/right 3.18 cm
* Body text should be justified. Bullet text should be left justified /ragged right. Table text should be set left, right, or centered justified as required.
* Body text: Times New Roman 12 point.
* Headings: Times New Roman 12 point bold.
* Maximum length: six pages

**3. Submission Procedure**

Authors should send their submissions via email directly to **Claudia C. Carabajal** (Claudia.C.Carabajal@nasa.gov).

The deadline for contributions is **JANUARY 22, 2023**.

The editors will verify that the format and content are suitable for publication and will then convert all submissions to PDF format prior to putting the papers online in the correct sequence within the appropriate session. They have the authority to return files that need attention, in which case authors are asked to make the required corrections promptly. They may also make minor alterations, especially with respect to formatting, spelling, grammar and style, without referring back to the author. Please do not submit a copy of the presentation; papers should be in the form used by scientific journals.

Any questions regarding submission of contributions for the proceedings from the 22nd International Workshop on Laser Ranging should be directed to: Claudia C. Carabajal (Claudia.C.Carabajal@nasa.gov).

**References**

J. Smith, A. White. New Instrumentation for Satellite Laser Ranging, 22nd International Workshop on Laser Ranging, Guadalajara, Spain, November 7-11, 2022