

## HINTS TO AUTHORS

ALL AUTHORS who wish their material to be considered for publication in *The Photogrammetric Record* should submit their work electronically, formatted in Microsoft (MS) Word and using *The Photogrammetric Record* template (*photrec.dot*). This is available from the Society's website ([www.rspso.org](http://www.rspso.org)). Low resolution versions of the figures should be appended to the text in the Word document, of a quality that allows referees to assess the relevance and content of each figure. Further guidance on *The Photogrammetric Record* style is best gained by studying any paper published recently in the *Record* or by examining the Web document entitled (*ExampleFormat.pdf*). Material may be submitted by electronic mail, CD-ROM or 3.5 inch floppy disk, but please note that **final quality** artwork should only be submitted by e-mail if file sizes are small (<5 Mb, TIFF format). In other cases please use a CD-ROM. If e-mail is used, please send material to the Editor ([paulnewby@onetel.net](mailto:paulnewby@onetel.net)) and a copy to [j.h.chandler@lboro.ac.uk](mailto:j.h.chandler@lboro.ac.uk).

In all cases, authors should also send one paper copy (including tables, captions for figures, footnotes, and list of references) by post to the Editor (address within the front cover of the *Record*). Please retain a further copy for personal future reference, especially in case of loss or accident to the copy. Exceptionally, contributions on paper only, without an electronic version, may also be considered, but *The Photogrammetric Record* style must be followed as closely as possible. Individual technical papers will normally be restricted to a maximum length of 8000 words, or 20 pages including all artwork and references. All formal technical papers will be reviewed by independent referees.

### TITLE, AUTHORS, ABSTRACT AND KEYWORDS

The title of a technical paper should be concise and indicate clearly the subject matter. This should be followed by each author's name (first name, middle initials and last name), place of work (affiliation) and e-mail address. The text of the paper should be preceded by an abstract in English (a **concise** outline of the content of the paper) and up to six English keywords. French, German and Spanish versions of the abstract should be provided as far as the authors' capability permits. Footnotes should only be used if absolutely necessary.

### TECHNICAL TERMINOLOGY

Authors should make use of the detailed guidance on acceptable technical terminology and the house style of *The Photogrammetric Record* given in the article "Technical terminology for the photogrammetric community" published in 22(118): 164–179 (June 2007).

### MATHEMATICS

To minimise effort on the part of referees, the Mathematics Editor and copy editors, normal photogrammetric and mathematical conventions should be followed, as exemplified in recent papers in *The Photogrammetric Record*. This implies italics ( $s$ ,  $\sigma$ ,  $X_p$ ,  $\Delta\omega$ ) for symbols representing scalars and points, **bold lower case normal symbols (v) for vectors, Bold Upper Case Normal Symbols (M, A<sup>T</sup>A, I)** for matrices (and note the convention for transpose, superscript <sup>T</sup>), and normal type for units (m, mm,  $\mu\text{m}$ ) and all numerals including numerical subscripts and superscripts ( $12$ ,  $x^2$ ,  $\beta_{12}$ , **1**) (not italic, **not bold except** for numerals

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representing vectors or matrices). Raised decimal points (2·5, not 2.5) should be used in all text, figures and tables, although a fraction may be used if the context demands it (as in 2½D). Object coordinates should be indicated by upper case *X, Y, Z*, while lower case *x, y* or *x, y, z* should be used for image or model coordinates respectively. Since a variety of terminology is in current use in different contexts and reference frames, rotations should be carefully defined. All symbols should be defined when first used, and the use of the same symbol for different parameters within the same paper should be avoided. **The same conventions and symbolisation should be applied to all figures and tables.** While there may be conflict between these conventions on occasions (for example lower case vectors may appear in upper case object space), the application of common sense (with a brief explanation where appropriate) together with careful use of these precepts can save a great deal of time and of queries between editors and authors.

## FIGURES AND TABLES

Labelling of diagrams and graphs should be in Times or Times New Roman and should be in normal, **NOT bold**, type. Upper case (first letter of first word only of each label or heading) and lower case should be used, with *Table column headings in italics* as in the sample (Table I) below. Abbreviations should not be used in figures or tables (say number, not no.). Tables should be divided using horizontal, but not vertical, rules (see Table I). All figures and tables must be numbered (in the style Fig. 4, Table IV) and referenced in the text. Figure and table numbers with their captions should also be listed in a separate MS Word document.

Once the paper has been accepted for publication, final figures may be submitted in digital form as **separate** TIFF or EPS format files (halftones at 300 dpi and line art at 600 dpi), although “good quality camera ready copy” may be acceptable in some instances. Figures should only be submitted by electronic mail where file sizes are very small (<5 Mb). EPS format is preferred for line art.

TABLE I. Assessment of DEM quality in terms of accuracy and precision using default DEM.

<i>Site</i>	<i>Adjusted R<sup>2</sup></i>	<i>Mean error (m)</i>	<i>Standard deviation of error (m)</i>	<i>% of points “good”</i>	<i>% of points “fair”</i>	<i>% of points “poor”</i>	<i>% of points interpolated</i>
Full site	99·96	0·320	0·154	16·7	40·9	31·6	10·8
Sub-scene 1	98·32	0·310	0·165	25·7	27·9	35·2	11·2
Sub-scene 2	92·73	0·364	0·187	17·9	32·0	35·4	14·7
Sub-scene 3	99·87	0·187	0·193	15·2	42·2	31·8	10·8

## REFERENCES

References to articles which have appeared in periodicals should be given in the following form:

CHANDLER, J. H. and PADFIELD, C. J., 1996. Automated digital photogrammetry on a shoestring. *Photogrammetric Record*, 15(88): 545–560.

In the case of books, the publisher, edition details, place of publication, and total number of pages must also be given in the form:

WOLF, P. R., 1983. *Elements of Photogrammetry*. Second edition. McGraw-Hill, New York. 628 pages.

Reference to part of an edited book should be made as follows:

WISE, S. M., 1998. The effects of GIS interpolation errors on the use of digital elevation models in geomorphology. Chapter 7 in *Landform Monitoring, Modelling and Analysis* (Eds. S. N. Lane, K. S. Richards and J. H. Chandler). Wiley, Chichester. 454 pages: 139–164.

Papers which have appeared in the long-running ISPRS series of *International Archives of Photogrammetry, International Archives of Photogrammetry and Remote Sensing* or *International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences* should be cited as such (even if they first appeared on CD-ROM or as a loose paper at the corresponding Workshop, Symposium or Congress), in the form:

TÓVÁRI, D. and PFEIFER, N., 2005. Segmentation based robust interpolation – a new approach to laser data filtering. *International Archives of the Photogrammetry, Remote Sensing and Spatial Information Sciences*, 36(3/W19): 79–84.

Other conference proceedings should be referenced as follows:

FÖRSTNER, W. and GÜLCH, E., 1987. A fast operator for detection and precise location of distinct points, corners and centres of circular features. *Proceedings of ISPRS Intercommission Conference on Fast Processing of Photogrammetric Data*, Interlaken, Switzerland. 437 pages: 281–305.

Where only an unpaginated CD-ROM has been provided, the same style as above should be used, giving the number of pages of the individual paper, followed by (on CD-ROM).

Websites should be referenced as follows:

DETR, 1998. <http://www.construction.detr.gov.uk/cis/rethink/6.htm> [Accessed: 1st December 1999].

All references must be cited in the text. Occasionally a *Bibliography* may be published, mainly with regard to books that are not cited in the text.

## OTHER POINTS

### *Technical Points*

In discussing technical software it is important that both the version number and the date of release should be stated at the outset (for example: ERDAS IMAGINE, Version 8.6, November 2002).

Abbreviations such as e.g. and i.e. should not be used. Lists should be indented, and numbered or lettered but not bulleted, with hanging indent used for the text. Spaces should be given between initials for all names.

### *General Points*

In order to expedite publication, it would be appreciated if authors who have agreed to read papers at Technical Meetings of the Society would make the copy of their paper available to the Editor immediately after the meeting.

Authors should use good, clear UK English. Foreign authors are advised to consult a native speaker and a good dictionary prior to first submission. While the Editor retains total discretion in editing material submitted, authors are advised that the *Oxford Dictionary for Writers and Editors* (Second Edition, 2000) is generally taken as authoritative. Our *Editorial in The Photogrammetric Record* (17(97): 3–5) scrutinises some possible exceptions. SI units should be used whenever possible and appropriate. Explanations will be found in the October 1968 issue of *The Photogrammetric Record* (6(32): 230–234); in *Quantities, Units, and Symbols* (1975), published by the Royal Society, London; and in *The International System of Units (SI)* (7th edition, 1998) published by Bureau International des Poids et Mesures, Paris ([www.bipm.fr](http://www.bipm.fr)). Authors of supporting material such as Book Reviews, Conference Reports and Obituaries should follow the same precepts as for technical papers, insofar as they are applicable.

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*The Photogrammetric Record* encourages authors to consider submitting extended and/or modified versions of their domestic or international conference papers for possible publication in the *Record*. However, we insist that any submission is not simply a repeat of material already published in conference proceedings, but is at least an extension or modification of such work. The paper submitted to *The Photogrammetric Record* must explicitly cite the conference details and any published proceedings, and a covering letter must include an explanation of the difference between the conference paper and the version offered to the *Record*. **Prospective authors are urged to consider this guidance carefully at the time of compilation of their conference papers, especially if they are being published rather than merely presented orally.** In the alternative case of a conference submission following after publication in *The Photogrammetric Record* the provisions of the ELF should be observed.

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