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Guidelines for Candidates for Members of the Council

Individuals from any Member organization are eligible for nomination and election to positions on Council, but there are some practical considerations which must be taken into account.

1. Service as a member of the ISPRS Council is considered an honour. That means that it does not provide any salary to the incumbent. It is also a time-consuming function. The President, the Secretary General, and the Congress Director could easily spend full time on the tasks. However, realistically, one quarter to one half time is required by these positions. The two Vice Presidents and the Treasurer find that somewhat less time is required. Potential members of Council must be prepared to make these commitments of time.
2. It is essential that Council Members, particularly the President and Secretary General, are provided with secretarial assistance, preferably multilingual, but as a minimum fluent in one of the official languages of the Society - English, French and German. Experience has shown that about half time help is required. In general it has not been possible for the Society to pay salaries for secretarial assistance. Consequently it is necessary that the Member association or the Council member's employer is prepared to provide this amount of secretarial help.
3. Council members are required to attend a minimum of one Council meeting per year. These will usually rotate between the home locations of the officers. It is also desirable that Council members, particularly the President, Secretary General and Congress Director attend

some or all of the inter-Congress Technical Commission symposia. This means that Council members must be free to undertake international travel.

4. The Society operates on a very limited financial basis. It is therefore very useful if the officer's Member association or employer is prepared to support the international travel expenses required. However, no worthy individual would be rejected as a Council member because of inability to provide his/her own travel expenses.
5. Financial arrangements for the Society's Congress are the total responsibility of the host member. The Congress Director's related expenses for travel, secretarial assistance, communications, etc. should be included in the Congress budget.
6. Annual assessments of Members to the Society are paid in Swiss francs. These funds are during the current administration deposited in a Swiss bank account. It may also be feasible to have a bank account under the name of the Treasurer, and in his/her home location. Because the Society expenditures are international in scope, it is essential that the Treasurer be from a nation having freely convertible currency.
7. The IUSM Council (General Assembly) convenes approximately every three years. Members of ISPRS Council are delegates to this General Assembly and are expected to participate.

Members planning to nominate Council members should keep these considerations in mind.

Guidelines for Members Planning to Host an ISPRS Congress

Member organizations willing to host a Congress of the International Society for Photogrammetry and Remote Sensing should consider the following items which are looked upon as prerequisite for a successful Congress operation:

1. The Member organization should designate an individual to serve as Congress Director who will have final responsibility for all aspects of the Congress operation. The Congress Director will establish a Congress committee which will organize the technical program, all financial aspects, the secretarial work, the scientific exhibit, the technical tours, the social events, the program for family members, and attend to special tasks such as press relations, travel bureau relations, etc.
2. A legally binding contract will be signed between ISPRS and the Ordinary Member responsible for organising the Congress, which describes the responsibilities of the Ordinary Member to the Society, and the Society to the Ordinary Member in organising the Congress.
3. An ISPRS surcharge of 10% will be imposed on all registrations at the Congress, to contribute towards the costs of running the Society and introducing new developments.
4. The Member organization will have complete financial responsibility for all aspects of the Congress organization. The Society does not provide any funds for this purpose. Although budgeting arrangements will differ from one member to another, it has been customary that one-third of the Congress expenses is met by registration fees for individual participants, one-third by the fees paid by commercial exhibitors, and one-third by government subsidies with a total budget of about 3.5 million Swiss Francs.
5. The Member organisation will be expected to attract funds from sponsoring organisations to support the attendance at the Congress of a significant number of participants from developing countries.

6. The Member organization shall provide complimentary registration to the Congress and a social function for two representatives (normally the President and the Secretary General) of those Sister Societies designated by Council.
7. In order to accommodate the Congress, the following physical facilities are required:
 - a) Hotel accommodation and restaurant facilities for approximately 2,000 persons with access to the meeting facility by public transport.
 - b) One large meeting room for the opening ceremonies and plenary sessions to accommodate approximately 2,000 persons with simultaneous interpretation in the official languages of the Society.
 - c) At least two meeting rooms for technical sessions with a capacity of approximately 500 persons in each room, and with simultaneous interpretation capability for the official languages of the Society.
 - d) One room with capacity of 200 to 300 and simultaneous interpretation for the General Assembly. This room may also be used for technical commissions provided there is no time conflict.
 - e) Several smaller meeting rooms without simultaneous interpretation for other technical commission meetings.
 - f) A small office for each of the seven Technical Commission presidents and secretaries.
 - g) Small meeting rooms or offices to conduct the business of the Council of ISPRS. Typing, copying and clerical service for the President and Secretary General.
 - h) An exhibit hall to accommodate a net commercial exhibit of about 3000 m².
 - i) Exhibit space of about 1000 m² to accommodate scientific exhibits and poster sessions. A poster size space should be provided without charge for each national and scientific exhibit.

Guidelines for Hosting a Technical Commission

Ordinary Member organizations willing to host a Technical Commission should consider the following requirements.

1. The responsibilities and the main tasks of a Technical Commission are well defined in Statute XIII and Bylaw XIII of ISPRS.
2. The Member organization will have complete financial responsibility for all expenses incurred by the work of the Commission. Before submitting an application to the Society for a Commission, the Member must ensure that the necessary resources are available.
3. Members wishing to host a Technical Commission for the next four-year period shall submit an application to the Secretary General. It shall contain the name of the proposed Technical Commission President (TCP) and a provisional plan for financial arrangements.
4. The TCP should be able to spend considerable time on Commission work, especially during the months prior to the Symposium and the next Congress. The tasks of the Commission Secretary should be undertaken by a person who can work in close cooperation with the TCP.
5. It is essential that the Commission Board be provided with English speaking secretarial assistance. About 30 percent of the secretary's time will be needed for Commission affairs.
6. Technical Commissions are expected to host a Symposium in the second year between Congresses (See Appendix A.2 "Guidelines for Planning ISPRS Symposia"). The subject matter is to be related to the field of the Commission. When a Symposium is convened in a developing country the topics of other Commissions may be included in the Symposium, if pre-approved by Council. The Member organization must accept full responsibility for the financing of the Symposium. Registration fees may be charged as appropriate. A technical exhibit may be arranged, preferably within the scope of the Commission.
7. An ISPRS surcharge, the level of which will be determined by Council, will be imposed on all registrations at Commission Symposia, to contribute towards the costs of running the Society and introducing new developments.
8. The TCPs must be free to undertake international travel. They will be expected to attend joint meetings with the Council of the Society annually between Congresses. Also it may be necessary to hold Commission Board meetings with Working Group Chairpersons. All travel expenses of the TCP must be financed by the host country.
9. ISPRS Council and Honorary Members, the Chairperson of the Financial Commission and the Editor of the ISPRS Journal are entitled to register at Commission Symposia and Working Group meetings free of charge. It is expected that free accommodation will be provided to Council during the Symposium.
10. One of the Technical Commissions is expected to invite Council and Technical Commission Presidents to Coun-

cil and Joint Meetings (comprising Council and Technical Commission Presidents and Secretaries) in conjunction with its Symposium. These meetings are normally scheduled for the last Symposium in the year, and have a duration of three to four days. Reports on Symposia, assessment of the performance of the Commissions, and planning for the forthcoming Congress will be important items of consideration at the Joint Meeting.

11. Before the General Assembly of ISPRS decides to allocate a Commission to an Ordinary Member, the proposed TCP shall present to the General Assembly the envisioned scientific and technical program for the Commission for the forthcoming four-year period.
12. The General Assembly will, in its election of Technical Commission hosts, consider the merits and experience demonstrated by the proposed TCP in activities such as having been the Chairperson of a Working Group, author of an invited paper, etc.
13. The proceedings of each Commission Symposium shall be published in the prescribed format as a Part of the Volume of The International Archives of Photogrammetry and Remote Sensing.
14. The TCPs are asked to support the Editor of the ISPRS Journal, for example, in soliciting technical papers, and serving as a referee of papers.
15. The TCPs are required to prepare an Annual Report as outlined in Appendix B.5, and are to ensure that summary reports of their Commission and WG events are submitted promptly for publication in ISPRS Highlights.
16. Furthermore, the TCPs are responsible for conformance by Working Group Chairpersons to the "Guidelines for Conducting a Working Group".
17. The Technical Commission V President, or a Council designee, will be an ex-officio member of the CIPA Committee, and as such will be required to attend the biannual meetings of the CIPA Committee.
18. Outgoing TCPs should be prepared to attend the post Congress Joint Meeting of Council and incoming TCPs if deemed advantageous to the operations of the Commission.

Guidelines for Conducting a Working Group

The President of a Technical Commission (TCP) and the Chairpersons of the Working Groups should consider the following requirements:

1. The TCP shall be fully responsible for organizing the Working Groups and selecting the Chairpersons with consideration for the resolutions which have been approved by the General Assembly.
2. The TCP shall use his/her leadership to guide the Chairpersons in well defined directions with respect to the terms of reference.
3. The TCP shall suggest that the Chairpersons select active members of a Working Group after consideration of the talents and achievements of the members and the international balance of the group.
4. The Chairpersons shall be financially capable of attending the mid-term symposium of the relevant Technical Commission as well as the following Congress to report on Working Group activities.
5. Each Chairperson shall organize one or more small size colloquia or seminars, preferably in odd-numbered years but at least four months from the mid-term symposia between the Congresses, in cooperation with the TCP. The dates for such colloquia shall be approved by the President of the Society.
6. The Chairperson shall recommend to the TCP candidates to present invited papers at the mid-term symposium and/or the Congress.
7. The Chairperson shall report annually to the TCP according to Bylaw XIII, 13. In addition, the Chairperson shall submit written Working Group reports, both at the mid-term symposium and the Congress.
8. The TCP shall review and evaluate the activity of each Working Group and report to the Council annually.
9. The TCP may replace any Chairperson who has not been active and who has not contributed to the work of the Commission.
10. The TCP may reorganize the Working Groups in consultation with Council.
11. The TCP shall communicate with the Ordinary Member correspondents concerning the Working Group activities of the Commission.
12. The TCP shall organize a Resolution Committee before the beginning of a Congress, in cooperation with Working Group Chairpersons. The TCP shall submit a draft of resolutions to the First Vice-President in due time at the Congress.

Guidelines for ISPRS Financial Commission

The role of the Financial Commission of ISPRS shall be advisory and consultative, and shall involve the following responsibilities:

1. To annually examine and audit accounts of the Treasurer and submit its findings in a report to Council no later than 31 May of each year.
2. To examine income and expenditures of the Society, and suggest to the Council and the General Assembly guidelines of financial policy, having regard to the Society's scientific and administrative responsibilities.
3. To advise the Council on all financial matters, including placement of investments and size of reserve, at any time upon the request of the Council.
4. To advise Council of the appropriateness of the annual budget prepared by the Treasurer and approved by Council.
5. To examine all accounts and claims submitted by Council members and others included in the Treasurer's report, to verify their accuracy and ensure that they are consistent with ISPRS spending policies.
6. To ensure reconciliation of accounting discrepancies and cosign with the Treasurer the annual budget, statement of receipts and payments and balance sheet by the end of May of each year and report directly to the Council through the Secretary General.
7. To be present in an advisory capacity at meetings of the General Assembly.
8. To meet at least once during its four-year term to develop financial policies.
9. To advise Council on proposals for new expenditures or new proposals that incur additional expenditure by the Society.

Guidelines for ISPRS Council Spending Policy

The limited financial means of the Society require a restrictive spending policy concerning all officers of the Society and other persons charged with the conduction of ISPRS business. Spending shall always be directed at achievements of aims of the Society. These guidelines have been compiled in order to ensure a consistent spending policy of ISPRS Council.

1. Service as a Member of ISPRS Council is considered an honor. Therefore no salary shall be provided to Council Members.
2. Each Council Member should actively seek the support of his/her association or employer for travel and Council related expenses. The Congress Director's expenses are to be totally covered in the Congress budget and/or by the host member of the Congress.
3. With the growth of the Society, Council's tasks are increasing and widening over time, both in depth and extent. In the interest of optimal use of Society funds, the number of Joint Meetings of Council with Commission Presidents should be restricted to one each year. Similarly, Council should strive to convene its formal Council Meetings only twice per year.
4. The support of Council by local organizers of Congress, Symposia and Working Group events is strongly encouraged and both Joint and Council Meetings should preferably be held in conjunction with other events, such that tasks can be combined and travel time and money saved.
5. Council is encouraged to maximize the use of remote communications (e-mail, facsimile, tele-conferencing, etc.) to conduct its business.
6. ISPRS supported Council travel should be limited to the Society's key business. Attendance of Council Members at non-ISPRS meetings should be approved by the President and considered with care.
7. If ISPRS funds are used for travel subsistence, each Council Member shall choose the most cost-efficient option in order to reduce travel expenses for airline tickets, ground transportation, accommodation, etc.
8. In their budget projection and accounting of spending, each Council Member should itemize expenses separately into categories of communications, travel, and miscellaneous. Budget projections of each Council member should include their planned travel for the forthcoming year.

Guidelines for ISPRS Awards Policy

1. ISPRS Awards shall recognise outstanding contributions and achievements by an individual or individuals in the pursuit of, or for a major realisation of, the objectives of ISPRS.
2. The Terms of Reference of ISPRS Awards shall be in accordance with the Statutes and Bylaws of the Society.
3. The Terms of Reference of ISPRS Awards shall be specified in written form in the official languages of ISPRS. They are subject to approval by the Council.
4. The Terms of Reference and background shall be communicated to ISPRS members through official documents of the Society (Silver Book, WWW Page, and ISPRS Highlights).
5. All new ISPRS Awards shall consist of a reward of substantial monetary value, or an item of high intrinsic value (a minimum of Swiss francs 2,500 or equivalent), together with a certificate or plaque of recognition.
6. In order to establish a new long-term award (for a minimum of 12 years), the sponsoring organisation shall make a commitment for a minimum period of support of 12 years in the formal proposal for the award to the President of ISPRS, for approval by Council.
7. The funding and preparation of ISPRS Awards shall be provided by the sponsoring organisation and delivered to the Congress Director after the Awardee(s) have been identified.
8. Each new ISPRS Award shall be granted for a specific purpose, which shall not overlap the purpose of another ISPRS Award.
9. Presentations of ISPRS Awards shall be made at an appropriate event, preferably a plenary session or General Assembly of the Congress.
10. The recipient of an ISPRS quadrennial Award shall receive that award only once.
11. Amendment to the Terms of Reference of an ISPRS Award shall require agreement of Council with the Award sponsor. The sponsor shall then prepare the amended Terms of Reference in final form as specified in paragraph 2, for Council approval. It is expected that the recipient will attend the Congress to receive the award.

Terms of Reference for Sustaining Members

1. Sustaining Members are individuals, organizations, institutions or agencies who manufacture or distribute instruments, equipment or supplies, or who operate or provides services in the fields of photogrammetry, remote sensing and/or GIS, or who are engaged in research and/or education, and who contribute to the financial support of the Society.

than 1000 words) describing their photogrammetric and/or remote sensing activities. Applicants shall commit to membership for a minimum of four years. Application shall be approved unless two or more members of Council submit objections in writing. Any such objections shall be forwarded to the applicant who shall have right of rebuttal.
2. Sustaining Members shall pay an annual fee according to the invoice from the Treasurer at the beginning of each calendar year. There shall be four categories as follows:

Category		
A	more than 750 employees	2,800 Swiss Francs
B	100 - 750 employees	1,400 Swiss Francs
C	25 - 100 employees	700 Swiss Francs
D	1 - 25 employees	350 Swiss Francs

Sustaining Members are encouraged to increase their contribution but such additional contributions will not change the category of membership. A Sustaining Member who is more than two years in arrears shall be dropped from the rolls.
3. Applicants for status as Sustaining Members shall file with the Secretary General a written statement (less

4. The Secretary General will maintain a list of current Sustaining Members and the description of their activities. This information will be printed in appropriate Society publications. A Sustaining Member may revise the description of activities whenever it may be necessary.

5. At an appropriate time near the end of each Congress, the current Congress Director will schedule a meeting of the Sustaining Members to review the exhibit and other congress activities. The current Congress Director or his representative shall preside at this meeting. The incoming Congress Director will be an observer.

6. Approximately two years before each Congress, the Secretary General will schedule and invite to a meeting of the Sustaining Members at an appropriate time and place. A preliminary agenda for the meeting will be attached to the invitation. A member of the ISPRS

Council, preferably the Congress Director, shall preside at this meeting. Not less than 8 weeks before this meeting the Congress Director will distribute to the Sustaining Members a written description of the plans for the next Congress.

7. Not less than 4 weeks before the inter-Congress scheduled Meeting, Sustaining Members shall inform the Secretary General in writing of any items they wish included on the agenda and the name of their delegate. Voting by proxy shall be allowed provided it is designated in writing to the Secretary General in advance of the meeting. For the Congress meeting, designation of delegates and proxies may be made during the Congress.
8. At any meeting of the Sustaining Members, the number of votes will be determined by membership category as follows:

Category	A	B	C	D
Votes	8	4	2	1

In matters related to the Congress, deliberations of Sustaining Members shall be advisory only; the Con-

gress Director has final authority for all Congress plans.

9. Sustaining Members will be provided with a suitable Certificate and shall have the right to indicate in their business and professional publications that they are Sustaining Members of ISPRS.
10. Amendments to these Terms of Reference which do not result in conflict with articles in the Statutes and Bylaws may be adopted by majority vote at any meeting of the Sustaining Members.
11. The Council recommends that the Congress Director provide exhibition space at the Congress to Sustaining Members at a discount rate.

Approved by Sustaining Members Meeting at XVI ISPRS Congress in Kyoto, July 1988.

Categories amended by General Assembly mail ballot, February, 1993.

Amendments approved at Sustaining Members Meeting at XVIII ISPRS Congress in Vienna, July 1996.

v-2 11 Oct 1996 modified 1. to include GIS and education
2. to update new fees; 3. to add 4 year commitment

Guidelines for Publication and Review of the International Archives of Photogrammetry and Remote Sensing

All Congress Directors, Technical Commission Presidents, Working Group Chairpersons and Convenors of ISPRS Congresses, Symposia, Conferences, Workshops and Tutorials who produce publications should regard themselves as representatives or agents of ISPRS and are responsible as publisher.

1. *The International Archives of Photogrammetry and Remote Sensing* (hereinafter *Archives*) are generated from ISPRS Congresses and Symposia and shall be produced in printed paper or CD-ROM volumes. Specifications for preparation are given in the **ISPRS Guidelines for Authors** and are available in the ISPRS Home Page (www.isprs.org) and published in the ISPRS Orange Book, copies of which may be obtained from the Congress Director. All *Archives* must be coordinated in advance with the Secretary General and must use:

- an approved design and color for the book cover, CDROM and CDROM container,
- A4 page size on white paper for printed copy,
- a readable format on CDROM with appropriate software for reading and searching,
- ISPRS *Archives* ISSN 0256-1840,
- the official ISPRS logo,
- the approved *Archives* volume and part number,
- RICS Books as exclusive post-conference sales agent,

- the ISPRS Guidelines for Authors,
- an index of keywords and authors,
- an approved endcover design for printed copy and backcover for CDROM.

1. ISPRS Conference, Workshop and Tutorial publications which meet specifications a. through j., and which will be subject to the review process described in these Guidelines, and have received prepublication approval by the ISPRS Council are eligible for inclusion in the ISPRS series of the *Archives*.

Adherence to these specifications is encouraged for all ISPRS Conference, Workshop and Tutorial publications. Those publications not adhering to these specifications shall stand on their own right as ISPRS publications but shall not be promoted as part of the official *International Archives of Photogrammetry and Remote Sensing*.

1. Archives cover, color, volume and part numbering, printed on paper or CDROM, must be approved and coordinated with the Secretary General in advance. ISSN 0256-1840 is reserved exclusively for ISPRS *Archives*. Unless otherwise approved:

- Two colors selected by the Congress Director shall be used for each four year term; one color for the Congress volumes, and a second color for all approved mid-term volumes.

- a. Volume numbers shall be progressively Roman numbered with odd numerals reserved for Congress volumes and even numerals reserved for Commission Symposia and other publications of ISPRS Conferences, Workshops, and Tutorials which have been approved for the Archives.
- a. Part number for Congress volumes shall be **Part A** for the Congress Proceedings volume, and **Part B** for the Congress paper volumes followed by the Arabic number of the relevant Commission (followed by lower case a, b, etc. for multiple volumes of the Commission).
- a. Part number for the Commission Symposia volumes shall be the Arabic number of the Commission.
- a. Part number for other Conferences, Workshops or Tutorials shall be the Arabic number of the primary sponsoring Commission followed by **C**, **W**, or **T** respectively, and an Arabic sequence number assigned by the Secretary General.
1. ISPRS must be prominently mentioned in any promotional material which refers to publications containing papers from meetings organized solely or jointly by ISPRS.
 1. If an *Archives* publication is arranged with another organization, e.g. a co-producer or co-sponsor, the publication must nevertheless use specifications a. through j. cited above and must use the *Archives* cover design without alteration or addition. Additionally, if all or a selected number of papers of an ISPRS publication are published by a co-sponsor or another third party as a separate book/CDROM (e.g. a compendium), the ISPRS and its agent's involvement (that is, RICS involvement) must be prominently reflected by the cover design.
 1. Advertisements may be published in the *Archives* provided that they are contained only within the end pages. Advertisements may not be printed elsewhere within the *Archives*.
 1. Copyright resides with the author(s) of a paper except where it is retained by an author's employer. Compilation of a collection of papers, as in a volume of the Archives, may be claimed by the organization (often an Ordinary Member of ISPRS) which is responsible for production of that volume. That organization must not deny an author's copyright, nor should it attempt to seek a transfer of author's copyright to any other party. The conference organizers are authorized for all pre- and at-conference sales only.
 1. All post-conference sales of ISPRS *Archives* are **exclusive** to RICS Books. The ISSN and the following statement indicating sales availability from RICS must be printed on a prefacing page of each *Archives* volume: "Copies of this book/CDROM are available from: RICS Books, Surveyor Court, Westwood Way, Coventry, CV4 8JE, United Kingdom; Fax: +44-171-334-3800."
- The contract between ISPRS and RICS Books authorizing **exclusive** post-conference sales by RICS Books is available from the Secretary General. The ISPRS shall be the recipient of all revenue generated by post-conference sales to help support ISPRS activities.
1. To insure standing availability of ISPRS publications, a minimum of fifty (50) copies, or a mutually agreed larger quantity, of all *Archives* shall be provided by the publisher to RICS Books for sale at a price determined no later than one month after the event by the publisher in coordination with the Secretary General. In the case of proceedings of ISPRS sponsored workshops, tutorials, seminars, or colloquiums, a minimum of ten (10) copies is recommended for shipment to RICS Books. The contact address for shipping is: Ms Anne Godfrey RICS Books Surveyor Court, Westwood Way Coventry CV4 8JE, United Kingdom, Fax: +44-171-334-3800, E-mail AGodfrey@rics.org.uk.
 1. One complimentary copy of all *Archives* is required to be submitted to the Librarian of The Institute for Aerospace Survey and Earth Sciences (ITC) in The Netherlands by the publisher. The ITC serves as the ISPRS archival repository of the *Archives*.
 1. Complimentary copies of all *Archives* are required to be provided to all members of Council.
 1. *The International Archives of Photogrammetry and Remote Sensing* are the official records of the Congress and ISPRS mid-term Symposia. They represent the state-of-the-art of the work carried by ISPRS researchers in the photogrammetry, remote sensing and spatial information sciences. To ensure the highest quality of papers is published in *Archives* Volumes, the recommended process of review is as follows.
- ### 1. Review of ISPRS Congress and Symposium Proceedings
- a. Extended abstracts (up to 750 words) of all keynote, invited and presented papers at the Congress or Symposium will be reviewed by the TCP of the relevant Commission and the appropriate WG Chair. A recommendation will be made to include a paper in the *Archives* on the basis of relevance of the paper to the work of the Commission, quality of the subject matter, and the suitability of the subject matter of the paper for the theme of the Congress or Symposium. The names of the persons who have been responsible for ensuring the quality of the volume shall be displayed in the volumes as 'editors'. ISPRS Council reserves the right to select independent reviewers for the volumes when appropriate.
 - a. TCPs are encouraged to introduce a full review process of all or selected papers submitted for inclusion in the Congress or Symposium proceedings, which are relevant to their Commission. In this case, special instructions shall be issued by the Congress Director, or in the case of a Symposium, by the relevant TCP to ensure that full papers are submitted by authors by the deadline for the Congress or Symposium (approximately 9 months in advance of the

Congress or Symposium). The fully reviewed papers shall be appropriately marked and compiled separately in the *Archives* volume. The review process may be carried out 'open' or 'blind' (name of the author removed from the reviewer's copy) by at least two reviewers, the names of whom will be unknown to the authors. The 'editors' of the volume will be those people responsible for the supervision of the review process. A full list of all reviewers may also be included in the *Archives* volume.

1. Review of Workshop/Tutorial Proceedings

To be eligible for publication as a volume in the *Archives*, ISPRS sponsored Workshop or Tutorial proceedings shall be peer-reviewed. The review panel must be approved by Council, and shall be the relevant TCP and the Chairs/Co-Chairs responsible for the volume, or independent reviewers selected by Council. The volume shall be identified and appropriately marked as having been peer reviewed and the names of the review panel shall be displayed as 'editors'.

There are two recommended options for this review process.

- a. *A review of each individual paper*
Each individual full paper, or an extended abstract of each paper must be reviewed by the review panel, and accepted on the basis of relevance of the paper to the work of the Commission, quality of the subject matter, and the suitability of the subject matter of the paper for the theme of the Workshop/Tutorial. If a full review process is to be carried out, it shall be based on Section 13 of these guidelines. Papers not meeting review quality standards shall not be published as an *Archives* volume.
- a. *A review process of the volume as a whole.* (This procedure is more likely to be applicable to Tutorials.) The whole volume must be reviewed and accepted by the review panel on the basis of its relevance to the work of the Commission, and quality of the subject matter.

Guidelines for Authors Preparing Manuscripts for ISPRS Congresses and Symposia

These mandatory guidelines are provided for preparation of papers for inclusion in Volumes of *The International Archives of Photogrammetry and Remote Sensing* for the ISPRS Congresses and Symposia, and other ISPRS sponsored meetings. Your cooperation in adhering to these guidelines is greatly appreciated by the host organizing committee of the meeting.

The International Archives for Photogrammetry Remote Sensing, published for ISPRS Congresses and Symposia, and other ISPRS sponsored meetings, will be produced either on CDROM or printed in hardcopy on paper, according to the requirements of the meeting organizing committee, and distributed to registrants at the meetings. All papers accepted by the meeting organisers will be published provided they arrive by the due date and they satisfy these guidelines and the instructions which will be given in the authors kit for the meeting. Reproduction is made directly from author-prepared manuscripts, in electronic or hardcopy form, in A4 paper size 297mm x 210mm (11.69 x 8.27 inches).

To assure timely and efficient production of the *Archives* with a consistent and easy to read format, authors must submit their manuscripts in strict conformance with these guidelines. The Society may omit any paper that does not conform with the specified requirements. The instructions following have been prepared in the form that is internationally agreed on for volumes of the *Archives*. **There will be no opportunity for corrections or improvements of poorly prepared originals.**

1. Manuscript

1.1 Typing and Styleguides

All papers should be sent to the meeting organisers in dig-

ital form. However, if in exceptional circumstances, the paper cannot be prepared digitally, it must be prepared on paper according to these guidelines, and sent to the organisers for scanning.

The paper must be compiled in one column, single spacing. Upper margin shall be 25 mm and lower margin shall be 25 mm, with left and right margins of 20 mm. Left and right justified typing is preferred. Each page shall have a header conforming with the styleguides, provided on the *Archives* page of the ISPRS Home Page (www.ISPRS.org).

1.2 Preparation in Electronic Form

Styleguides for preparing digital versions of papers are provided in Word and/or LaTeX on the *Archives* page on the ISPRS Home Page (www.ISPRS.org), to assist authors in preparing their papers. Examples of papers in different file formats are available. The size of the paper should not be more than 5 Mb, in PDF format.

1.3 Hardcopy Preparation

If the paper is transmitted to the meeting organisers in hardcopy version only, it must conform in appearance to the style guides for electronic versions of papers. Each page must be output on a high quality computer printer. Avoid dot-matrix printer, but if you have no better choice, please make sure to set it for near-letter quality, so that the dots overlap. Simple dot-matrix printing, where the dots are separated from one another, does not reproduce in an acceptable fashion. Write the author's last name and the page number on the back of each page. Do not type the page number on the manuscript sheet.

1.4 Length

All the manuscripts, those submitted as hard copies and those submitted electronically, (with the exception of Invited Papers) are limited to a size of no more than eight (8) single-spaced pages in the printed version of the proceedings, including abstracts, figures, tables and references. Manuscripts of ISPRS Invited Papers are limited to 16 pages. For any additional page the extra expenses must be paid for by the author(s) according to the price-list set by the meeting organisers. For the printed version of the proceedings the font type Times New Roman with a size of nine (9) points is to be used.

2. Title and Abstract Block

2.1 Title

The title should appear in bold capital letters without underlining, near the top of the first page of the paper. Use more than one line if you wish, but always use single-spacing. After one blank line, type the author(s) name(s), affiliation and e-mail address in upper and lower case letters centered under the title. In the case of multi-authorship, group them by firm or organization. Affiliation should include position(s) of the author(s), the institution(s), and the country(ies).

2.2 Key Words

Leave two blank lines under the Title. Type "**KEY WORDS:**" in bold capital letters, followed by 6-8 English key words, according to the list provided on the Archives page in the ISPRS Home Page (www.isprs.org). Normally only key words provided on this list will appear in the "Keywords Index" found at the end of each Volume of the Archives.

2.3 Abstract

Leave two blank lines under the key words. Type "**ABSTRACT**" flush left in bold Capitals followed by one blank line. Start now with a concise Abstract (limited to 250 words) which presents briefly the content and, very importantly, the news and results of the paper in words understandable also to non-specialists. Type text single spaced, **without** blank lines between paragraphs, as shown at the beginning of these Guidelines under PURPOSE. Start paragraphs flush with left margin. After the English abstract follows - whenever possible - a translation of it to one or two of the other two official languages of ISPRS: to French (RÉSUMÉ) and/or to German (KURZFASSUNG).

3. Main Body of Text

Type text single spaced, **with** one blank line between paragraphs and following headings. Start paragraphs flush with left margin.

3.1 Headings

Major Headings:

Major headings or section headings are to be centered, in

bold capitals without underlining, after a triple line space (two blank lines) and followed by a double line space (one blank line).

Subheadings

Type subheadings flush with the left margin in bold upper case and lower case letters. Subheadings are on a separate line between two single blank lines.

Subsubheadings. They are to be typed in bold upper case and lower case letters after one double line space (one blank line) flush with the left margin of the page, with text following on the same line. Subsubheadings may be followed by period or colon, they may also be the first word of the paragraph's sentence.

Decimal numbering of all sections is recommended. If bold printing is not available to you, use underlining, instead, but only for subheadings and subsubheadings, not for Major Headings.

3.2 Footnotes

Avoid footnotes, but if you need them, mark footnotes in the text with an asterisk (*); use a double asterisk (**) for a second footnote on the same page. Place footnotes at the bottom of the page, separated from the text above it by a horizontal line.

3.3 References and/or Selected Bibliography

References shall enable a librarian to supply the quoted paper/book to the reader. References should be cited in the text, thus (Smith, 1987b), and listed in alphabetical order in the reference section. The following arrangements should be used:

References from Journals:

Smith, J., 1987a. Close range photogrammetry for analyzing distressed trees. *Photogrammetria*, 42(1), pp. 47-56.

Names of journals can be abbreviated according to the "International List of Periodical Title Word Abbreviations". In case of doubt, write names in full.

References from Books:

Smith, J., 1989. *Space Data from Earth Sciences*. Elsevier, Amsterdam, pp. 321-332.

References from Other Literature:

Smith, J., 1987b. Economic printing of colour orthophotos. Report KRL-01234, Kennedy Research Laboratories, Arlington, VA-USA.

Smith, J., 1988. Remote sensing to predict volcano outbursts. In: *International Archives of Photogrammetry and Remote Sensing*, Kyoto, Japan, Vol. XXVII, Part B1, pp. 456-469.

References from Websites:

Moons, T., 1997. Report on the Joint ISPRS Commission III/IV Workshop "3D Reconstruction and Modeling of Topographic Objects", Stuttgart, Germany.
<http://www.radig.informatik.tu-muenchen.de/ISPRS/WG-III4-IV2-Report.html> (28 Sep. 1999)

3.4 Illustrations

3.4.1 Placement: Figures must be placed in the appropriate location in the document, as close as practicable to the reference of the figure in the text. While figures and tables are usually aligned horizontally on the page, large figures and tables sometimes need to be turned on their sides. If you must turn a figure or table sideways, please be sure that the top is always on the left-hand side of the page.

3.4.2 Captions: All captions should be typed in upper and lower case letters, centered directly beneath the illustration. Use single spacing if they use more than one line. All captions are to be numbered consecutively, e.g. Figure 1, Table 2, Figure 3.

3.4.3 Line Drawings: Drawings in papers prepared in digital form must be in the appropriate location in the document. For the best reproduction of line drawings of papers prepared in hardcopy, the original drawings should be made on white paper and carefully mounted in an appropriate position within the text. (Use rubber cement or pressure sensitive wax, not glue, mucilage or scotch tape). Make lines wide enough and lettering large enough to remain legible after any reduction in size, i.e., at least as large as capital letters.

Do not use any low contrast photocopying process, because the figures will reproduce poorly after scanning.

3.4.4 Photographs: For papers prepared in digital form, images must be placed in appropriate positions in the paper. The resolution should be sufficient to allow proper quality hard copy reproduction of the paper (i.e. about 600dpi). For papers prepared in hardcopy, paste original photographs into the manuscript pages. Type the caption directly under photos.

Full color will be available on the CDROM version of the Archives. Color reproduction may be provided for the hardcopy version of the Archives, according to the instructions in the authors kit issued by the meeting organizing committee.

3.4.5 Tables: Tables should be produced directly within

the text. Each table should have a number and a caption.

3.4.6 Copyright: If your article contains any copyrighted illustrations or imagery, please include a statement of copyright such as: © SPOT Image Copyright 19xx (fill in year), CNES. It is the author's responsibility to obtain any necessary copyright permission. -The copyright of your article remains with you.

3.5 Equations, Symbols and Units:

3.5.1 Equations: Equations should be numbered consecutively throughout the paper. The equation number is enclosed in parentheses and placed flush right. Leave two blank lines before and after equations.

3.5.2 Symbols and Units: Use the SI (Système Internationale) Units and Symbols. Unusual characters or symbols should be explained in a list of nomenclature.

4. Transmittal and Further Information

4.1 Transmittal

The final date for submission will be determined by the meeting organizers and will be given in the authors kit.

Adherence to the specified due date for submission of papers is essential. Papers not received by the due date will be omitted from the ISPRS Archives.

4.2 Further Information

If you have questions about the technical content, submission procedure, layout, or editorial requirements, please contact the relevant individual of the meeting organising committee as listed in the authors kit.

L. W. Fritz,	10 August 1989
P. Waldhaeusl,	23 August 1993
J. C. Trinder,	November 1999

Guidelines for Preparations of National Reports for Amsterdam Congress 2000

1. Report Size:

Reports are to be typed in single space, with the size of report not exceeding:

- a. 6 pages for Member's Category 1 to 5
- b. 8 pages for Member's Category 6 to 8

2. Report Format:

The Guidelines for Authors for Preparing of Manuscripts for the ISPRS Amsterdam 2000 Congress will be sent upon receipt of the abstract.

3. Report Contents:

The contents should highlight the activities of photogram-

metry, remote sensing, spatial information systems and/or digital mapping in your country or region for the period of 1996 to 2000. The following topics could be typical:

- a. Introduction
- b. Development of Photogrammetry
- c. Development of Remote Sensing
- d. Development of Spatial Information Systems and Digital Mapping
- e. Education and Research
- f. Scientific and Professional Organizations
(Names and addresses of active and key organizations)
- g. Publications

A list of published books, journals, important

reports, etc. should be included if the page space is available

4. Report Example:

The UK National Report 1988-1992, which was published in the International Archives of Photogrammetry and Remote Sensing Volume XXIX Part 6 at the Washington Congress in 1992, is offered as an example of the format and contents desired.

5. Report Availability

The National Reports will be published at the Congress as contributions to Commission VI in Volume XXXIII Part 6 of the International Archives of Photogrammetry and Remote Sensing on CDROM, and in hardcopy if there is sufficient demand. This CDROM will be provided free of charge to

Congress participants, while the costs of the hardcopy version of the Archives are given in the 2nd announcement of the Congress. The Archives will also be available from RICS Books after the Amsterdam Congress.

RICS Books
Surveyor Court
Westwood Way
Coventry CV4 8JE
United Kingdom
Fax:+44-171-334-3800

6. Important Dates

Form for Abstract Deadline	31 October 1999
Manuscript Deadline	31 March 2000
Archives Availability	16 July 2000