1. Background

The International Academy of Astronautics (IAA) Study Group Reports, developed and approved through the IAA Scientific Activities Committee (SAC), are intended to be expert interdisciplinary reports on space related topics with significant international implications. Because they are Academy reports, and not individual technical papers, they must satisfy the following Criteria, Study Approval, Content Development and Peer Review requirements. The following rules & guidelines define the process for producing Study Group Reports.

Implicit within these rules & guidelines is the Commission responsibility for providing technical leadership and support for development of high quality IAA Study Group Reports.

2. Criteria

The criteria for establishing a Study Group that will develop an IAA Report are that the Study should:

- be international
- be interdisciplinary in scope
- possess a clear target user
- lead progress, and
- be completed within three years.

The Commission is responsible for assuring that these criteria are met.

3. Study Approval

Study Groups can originate internally from Commissions or individual IAA members or from an external request to the IAA.

IAA Members or Corresponding Members wishing to organize a Study Group Report must complete the “Proposal for Forming an IAA Study Group” form which is located on the IAA restricted section of the website.
Some clarifying comments relative to completing the form:

- The Study Group proposer(s) must be IAA full Member(s).
- Members of the study team should reflect the international and interdisciplinary criteria of the study. The study Chair must be an IAA full Member. Other membership should be selected with the interest and proper expertise to perform a high quality study.
- The overall goal should be defined so that meaningful results will be ready for peer review within three years. This time period may be extended in special cases with the permission of the Vice President for Scientific Programs to be properly documented in the SAC report.
- Methodology should describe the process by which the overall goals will be achieved. This includes information gathering using mechanisms such as IAA symposia and technical sessions, evaluation approach, possible interim reporting to focus the study, and format of the final report (cosmic study, position paper, etc.).
- Target community is intended to define who or what organizations could act on or react to the Report.
- Support needed will not be applicable in most cases, but if certain organizational or resource needs are believed necessary to support the Study Methodology, they should be defined.

The commission secretary should be available to assist the study group proposer in developing a worthwhile and practical study proposal, and to expedite getting valuable studies underway. If needed, the section liaison members of the commission should identify candidate study group members with the required expertise. It is always possible to contact the Secretary General for asking that general information be sent to the members, to have IAA website announcement to solicit interested experts and to be included in the next package questionnaire to involve “Newly Elected”.

The commission chair should review the scope of the proposed study for overlap with other commissions and involve other chairs, as appropriate, to assure proper representation and evaluation.

After approval by an Academy commission the proposal is forwarded to the Secretary General who will inform the Vice President for Scientific Programs and will add this item in the agenda of the next SAC meeting and the agenda of the next IAA Board of Trustees meeting. The decision will be properly documented in the various reports and notifications will be made shortly after the meetings.

4. Content Development

It is vital that the study groups undertake thorough information gathering and evaluation as part of the study group report preparation. Since these reports involve international
and interdisciplinary considerations, input and analysis should be obtained from a comprehensive set of sources.

The study chairs should determine the best plan for carefully developing the study report. This is likely to require study group member meetings, workshops and stand alone conferences or other forums to engage a wider audience. The IAA website should be utilized for posting the draft as it takes form.

5. Peer Review Study

These are the elements of the peer review process:

1. The commission will provide the first review (pre-review) of the draft final report eventually based on a presentation with supporting graphics. The commission will assure that the study topic and approach meet the criteria for the study and that the report conclusions and recommendations have solid supporting rationale. The commission will determine whether the report is ready for peer review. If it is not, the commission chair will provide guidance to the study group leaders on changes required to bring the study to a point where it is ready for peer review.

2. After the study group has successfully responded to the initial review of the commission, the SAC vice-chair will appoint peer reviewers who will all be external to the study group. The reviewers should include at least one member from each section, and should include representatives of at least five countries. They may include other commission members and subject matter experts as needed (particularly, at least an expert in space law). Subject matter experts need not be IAA Members or Corresponding Members. Reviewers may choose to remain anonymous.

3. The study group will incorporate the results of the peer review into the final draft of its study, or provide an explanation of why it has not done so for particular comments. The final draft will then be submitted to the commission chair.

4. When the Commission is satisfied with the study group’s written disposition of issues identified by the peer review, the final report and report of peer review comment disposition will be forwarded to the Secretary General who will inform the Vice-President Scientific Programs and will add this information in the agenda of the next IAA Board of Trustees meeting for final IAA endorsement.

5. The Secretary General will initiate the publication process in close coordination with the Study Group leaders. In particular, the photographs high definitions to be used in the publication will have to be sent to the Academy through a dedicated website if too heavy for email transfer. The IAA
secretariat will be responsible for the quality of the documents to ensure proper reproduction standards.

6. The Secretary General will undertake contacts towards potential sponsors to publish the study, such as space agencies. If the Study Group leaders have potential access to in-kind support or preferred sponsor they are invited to inform the Secretary General as soon as possible and well before the end of the process. In any case the standards for an IAA publication have to be strictly followed. Publications through another organization using its own standards and copyright are not possible.

6. General Rules for the Peer Review Process:

1. The peer review process is organized and managed by the SAC vice-chair.
2. The peer review will be conducted in a timely manner with a clearly defined schedule. Generally, peer reviews should be complete within 30-60 days.
3. The group report will be posted on the restricted section of the website.

7. Guidelines for Review Criteria

IAA study group reports cover a broad range of topics. Although no rigid set of criteria is likely to be applicable to all reports, reviewers may find the following questions useful in formatting their comments.

1. Does the study group report meet the original IAA study group criteria:  
   a. Be international  
   b. Be interdisciplinary in scope  
   c. Possess a clear target user  
   d. Lead progress, and  
   e. Be completed within three years.
2. Is the objective clearly described in the report? Are all objectives met?
3. Is the report organized in a clear, concise manner? Is the report readable and understandable to non-experts?
4. Is the report fair? Is its tone impartial and non-judgmental?
5. Does the report reflect international and interdisciplinary considerations?
6. Does it contain input and analysis from a comprehensive set of sources?
7. Are the data and analyses handled competently? Are references given where appropriate?
8. Are the findings, conclusions and recommendations adequately supported by evidence, analysis and rationale?
9. Does the executive summary concisely and accurately describe the key findings and recommendations? Is it consistent with other sections of the report?
10. Are any sensitive policy issues treated with proper care? For example, if a recommendation requires involvement or approval from a particular organization or agency, are any challenges appropriately addressed?

11. Are appendices, if any, relevant to the report content?

12. Is the expected role of IAA, if any, clearly identified?

13. What other significant improvements, if any, might be made in the report?

In providing comments, reviewers are encouraged to distinguish issues they consider to be of general or major concern from other, less significant points.

8. Instructions to Authors of a Study Report

The publication of a study can be made through two types of documents:
- a booklet A5 format for study report of less than 100 pages,
- a book A4 format for study report of more than 100 pages,
- An acrobat pdf format for both publications is also requested on the IAA website.

8.1 Cover.
The art design of the cover is part of a series of coherent harmonized covers. The text of the cover includes the name International Academy of Astronautics, the title of the study and the Academy logo. It also may include the name of the Editor.

No mention of the name of the study group, the number of version, the name of the IAA commission or the name of the study members is authorized on the cover. The publication is no longer the publication of individuals but the publication of the Academy. In case of partnership for the publication the logo of both organizations are accepted.

8.2 Back of cover.
The Academy ISBN serial number will be provided by the Secretary General or might be issued by the publication partner after written acceptance sent by the IAA Secretary General.

The ISBN page shall include the following proprietary information:

Notice: The cosmic study or position paper that is the subject of this report was approved by the Board of Trustees of the International Academy of Astronautics (IAA). Any opinions, findings, conclusions, or recommendations expressed in this report are those of the authors and do not necessarily reflect the views of the sponsoring or funding organizations. For more information about the International Academy of Astronautics, visit the IAA website at www.iaaspace.org. Copyright 2023 by the International Academy of Astronautics. All rights reserved.

The International Academy of Astronautics (IAA), an independent nongovernmental organization recognized by the United Nations, was founded in 1960. The purposes of the IAA are to foster the development of astronautics for peaceful purposes, to
recognize individuals who have distinguished themselves in areas related to astronautics, and to provide a program through which the membership can contribute to international endeavors and cooperation in the advancement of aerospace activities.

8.3 Typing Instructions

**Language:** English is the only language accepted for IAA publication. Translations in any other languages are possible.

**Typing:** Font Univers (W1) size 11 recommended. Header including the title of the study (short title) and art graphics. Footer section includes art graphics and page numbering centered font Univers (W1) size 11.

Manuscripts should be typed single-spaced throughout, one on side of the page only, with wide margins, in the following order: title, abstract, main text, acknowledgements, references, appendices. While non maximum length is prescribed, authors are encouraged to write concisely. Papers should be divided into sections, subsections and sub-sections with clearly marked subtitles and noted numerically (e.g. 2.1.3.), the Introduction being Section 1. Figures, Tables, Equations and References should be numbered sequentially through-out the paper.

**Abstract:** A 100-150 word abstract must be included.

**References:** References to published literature should be quoted in the text in square brackets and grouped at the end of the paper in numerical order and presented as follows:


**Footnotes:** if absolutely necessary, should be indicated by special symbols : \( \psi \zeta \{ \)

**Illustrations:** They should be restricted to the minimum necessary. Line drawings should be complete, including labels, letters and numbers and should be drawn in black. Line thickness and letter size should be appropriate for the necessary reduction. Authors are responsible for obtaining from the copyright holder permission reproduce any figures for which copyright exists.

**Mathematics:** All mathematical symbols shall be typewritten. The numbers identifying equations should be placed in parentheses on the right. Nomenclature (if any) should be treated as an Appendix, following any other Appendices. It should be presented in alphabetical order of symbols. If included, a footnote should be inserted in the first section where symbols are used, reading “See Nomenclature at end of paper”.

**Authors’ names:** Study group authors’ names should be typed in appendix, with full names preferred, followed by Authors’ affiliations, with complete addresses.