

INTERNATIONAL ACADEMY OF ASTRONAUTICS
6 rue Galilee, 75116 Paris, France
Phone 33 1 47 23 82 15
sgeneral@iaaspace.org
www.iaaspace.org

IAA COSMIC STUDY RULES

Table of Contents:

1. Background	p.2
2. Core Criteria	p.2
3. Study Approval Process & Study Group Formation	p.2
4. Study Group Procedures	p.3
5. Publication Requirements	p.6
5.1 Cover	
5.2 Interior Pages	
6. Typing Instructions	p.9
7. Cosmic Study Structure	p.10
8. Publication Process	p.11
9. Sponsors	p.11
10. Technical Rules for Online Publishing	p.12

1. Background

IAA Cosmic Studies are expert, interdisciplinary studies addressing space-related topics of international significance. Each study is prepared by a designated study group, reviewed by a broad panel of Academicians, and approved by the IAA Board of Trustees. These studies represent the official voice of the International Academy of Astronautics and contribute to the Academy's scientific reputation. To maintain institutional authorship, the names of study group members appear on the 3rd page rather than on the title pages. An IAA Cosmic Study must present a coherent, integrated analysis—**not** a compilation of separate technical papers.

The following rules outline the procedures and standards for developing and approving an IAA Cosmic Study. Each Commission holds responsibility for providing technical leadership and ensuring the highest quality of content.

This IAA Cosmic Study Rules document includes the Technical Rules for Online Publishing (Section 10) that can be updated more frequently as technology evolves.

Note: A *Position Paper* is distinct from a Cosmic Study. Position Papers are brief (1–3 pages), reviewed and approved directly by the Board of Trustees, and should never be labeled or presented as an IAA Cosmic Study.

2. Core Criteria

An IAA Cosmic Study must:

- Reflect the official views of the IAA to the external community
- Demonstrate innovation and thought leadership
- Involve international and interdisciplinary collaboration
- Address a clearly defined target audience
- Comprise 80 to 400 pages of high-quality content
- Advance knowledge or policy in a significant area of space activity
- Be completed within two years (extensions may be granted by the Vice President for Scientific Activities)

Each Commission is responsible for ensuring these criteria are satisfied.

3. Study Approval Process & Study Group Formation

Cosmic Studies may be proposed by any IAA entity, Academicians, Associate Members, Affiliate Contributors, or by external individuals or organizations through a request to the IAA.

Proposal Elements

A proposal for forming an IAA Study Group must include:

- The *overall goal* and intended results
- The *methodology* outlining data collection, including information gathering mechanisms through IAA symposia and technical sessions, study group research, and interim reporting
- The *target community*, identifying organizations or audiences that may act upon or benefit from the study findings

Support and Coordination

- Upon request from the study proposers, the Commission leadership will assist in developing the proposal and identifying qualified group members
- Additional support may be requested from the Secretary General to recruit experts via official IAA channels (e.g., email outreach, website marketing)

Endorsement Requirements

- All “IAA Study Group Proposal” forms must be endorsed and signed by an IAA Academician
- The Chair of the study group must be an Academician. Co-chairs and study members do not need to be Academicians

Review and Approval Workflow

- The Commission leaders, with the support of IAA Office, reviews the study proposal to avoid duplication and contradiction within IAA (past studies, committees’ work) and ensure cross-Commission collaboration where appropriate
- After Commission endorsement, the proposal is submitted to the Secretary General for further evaluation and approval by the relevant IAA bodies

Membership Selection

- **Study groups should reflect both the international scope and interdisciplinary nature of the topic**
- Members must be selected based on relevant expertise and active interest in achieving a high-quality outcome

4. Study Group Procedures

A comprehensive and objective approach is essential for credible study outcomes. Study groups should:

- Undertake extensive information gathering and analysis using diverse international sources
- Organize meetings, workshops, or conferences as needed to refine the study’s findings and integrate broader perspectives
- **Make a PowerPoint presentation (using IAA template) at each relevant Commission meeting in the Spring and Fall**

- Document methodology and ensure traceability of results for peer review and public dissemination

The Study Chairs are responsible for guiding the research process and ensuring adherence to timelines, quality standards, and IAA protocols.

4.1 Study Content

Internal study group activities are not included in the official IAA Cosmic Study. Instead, these activities are reported at IAA Commission and Scientific Activities Committee meetings. They provide internal opportunities to present in detail the administrative aspects of study management.

IAA Cosmic Studies reflect the official position of the Academy as a whole. Accordingly, internal activities are not described in these publications. For the same reason, the use of first-person expressions such as “we” is avoided; the text is written in an objective scientific tone that represents the Academy collectively.

When authors on a study team hold diverging views, include a concise summary of those differences in the core of the study to acknowledge them transparently while preserving a coherent narrative. Move the detailed arguments and supporting reasoning to the appendix, where they can provide depth without interrupting the main flow. This approach keeps the central findings clear and focused while still documenting alternative interpretations for interested readers.

Contributors input cannot put the mention “*introduction*” and/or “*conclusion*” at each chapter or section it is not accepted as it confuses readers. **The study is one cohesive document and has only one introduction and one conclusion.**

4.2 Paper presentation on study content

Study leaders may develop a separate paper on the study topic, drawing from key content but requiring rewriting to avoid copyright issues. This adaptation targets a different audience and publication venue. A study cannot be published in its entirety or partially in *Acta Astronautica* or any other written publications or paper at conferences due to copyright issues. The “cut and paste” is forbidden for any publications or conferences. Study oral presentations are encouraged.

4.3 Peer Review Process

Study leaders initiate the Peer Reviewer List as they assemble the study contributor team. If potential authors decline to contribute directly, they can be offered the option to serve as peer reviewers. Peer reviewers have the opportunity to disclose their names or not.

Confirm all peer reviewers before the Final Draft stage, then email their names and contact details to the IAA Office at office@iaaspace.org. The IAA Office issues formal invitations. Limit the peer-review process to a maximum of 3 months.

Study leaders arbitrate dissenting comments and decide on comments integration. **Ultimately, the IAA Board of Trustees holds final decision authority, approving the study or returning it for revisions.**

Study Review Stages

The process follows these sequential steps:

1. IAA Commission Approval
 - Study leaders submit revised draft to IAA Commission
 - Study Group discussion on Commission feedback
 - Produce updated draft if needed
2. Peer Review (Parallel Processes)
 - *Study Group Subject Expert Review*
 1. Study leaders send draft to confirmed peer reviewers
 2. Study Group discussion on feedback
 3. Revise draft if needed
 - *IAA Office Academy Review*
 1. Study leaders submit revised draft to IAA Office
 2. Office ensures Academy criteria are respected
 3. Office coordinates peer review across the four Sections
 4. Study Group discussion on feedback
 5. Revise draft if needed
3. IAA Scientific Activities Committee (SAC) Approval
 - IAA Office submits revised draft to SAC
 - Study Group discussion on SAC feedback
 - Produce updated draft if needed
4. IAA Board of Trustees (BoT) Approval
 - IAA Office submits revised draft to BoT
 - Study leaders incorporate BoT feedback

The commission will provide a review of the draft study. The commission will ensure the study topic and approach meet the criteria for the study and that the study's conclusion and recommendations have solid supporting rationale. The commission will determine whether the study is ready for IAA peer review process. 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. All Commission members are invited to review the study within a maximum of 1-month period. The review might be detailed or light depending on the field of expertise of each member.

After addressing commission review comments, study leaders submit the draft to the IAA Office. The Office verifies compliance with IAA criteria and appoints external peer reviewers (non-study group members), including five representatives from each Academy section with multi-country representation. Additional commission members and subject experts may participate, including at least one space policy/law specialist. Subject matter experts need not be Academicians, Associate Members, nor Affiliate Contributors; newly elected Associate Members receive systematic invitations to review. This process ensures the international and trans-disciplinary dimensions.

This overall structured approach ensures thorough vetting while maintaining clear timelines and accountability.

5. Publication Requirements

Note: Both a Word version and an Acrobat PDF format are requested.

5.1 Study Cover

Authorship reflects collective institutional work rather than individual publication. The IAA will provide the official Academy logo. The study group chairs are responsible for selecting the cover image. Cover art should conform to the standardized study series design approved by the Academy.

The front cover must include:

- The name *International Academy of Astronautics*
- The study title
- The approved IAA logo (by the IAA Office)
- The design

The back cover must include:

- The design that carries out from the front cover (for the Study Book)
- ISBN Bar code (included by the IAA Office)

The cover must **not** include:

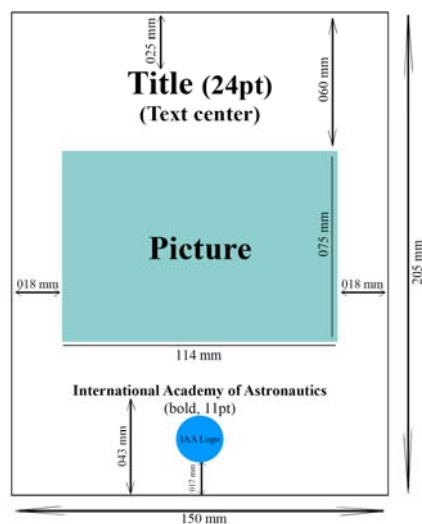
- Names of study group members, editors, or commissions
- Version numbers or references to the study group identity
- Internal IAA numbering (i.e. SG 5.20)

When the publication is produced in partnership with another organization, the partner's logo may be included alongside the IAA logo. **The IAA Office always validates the cover before publication.**

Cosmic studies may be published in two distinct document formats: Study Booklet and Study Book.

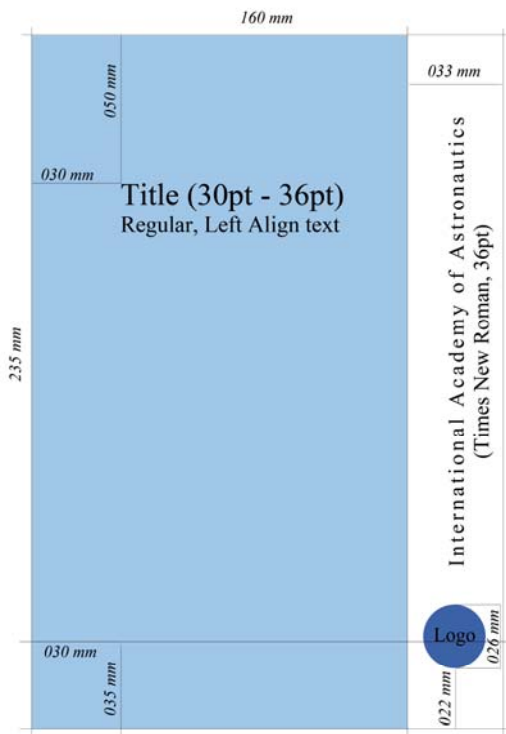
5.1.1 Study Booklet

A Study booklet is required for studies between 80 and 120 pages. It is a soft cover in A5 format for short studies. Editors are not listed on the cover page.



5.1.2 Study Book

A Study book is required for studies more than 120 pages. It is a hard cover format for longer studies. Editors are not listed on the cover page.



5.2 Interior Pages

5.2.1 First Page (on the cover verso)

Credit for the cover image copyright must be specified. The name of the printer is optional. The Academy ISBN serial number will be provided by the IAA Office and might include an additional ISBN number issued by a publication partner after written acceptance from 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 home page at www.iaaspace.org.

Copyright © 2026 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.

© International Academy of Astronautics (IAA) *Month Year*. This publication is protected by copyright. The information it contains cannot be reproduced without written authorization.

Title: XXXXXXXXXXXXXXXXXXXXXXXX

Editors: XXXX XXXXXXXXX, XXXXX XXXXXXXX

Printing of this Study was sponsored by

Sponsor Logo

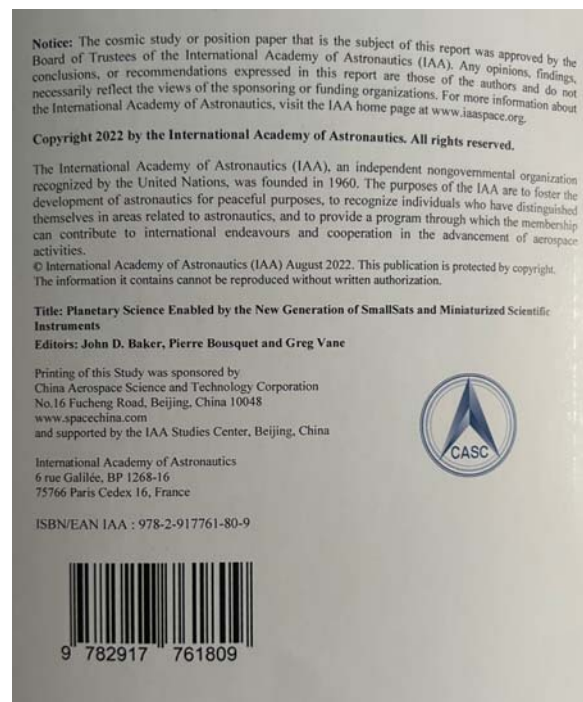
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXX

International Academy of Astronautics
6 rue Galilee
75116 Paris, France

ISBN: *(provided by the IAA Office)*

Cover Illustration source: XXXX

Study first interior page (on the cover verso) should be as shown hereafter:



5.2.2 Second Page

The second interior page should have the title and the editors' names.

5.2.3 Third Page

The third interior page should list the contributors' names, typed with full names followed by authors' country only. Example: "Ivan Almar, Hungary" "Corinne Jorgenson, United States" "Charles Cockell, Scotland"

5.2.4 Fourth Page

See 7.1 Study Order.

6. Typing Instructions

Language

English is the sole language for IAA publications. Translations into other languages may be provided separately.

Formatting Specifications

- **Study Booklet Font:** Times New Roman, 14 pt for body text
- **Study Book Font:** Times New Roman, 12 pt for body text

Due to formatting changes from A4 to A5 at the printing stage, the font is not the same for a study booklet vs. a study book.

Manuscript Structure

- Single-spaced, double-sided pages with wide margins
- Order: Title page, abstract, main text, acknowledgments, references, appendices
- No strict length limit; prioritize conciseness
- Divide into numbered sections/subsections (e.g., 1., 1.1, 1.1.1)
- Number figures, tables, equations, and references sequentially throughout

Follow these standards to ensure professional presentation and seamless production.

Typing

Manuscripts should be typed single-spaced. While no maximum length is prescribed for the Book study, authors are encouraged to write concisely. Papers should be divided into sections and subsections, with clearly marked subtitles and numbered numerically (e.g., 2.1.3). Figures, Tables, Equations, and References should be numbered sequentially throughout the paper. All chapters, sections and sub-sections should be typed in Title Case (capital at the beginning of each word).

7. Cosmic Study Structure

IAA Cosmic Studies follow a standardized sequence to ensure professional presentation, standardization, and readability.

7.1 Study Order / Table of Contents

(use exact title; no variations)

- **Foreword** (by an external notable figure or IAA leadership)
- **Preface** (by study leaders, must include acknowledgments)
- **Executive Summary**
- **Introduction** (only one per study)
- **1. Chapter 1**
 - **1.1 Sub-section 1**
 - **1.1.1**
 - **a**
 - **b**
 - **1.1.2**
 - **1.1.3**
 - **1.2 Sub-section 2**
 - **1.3 Sub-section 3 (etc)**
- **2. Chapter 2**
- **etc.**
- **Conclusion** (only one per study)
- **Recommendations** (optional or included in the conclusion chapter if short; should include all findings)
- **References** (at the end of each page if minimal otherwise, at the end of the study)
- **Appendices**
 - **Appendix A: Abbreviations and Acronyms** (optional)
 - **Appendix B: Index** (optional)
 - **Appendix C/D/E etc.:** Technical appendices (optional)
 - **Final Appendix: IAA in Brief** (2026 updated version provided by the IAA Office)

Note: Only one introduction and one conclusion are allowed across the entire study; multiple chapter-level versions are not accepted. Contributors are only listed once in the study in the interior page 3.

7.2 References

References should be at the end of each page if minimal otherwise, at the end of the study. Each reference should be identified by a number.

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:

1. Knowles, J. K. And Reissner, Note on the stress-strain relations for thin, elastic shells, *Journal of Mathematical Physics*, 1958, **37**, 269-282.
 2. Carslaw, H. S. And Jaeger, J. C., *Operational Methods in Applied Mathematics*, 2nd edn. Oxford University Press, London 1953, p. 121.
- Etc...

7.3 Appendix A: Abbreviations and Acronyms

ASI	Agenzia Spaziale Italiana
CNES	Centre National d'Études Spatiales (French Space Agency)
CNSA	China National Space Administration
Etc...	

7.4 Other typing recommendations

Footnotes

Footnotes should be indicated by numbers : 1,2,3,4

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".

Important notice:

No more than one **introduction** and one **conclusion** may be listed in the study report. A report with several introductions and conclusions by chapters will not be accepted.

8. Publication Process

Study group leaders must coordinate publication with the Secretary General and may proceed only with IAA Office approval.

High-resolution photographs exceeding email size limits must be uploaded via the IAA's dedicated online directory. The IAA Office then verifies all documents against reproduction standards.

9. Sponsors

Study Group leaders should promptly notify the Secretary General of potential in-kind support, preferred sponsors, or sponsorship challenges. If needed, the Secretary General will assist in seeking additional sponsorship opportunities (e.g., space agencies, universities, corporations) to support study publication.

10. Technical Rules for Online Publishing

10.1 Preparatory Steps – provided by the study group leaders

- 1 Source file (i.e. Word document) and 1 publication file (PDF)
- 3 multi-language executive summaries (suggested: English, Chinese, French)
 - additional languages are encouraged based on the setup of the study group team
- 1 public abstract (max. 3000 characters) for the IAA web site
 - including title and content description of max. 160 characters for the IAA web site
 - including 1 genuine image from the study with provision of alternative text describing the image for the IAA web site
- 1 citation file (ASCII text format) for the IAA web site
- 6-8 bibliographic keywords for the IAA web site
- Provision of useful search engine-ready meta data for the IAA web site:
 - i.e. category, publisher, date, length, etc.
- 1 text input for a public news item (max. 1000 characters) for the IAA web site

10.2 Implementation Steps – conducted by the IAA Office

- Creation of one web page at the IAA web site for the publication of the study
- Creation of a password-protected version of the submitted publication file (PDF)
- Setup of the web page for the publication of the study
 - Addition of the provided meta data to the HTML source code
 - Addition of the shortened title and content description
 - Addition of the public abstract
 - Addition of the selected image and the alternative text
 - Addition of the bibliographic keywords
 - Addition of the citation file accessible via a link
 - Addition of the publication file (PDF) accessible via a link to the IAA shop
- Creation of news item at the IAA web site using the provided text

The standards for IAA publication must be strictly followed and always validated by the IAA Office before publication.

Publications through another organization using its own standards and copyright are not possible.