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Author guidelines for **science articles** and **workshop reports** for the **SPARC** newsletter

Procedure and timelines

Inform the SPARC Office that you would like to submit an article for the next SPARC newsletter, providing information on estimated length and number of figures/tables.

1. For January issue: submission until **15 November**
2. For July issue: submission until **15 May**

Late submission may be considered after consultation with the SPARC Office. After article submission, articles will be edited and sent back to for a final check.

Contact

Fiona Tummon (fiona.tummon@env.ethz.ch) or
Carolin Arndt (carolin.arndt@sparc-climate.org).

Text

science articles	workshop reports
Maximum of 4000 words for the body of the article (possibly longer upon consultation with the SPARC office).	Maximum of 2000 words for the body of the article (possibly longer upon consultation with the SPARC office).

- Text, references and figure/table captions should be submitted in one Microsoft Word file (figures/tables should please be separate).
- Authors' affiliations as well as an email address (for all or just one corresponding author) should be provided (spell out first name, second name can be initial; do not include street addresses or postal codes). For example:

Johannes Staehelin¹, Ted Shepherd², and Greg Bodeker³

¹SPARC Office, Zurich, johannes.staehelin@env.ethz.ch, ²University of Reading, UK, theodore.shepherd@reading.ac.uk, ³Bodeker Scientific, New Zealand, greg@bodekerscientific.com

- Short subheadings should be included to break up the text; avoid starting the article with a subheading and avoid numbering the subheadings.
- Articles should be written for an interdisciplinary, international audience.
- Explain obscure terms, avoid technical language, and spell out acronyms and abbreviations.

- Avoid using footnotes.
- Use UK English.
- Keep acknowledgements as short as possible.

References

- Limit references to the 8 most important publications (further references can, however, be included in the online version of the newsletter).
- Normally, only publications that are at least "in press" (and have a doi) will be listed. Other references can be cited in the text as "unpublished data".
- All references in the article should be cited with names and dates: (Schmidt *et al.*, 2005).
Multiple references should be ordered by year (oldest first) and separated by a semi-column:
(Anthony *et al.*, 2010; Turner, 2008; Brand and Salini, 1965).
- References should be formatted as in the following examples, using "et al." if there are more than 4 authors, and for book editors:

For Journal articles:

Nair, P.J. *et al.*, 2012: Relative drifts and stability of satellite and ground-based stratospheric ozone profiles at NDACC lidar stations. *Atmos. Meas. Tech. Discuss.*, **5**, 471-516, doi:10.5194/amtd-5-471-2012.

Wang, H.J., D.M. Cunnold, and X. Bao, 1996: A critical analysis of SAGE ozone trends. *J. Geophys. Res.*, **101**, 12,495-12,514.

For book chapters:

Solomon, S. *et al.* (eds.), 2007: Climate Change 2007 - The Physical Science Basis: Working Group I Contribution to the Fourth Assessment Report of the IPCC (Climate Change 2007), 1009 pp., Cambridge University Press, Cambridge, UK.

For SPARC publications:

SPARC, 2006: SPARC Assessment of Stratospheric Aerosol Properties. L. Thomason and T. Peter (eds.), *SPARC Report*, **4**, WCRP-124, WMO/TD-No. 1295.

Harris, N.R.P., J.S. Staehelin, and R.S. Solarski, 2011: The New Initiative on Past Changes in the Vertical Distribution of Ozone. *SPARC Newsletter*, **37**, 23-26.

Figures/Tables

- Provide Figures and Tables separately from the text body (NOT embedded).
- Figures are referred to in the text as **Figure X** or (**Figure X**), Tables as **Table Y** (or **Table Y**) (NOT Fig. or Tab.).
- Note that reprint of figures already published might require permission (at present just figures in Nature journals).
- Figures and graphs should be submitted electronically in an editable (vector) format (e.g., eps, pdf, ai, png), saved or exported directly from the software used to create them.

- Scientific figures are preferred over photographs (workshop photos, team photos etc.). If photos are provided they must be high resolution, no less than 300 dpi (when saved at the size appropriate for final publication) in psd, png, tiff, or jpg format.

Style

- Dates and places should be formatted as follows: 3 -7 August 2012, Cambridge, UK; 24 May - 1 June 2012, Zurich, Switzerland
- "quote" not 'quote'
- Enumerations: 4th Workshop (NOT Fourth Workshop)
- Capitals after ":"
- Italics for Latin words (e.g., *in situ*)
- No space between numbers and units (e.g. 3°C, 4%, >5, 6cm, 7kg)
- Only one space after full stop (NO double space)
- Numbers less than 10 are to be spelled out (e.g. seven), while those greater than 10 can be written in digits (e.g., 12, 65).