

# A Brief Guide for Authors

AMS STAFF

*American Meteorological Society, Boston, Massachusetts*

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## 1. Introduction

This document provides essential information required by authors to submit manuscripts to American Meteorological Society (AMS) journals or the *Bulletin of the American Meteorological Society (BAMS)*. It is intended to serve as a quick reference for frequently needed information in conjunction with the AMS Web site: <http://www.ametsoc.org/pubs/journals/index.html>.

Frequent reference to the AMS Web site, (address given is made in this document, and authors are encouraged to use it for more complete and more up-to-date information on AMS style, the publication process, and descriptions of all AMS journals. Note that *BAMS* only accepts manuscripts after the editors have approved a proposal for an article. Prospective authors for *BAMS* are encouraged to go to <http://www.ametsoc.org/PUBS/bams.html>.

## 2. Author disclosure and transfer of copyright

When a manuscript is submitted, the author will be asked to confirm that the publication has not been previously published in any language, and whether it is under consideration for publication by another journal. The author must promptly inform the chief editor if it is submitted for publication elsewhere before its disposition by the journal. This information is also requested during the manuscript uploading process.

Each manuscript must be accompanied by a statement transferring copyright from the authors (or other holder of the copyright) to the American Meteorological Society. The appropriate form for the transfer of the copyright to AMS is available on the AMS Web site or upon request. The signed transfer of the copyright is required under U.S. Copyright Law (Title 17 USC, as revised by P.L. 94-553) in order for AMS to have valid rights to continue its wide dissemination of research results and other scientific information. Editorial action on a manuscript that is not accompanied by the completed copyright transfer form, *signed by all authors*, will be delayed until the form is received. Original, faxed, or scanned versions are acceptable for both peer review and the production process. All authors need to sign a copyright transfer form for the manuscript that is submitted, but it is acceptable for each author to provide a separate form with this or her signature rather than requiring a single form signed by all, which greatly eases the logistical problems associated with collaborations among authors of different institutions.

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## 3. Manuscript preparation

Manuscript length should be less than 7500 words (including appendixes but not references or figure captions) or about 26 double-spaced typed pages when submitted. All manuscripts must be submitted electronically (see section 5). All copy (including tables, references, and list of figure captions) must be double spaced and have wide margins, and all pages must be numbered consecutively. The font used should be no smaller than 12 point and the line spacing should be no more than three lines per 2.5 cm, as measured from anywhere on the page.

### a. Components of a manuscript

Each manuscript should include the following components, which should be presented in the order shown.

- 1) *Title, name and affiliation of each author, dateline, any current or additional affiliations, and corresponding author address and e-mail.* These items should appear on the first page by themselves, with the abstract beginning on page 2. The date of receipt of the manuscript will be supplied by the editors.
- 2) *Abstract.* A concise ( $\leq 250$  words) abstract is required at the beginning of each article and, at the discretion of the chief editors, at the beginning of appropriate shorter contributions. Authors should summarize their conclusions and methods in the abstract. First person construction should not be used in the abstract, and references should be omitted because they are not available per se to abstracting services.
- 3) *Text.* The text should be divided into sections, each with a separate heading and numbered consecutively. The section/subsection headings should be typed on a separate line [e.g., **1. Introduction**, *a. Data*, *1) RADIOSONDE*, and *(i) Experiment 1*].
- 4) *Acknowledgments.* Omit the word “number” from grant or contract acknowledgments.
- 5) *Appendix.* Auxiliary analyses or tables whose details are subordinate to the main theme of the paper should normally appear in an appendix. Each appendix should have a title.
- 6) *References.* References should be arranged alphabetically without numbering. The text citation should consist of the author's name and year of publication, [e.g., “according to Rossby (1945),” or “as shown by an earlier study (Rossby 1945)”. When there

are two or more papers by the same author in the same year, the distinguishing suffix (a,b, etc.) should be added. More information on preparing and arranging references is provided in section 3d of this document.

- 7) *Figure captions.* Each figure must be provided with an adequate caption; all captions should be listed together, double spaced, for typesetting. Authors must also include single-spaced captions directly on the figures used for the reviewer copies.
- 8) *Illustrations and tables.* Each figure and table must be cited specifically in the text and in numerical order. The figure number will be typeset and should not be part of the illustration. Authors should label figure panels with lowercase lettering, preferably in the upper-left corner within the figure panel. All tables should have a double-spaced caption, and table text and headers also should be double spaced. Figures and tables, including those appearing in appendixes, should be placed at the end of the manuscript file, after the figure captions list, rather than within the body of the manuscript.

#### b. Figures

All figures printed in the journal are placed on the typeset page as an electronic image file. The highest quality of reproduction is possible if authors supply electronic files of any images that were originally created in an electronic form. If the original files change in number or content during the review process and have already been uploaded, they can be uploaded again. More information on electronic figure submission is available on the AMS journals web site.

The print-quality original electronic figure files must be in one of the accepted formats listed on the AMS journals web site. A list of file formats acceptable for production is here: [http://www.ametsoc.org/pubs/journals/acceptable\\_figure\\_formats.pdf](http://www.ametsoc.org/pubs/journals/acceptable_figure_formats.pdf). More information on digital art guidelines is here: [http://www.ametsoc.org/pubs/journals/digital\\_art\\_guidelines.pdf](http://www.ametsoc.org/pubs/journals/digital_art_guidelines.pdf). Authors who wish to check in advance whether their files may cause problems at typesetting can use the Digital Expert software found at our printer's (The Sheridan Press) Web site: <http://dx.sheridan.com>. This software can detect minor problems such as fonts that are not embedded, RGB instead of CYMK color, and low resolution as well as more major problems that will render a figure unusable.

Authors should strive to submit their figures at the size they will appear, with the understanding that the technical editors may resize the figures for layout purposes. Files should contain only a single figure and should not contain captions. Multiple-panel figures should be combined into a single electronic file when possible in order to avoid additional handling charges. The printing of color figures in the journal is an expense that is passed on to authors (see section 6).

#### c. Mathematical formulas, units, and time and date

Authors should attempt to visualize mathematical expressions as they will appear in print. Avoid built-up fractions and other complicated equation structures in text. Instead, have complicated expressions appear as display equations, that is, as equations centered on their own line.

Display equations are usually numbered consecutively to facilitate their citation in text, which is done by using the equation number in parentheses set flush right.

Because of AMS typesetting requirements, authors who use Microsoft Word to prepare their manuscripts are asked to use MathType to prepare their display equations, rather than making entries from the keyboard, and to avoid the use of MathType entirely in running text, using the keyboard exclusively except to create overbarred variables or variables with stacked super/subscripts that cannot be easily created from the keyboard. Following this practice will greatly reduce production time for mathematics-heavy papers.

Authors can facilitate the correct typesetting of their equations by using the correct typeface for variables. Scalar variables are set as italic (with the exception of multiple-character variables, e.g., RH or SST), vectors are set as boldface roman (e.g., **V**), and matrices and tensors are set as boldface sans serif (e.g., **A**). Parameters used as subscripts or superscripts are set italic unless they are an acronym or abbreviation (e.g.,  $T_p$ ,  $T_{LCL}$ ,  $\mathbf{V}_g$ ,  $\mathbf{V}_{obs}$ ).

Units should be SI with the exception of a few approved non-SI units of wide meteorological or oceanographic usage. Units should be set in roman font using exponents rather than the solidus (/) and with a space between each unit in a compound set (e.g.,  $m\ s^{-1}$  rather than  $m/s$  or  $ms^{-1}$ ).

Day, month, and year are written in the form "26 May 1998" in AMS publications. Do not abbreviate the names of months except in figure captions or tables. The recommended time zone annotation system is universal time and is abbreviated UTC. Time, time zone, day, month, and year are written in the form "1619 UTC 26 May 1998." The use of other time zones is permissible—for instance, EST, EDT, PST, LST (local standard time), or LT (local time). Do not use Z or GMT in place of UTC. Astronomical or military time (i.e., a 24-hour clock) is required.

#### d. References

A complete "Guidelines for Preparing References" may be obtained from the AMS journals web page. A few of the most common reference types are shown here. In order for the cross-reference linking to work properly, references must be complete and properly formatted. Authors are encouraged to invest the time needed to prepare the references according to AMS style.

##### 1) FOR A JOURNAL ARTICLE

Reference must consist of last name and initials of author(s), year of publication of journal, title of paper, title of journal (italicized or underlined and abbreviated—see appendix C of the *AG*), volume of journal (boldface), number of issue (only if required for identification), and first and last page numbers of the paper. For example:

Charney, J. G., and A. Eliassen, 1964: On the growth of the hurricane depression. *J. Atmos. Sci.*, **21**, 68–75.

##### 2) FOR A BOOK

Reference must consist of last name and initials of author(s), year of publication of book, title of book (italicized or underlined), publisher's name, and total pages. For example:

Wallace, J. M., and P. V. Hobbs, 1977: *Atmospheric Science: An Introductory Survey*. Academic Press, 350 pp.

### 3) FOR A CHAPTER IN A BOOK

For a book or monograph that is a collection of papers written by independent authors, the reference must be made to the authors of a particular chapter and consist of last name and initials of author(s), year of publication of book, title of the chapter, title of book (italicized or underlined), name of editor(s), publisher's name, and inclusive pages for the chapter. For example:

Anthes, R. A., 1986: The general question of predictability. *Mesoscale Meteorology and Forecasting*, P. S. Ray, Ed., Amer. Meteor. Soc., 636–656.

For a chapter in a book that is part of a monograph series, the format is similar but includes the volume and number of the monograph. For example:

Arakawa, A., 1993: Closure assumption in the cumulus parameterization problem. *The Representation of Cumulus Convection in Numerical Models*, Meteor. Monogr., No. 46, Amer. Meteor. Soc., 1–16.

### 4) CONFERENCE PREPRINT OR PROCEEDINGS

Reference must consist of last name and initials of author(s); year of publication; title of paper; indication of the publication as a preprints, proceedings, or extended abstracts volume; name of conference volume (italicized or underlined); city and state where conference was held; conference sponsor's name; and pages of the paper. For example:

Kalnay, E., and Z. Toth, 1994: Removing growing errors in the analysis cycle. Preprints, *10th Conf. on Numerical Weather Prediction*, Portland, OR, Amer. Meteor. Soc., 212–215.

References should be to peer-reviewed literature whenever possible. Technical reports, conference proceedings, and other “gray literature” should be referenced only when no other source of the material is available, and an “available at” address should be provided for reports and dissertations.

## 4. Manuscript submission

When choosing which AMS journal is most appropriate for the publication of his or her manuscript, authors should use the mission statements for each journal provided on the AMS web site, as well as review the contents of recent issues of the journals for guidance. All AMS journals are available online through the AMS web site, and authors are encouraged to browse the tables of contents to help to determine the scope of each journal. When an author has decided which journal is most appropriate, the manuscript should be submitted to AMS through online submission at the AMS

Web site. If a manuscript meets the AMS submission qualifications (described in the table below), it will be transferred to the chief editor's office to begin peer review. The chief editor and the journal's editorial board will oversee the peer review of the manuscript and will correspond directly with the author concerning the disposition of the submission.

The submission must include the following components: 1) information (generally entered into the online submission system) that includes the manuscript title and abstract, and full contact information, including mailing address, phone and fax numbers, and e-mail address, for one of the authors (usually the lead author), as well as any additional information required for the manuscript (see section 2); 2) the copyright transfer form signed by all authors (see section 2); and 3) manuscript and figure files. A summary of requirements for successful qualification of manuscripts is given at the end of this document.

When submitting their manuscript, authors will be asked to upload the double-spaced manuscript file(s) (usually Word or some form of TeX) with double-spaced caption list, the double-spaced table files (if they are not part of the manuscript file), the single-spaced captioned peer-review figure files (if they are not part of the manuscript file), cover letter if used.

The manuscript submission system will automatically create for peer review a PDF file that contains the double-spaced manuscript, the tables, and the figures with captions below. The author must view it and approve it for submission to the chief editor.

## 5. Publications charges

AMS page charges are \$140 per printed page, as of 1 January 2008. An author can estimate page charges based on the typed manuscript using the following formula: (number of printed pages)  $\approx$  1/3(number of manuscript pages, including tables and figure captions, + number of figures—not total panels) + an additive factor of 1–4 (4 is used by AMS staff to estimate page charges but usually gives a conservative result when compared with actual printed papers). Publication charges represent the cost of publishing and disseminating research results and should be regarded as an essential and proper part of the authors' research budget. They are designed to cover the cost of editorial, composition, and related work needed to prepare an article for publication. Payment of publication charges is expected by the Society. At the time of submission, the author is required to agree to pay the estimated page charges, at which point the paper will continue in the submission process, or apply to AMS for a partial or full waiver. AMS will consider the circumstances of each paper in deciding whether or not a waiver is granted, and when charges are resolved the paper will continue in the publication process. As stated in the editorial by the AMS President that appeared in December 2004 issues, AMS is beginning to take steps to increase compliance with page charge payment, and granting of a waiver to agree to pay may also result in delays in publication.

Reproduction of color figures is significantly more expensive and results in higher publication charges. The current charges for color, which are assessed in addition to

the regular page charges for the article, are \$90 per figure piece if all page charges are paid; and \$490 for the first piece, \$390 for the second piece, and \$150 for each additional piece for papers granted a partial waiver. Authors granted a full waiver must convert all color figures to black and white, if possible. Panels (e.g., Figs. 7a and 7b) that are in separate files each count as an individual figure piece. Remakes of black and white figures not necessitated by press error cost approximately \$20 each; color figures are more depending on their size and complexity.

Articles published in *BAMS* are subject to a different page charge structure. See the “BAMS Online” pages of the AMS Web site for details.

Note that although the inability to honor page charges will not prevent publication of a paper, in almost all cases color charges must be paid. If the color charges cannot be honored, the technical editor of the journal may work with the author to find a suitable way to present the illustrated material in a black-and-white format.

### Requirements for Submitted Manuscripts to Enter Peer Review

In order for a *NEW* submission to be forwarded from AMS headquarters to the chief editor, the following requirements must be met (in addition to formatting requirements listed below):

1. **Co-author verification from all authors on a manuscript.** Once a corresponding author has completed the submission, co-authors will receive an email requesting verification. Once they complete this step, they are considered verified. (Note: We will eventually need signed copyright forms for publication, but these are no longer necessary for initial submission)
2. **A completed, signed Page and Color Charge Estimation Worksheet** (found here: <http://www.ametsoc.org/PUBS/journals/index.html>). On this form, authors calculate page charges based on number of manuscript pages, number of figure files, and number of color figure files. An author must either commit to paying the estimated page charges, or work out a page charge waiver with the AMS. Instructions for applying for a waiver are on the form.

### Formatting Requirements for NEW Submissions

All new submissions must meet the following formatting requirements before being cleared to enter peer review:

1. **Length requirement (or request a waiver).**
  - A) **For Expedited Contributions:** Length of no more than 2500 words (approximately 9 double-spaced pages), including the manuscript body through appendices, but not abstract, figure caption list, or references. Expedited Contributions over the length limit will be forwarded to the Chief Editor for final approval. Note: Expedited Contributions may not have more than 6 tables and figures/figure files.
  - B) **For all other manuscript types:** Length of 7500 words or less, not counting the abstract, figure caption list or references. If your paper is over the limit, the author is required to request the Chief Editor's approval via a cover letter uploaded with the manuscript presenting a justification for the length of the manuscript, and requesting an exception.
2. **Type size, line spacing, page and line numbering.** Text must be set using a 12 point font, and double-spaced (3 typed lines per inch [2.5 cm] measured anywhere on the page, from the Abstract through Appendices). All pages must be numbered sequentially. Line numbers are *strongly* advised.
3. **Figure and table formatting.**
  - A) **Figures** must not appear embedded within the manuscript body. They must appear at the end of the manuscript file, after the references, WITH captions. Figures must appear for review as they will in print. If you'd like to print figures in black and white, please provide black and white figures for review.
  - B) **Tables** must also appear at the end of the manuscript file, after references, and WITH captions. They may not contain any shading, color, or underlining. To highlight information within a Table, use of italics or boldface font is recommended.
4. **Order of manuscript elements.** The following manuscript elements must appear in the proper order: Title Page, Abstract, Body Text, Appendixes (if any), References. Figures and Tables should appear after the References section. Abstracts are required for Articles and Expedited Contributions. Comments and Replies may include Abstracts, but they are not required.
5. **References.** References and citations must be in proper format:

Reference:

Author(s), publication year: Article title. *Journal Name (abbreviated, italic)*, volume number (bold), page range.  
 Hubert, L. F., and L. F. Whitney Jr., 1971: Wind estimation from geostationary satellite pictures. *Mon. Wea. Rev.*, **99**, 665–672.

Citation:

Format: surname(s) (year of publication) or (surnames(s), year of publication)  
Examples: Smith et al. (1990) or (Johnson 2008)

#### Additional Formatting Requirements for REVISED Submissions

Revised manuscripts must meet all of the requirements for new submissions along with the additional requirements listed below:

1. **A figure captions list.** A complete list of figure captions must appear before the individual figures.
2. **Manuscript and figure source files.** Manuscript source files and figure source files are required with all revisions. Figures must appear for review as they will in print. If you'd like to print figures in black and white, please provide black and white figures for review. If you choose to include figure source files in the system-built PDF, please caption them. AMS will not ask you to remove these captions later. Please follow this link for more information regarding source files: <http://www.ametsoc.org/PUBS/journals/index.html>