

Suggestions for Authors

Articles are accepted for the *Monthly Weather Review* with the understanding that they have not been published or accepted for publication elsewhere.

Three copies of the *manuscript* should be submitted. (Authors in the conterminous United States should submit complete phone number with initial correspondence.) If possible, each author should spell out at least one name in addition to his surname to facilitate future referencing. All text including footnotes, references, tables, and captions for figures should be typed double spaced with margins of at least 1 inch on sides, top, and bottom. Some inked corrections are acceptable, but pages with major changes should be retyped. A multilithed or mimeographed manuscript is acceptable if it satisfies the requirements of double spacing and easily legible type.

In general, the editorial style of the *Review* follows rules set down in the Government Printing Office *Style Manual*; but most units of measurement are abbreviated without periods (except to avoid ambiguity) and without use of the plural *s*. Clarify statute miles (e.g., 6 mi) and nautical miles (6 n.mi.). Metric abbreviations usually follow the International System of Units (SI, *Système International*). (Use *GMT* and not *Z*.)

An informative *abstract* should be supplied with each paper, note, or letter unless the communication itself is no longer than an abstract—ordinarily a brief paragraph. The abstract should convey, in a few sentences and in as concise a manner as possible, the essential information of the original paper including main purpose and methodology, results, and principal conclusions.

Tables should be typed, each on a separate page, with a title provided. They should be numbered consecutively in arabic numerals. Remember that proper alignment of columns in the typewritten version is important for the reviewer's understanding and for the printer's correct transfer of the manuscript into type.

Mathematical notations. Conventional symbols in accordance with the *American Standard Letter Symbols for Meteorology* should be used. Equations should be numbered consecutively in arabic numerals. If equations are written into the manuscript in longhand, dubious-looking symbols should be identified with a penciled note. Typed symbols are preferable.

Footnotes should be numbered consecutively in arabic numerals and indicated in the text by superscripts. Each should be typed at the bottom of the page on which the footnote reference occurs. In many cases, the brief footnote material can be included in the text within parentheses; this procedure avoids the risk that the footnote may be dropped off, lost, or interchanged with another.

Illustrations. A list of captions for the illustrations should be typed (double spaced) on a separate page. Every illustration should have an explanatory caption. Number each illustration consecutively in arabic numerals in the margin or on the back outside the image area. Illustrations must take a reduction to dimensions not exceeding $3\frac{1}{2}$ by 9 (column size) or $7\frac{1}{2}$ by 9 inches (page size) to fit into the *Review* page. *Map bases* should show only political and continental boundaries and latitude and longitude lines; if data are to be plotted, station circles will also be needed. Usually the less detail in the background the better will be the result from the standpoint of clear reproduction.

Line drawings and graphs should be uncluttered with fine background grids unless the graph demands very close reading. Lines should be even and black, lettering legible, symbols distinctive, and both lettering and symbols large enough to maintain their legibility under the necessary reduction. If reproductions of line drawings are submitted because of the large size of the original, they must be extremely clear. Mimeographed copies or "photocopy" types of reproduction are not satisfactory.

Photographs should be sharp and clear with a glossy surface. Bear in mind that marks from paper clips or writing across the back will show up in the reproduction. Drawings and photographs should be protected with cardboard and mailed flat.

Citations within the text are made by inserting the author's last name and date of publication in parentheses (Jones 1969); or, if the author's name has just been mentioned, the date only, ". . . Jones (1969)." In case of multiple authorship, name both authors (Adams and Bach 1969) when there are no more than two; for three or more, use *et al.* (Adams *et al.* 1969). Two or more publications by the same author(s) in the same year are distinguished by *a, b, etc.*, after the date (1961*a*, 1961*b*, *etc.*); two or more publications by three or more authors with the same first author and year are similarly distinguished.

References should be listed if and only if they have been cited in the text and should be listed alphabetically by the surname of the author, followed by at least one spelled-out name, if possible, and similarly for names of all coauthors. Two or more publications by the same author(s) in the same year are distinguished by *a, b, etc.*, after the date, 1961*a*, 1961*b*, *etc.* (the earliest publication date first); two or more publications by three or more authors with the same first author and year are similarly distinguished. Items to be included in full references are listed below:

Books or chapters in books

Author's full name, surname followed by at least one spelled-out name
Complete title of book or chapter (In foreign language publications, give the original language title followed by the English title in parentheses.)

Editor, compiler, or translator, if any

Name of series in which book appears, if any, and volume or number in the series

Edition, if other than the first edition

Number of volumes or volume number, if applicable

Publication facts—publisher's name, city of publication, and date of publication

Number of pages, total or inclusive, as applicable

In the translation of a foreign language publication, follow the above guidelines but add in parentheses the original language title followed by data from the above guidelines.

In the case of proceedings of conferences and symposia, the title should be followed immediately by the specific name of the meeting, place where held, date of meeting, and number of meeting—if numbered (the publication date is generally different from the date of the meeting).

Journal articles

Author's full name, surname followed by at least one spelled-out name, if possible

Full title of article, including title of part, if applicable; in foreign language publications, give the original title followed by the English title in parentheses; place "abstract" in parentheses after the title, if it is the sole source.

Name of periodical in full (no abbreviations)

Volume and number of the periodical (if foreign, also the city and country)

Date of the issue, month and year, including the day if applicable

Page numbers of the article (inclusive)

Unpublished material

Unpublished material should include as many of the items listed above as possible, also the affiliation of the author or communicant, or the location of the data. Identify in parentheses at the end of the reference: unpublished manuscript, paper presented at a conference, thesis, raw data, or personal communication, as appropriate.

Technical and contract reports

Include as many of the items listed under books as are applicable. It is important to include the report or contract serial number after the title, and the name of the originating organization.