

Editorial

Several JOURNAL OF APPLIED METEOROLOGY policies were enunciated in 1978 in a series of editorials dealing with the handling of manuscripts, procedures used for handling comments, replies and responses to published papers, referencing unavailable and unrefereed papers and reports, and the timing requirements for revised manuscripts. The Chief Editors felt those editorials were necessary, at the time, to provide authors with guidance for manuscript preparation and information on the movement of individual manuscripts through the system.

At the same time, it was recognized by the Publications Commission that additional uniformity should be sought for the editorial processing of manuscripts among the various journals. This goal was perceived as of primary benefit to authors since a single set of guidelines would emerge as opposed to one for each journal. The Commission agreed to the preparation of an author's guide intended to serve all journals. The third draft of the guide is presently undergoing additional review and editing, and will be available to authors in the not-too-distant future.

At the Commission meeting of 1 October 1980, the consensus of the editors was clear on several matters relating to the abovementioned editorials. Certain procedural changes for the preparation and handling of manuscripts were agreed to and I have taken the liberty to extract from the author's guide draft those items that represent departures from our current policies and will be immediately adopted by JAM. The salient points of the recent changes are now included in the revised "Information for Contributors" printed on the inside of the front and back covers of each JAM issue.

Regarding Editorial 1 (January 1978), the only substantive change is the following. After the Chief Editor has examined the subject matter as suitable for JAM, the manuscript is screened to see whether it is complete and in proper format. The screening form that is used for this purpose is shown in Fig. 1. If one or more items on this form receive a check, the author is notified that the submission is incomplete or improper in its present form. *The manuscript is not dated nor is the remainder of the review procedure initiated until the author provides a complete and proper submission.*

The second editorial appearing in February 1978 will continue as the current JAM policy regarding the handling of comments, replies and responses to published papers. However, to clarify one point, the reply to a comment will be sent to the commentor who will have the option of withdrawing, revising or proceeding with the exchange. A one-month period will be allowed for this aspect of the process. If the commentor has not taken action within one month, it will be assumed no revision is required. If the comment is withdrawn, neither the comment nor reply will be published. If the comment is revised, it will be forwarded to the reply author for possible amendment. If no amendment is received within one month it will be assumed that no amendment is forthcoming and the Comment and Reply will be forwarded for publication.

A substantive change of policy will be invoked regarding the use of nonstandard references enunciated in the JAM editorial of March 1978. We maintain that the use of non-standard references is undesirable, but we also realize that occasional use is unavoidable and necessary. In fairness to the reviewers of manuscripts and to the scientific audience, we will insist that such references be fully documented by indicating their availability from the Library of Congress, the National Technical Information Service, or other public depositories, or by giving a complete mailing address where copies of unrefereed or limited availability reports can be obtained. Authors are cautioned that the checklist shown in Fig. 1 will be enforced requiring the submission of copies of normally unavailable non-standard references if and when they are requested by reviewers. *We strongly urge authors to avoid the use of non-standard references.*

The editorial on timing of revised manuscripts appearing in the April 1978 issue will stand unchanged as JAM policy. Simply stated, an author has six months to submit a revised manuscript for further editorial processing. Papers held for revision for more than 6 months will be considered as a new manuscript and a new review process will be initiated.

Richard G. Semonin
Chief Editor

- Only ___ copies of manuscript were provided; send ___ more copies (a total of 5 copies is required).
- Diagrams and/or photographs are not of suitable quality.
- Manuscripts are not double-spaced.
- Manuscript is not typed on one side only.
- Abstract is not provided.
- Figures (including photographs) are not numbered consecutively.
- List of figure captions is not provided on a separate sheet.
- Please send original copies (or glossy prints) of figures.
- References are not in proper format.
- S.I. Units have not been used throughout (see *Bulletin of the American Meteorological Society*, 55, No. 8, pp. 926–930).
- You should reconsider the following non-standard references and *retain only those that are absolutely essential and for which there are not equivalent standard references.*

If any of these non-standard references must be retained, you should include with the reference the National Technical Information Service or Library of Congress number, or a complete mailing address where the reader can obtain the article.

If you think the reviewers may need to refer to any of the nonstandard references, or to as-yet unpublished manuscripts, you should provide us with three copies of each such item. DO NOT send us any lengthy data tabulations, data catalogues or data documentation. If reviewers request that any such references be made available, copies must be provided.

You should provide us with five typed copies of your complete revised list of references and five copies of the pages of the text on which changes have been made due to elimination of non-standard references.

- Agreement to transfer copyright not with manuscript (enclosed).
- Other.

FIG. 1. Initial manuscript evaluation for JAM.