

## **Instructions to authors for *Annals of Glaciology***

### **Papers submitted should be:**

- Of high scientific quality
- Complete and clear
- Relevant to topic of symposium
- Substantially different from previously published work
- 5000–5500 words long (papers exceeding this limit will be subject to mandatory page charges)
- Written in English

### **Original submission**

- Send a pdf file containing the text and all figures and tables to [annals@igsoc.org](mailto:annals@igsoc.org). Remember we only need low-resolution figures at this stage

### **Review process**

Papers will be assessed by a Scientific Editor and two referees who will recommend one of the following:

- Acceptance
- Acceptance after minor revision by author
- Acceptance only after major revision and re-review
- Rejection

The Scientific Editor will discuss any modifications to the text, figures and references required with the attending author during the symposium. The Scientific Editor will make a recommendation to the Chief Editor who will inform authors when a manuscript is accepted for publication.

You will then provide the IGS with electronic versions of the final text and figures.

You will be sent a proof of the final version of your text and illustrations to check and correct (you will have to pay for any substantial alterations made at this stage).

### **Final submission**

The final accepted version of the paper should be in electronic format.

- Acceptable formats are
  - Text (including tables and figure captions) – Word or LaTeX (the IGS class file can be downloaded from the website)
  - Figures – eps, ai (illustrator), ps, tif, psd NOT jpeg
- File names should reflect the number of paper, e.g. 45A114.doc
- Send
  - via email to [annals@igsoc.org](mailto:annals@igsoc.org), or
  - on CD via mail to the IGS (see address above), or
  - via the IGS ftp site (please contact [igsoc@igsoc.org](mailto:igsoc@igsoc.org) for details)
- Indicate contact details of corresponding author
- Responsibility for the accuracy of all data rests with the authors

## General points

- Title should be concise
- Please do not use Hypertext
- Abstract should be less than 200 words
- Papers should be divided into unnumbered sections with short section headings
- Use SI units
- Use internationally recognized systems of abbreviation
- Illustrations should
  - be 1 or 2 column widths: up to 85 mm or up to 178 mm
  - not be in boxes
  - be in greyscale (black and white) unless it's a colour figure
  - use strong black lines (avoid tinting if possible)
  - use SI units in labels
  - use Optima, Ariel or a similar sans serif font in labels
- Equations should
  - be set in MathType or advanced equation editor if using Word
  - NOT be embedded in the text or be submitted as illustrations. If you are using MathType or equation editor, please do not click on *Export Equations*
- Tables should be
  - Numbered in Arabic
  - Referred to in text (as 'Table 1' etc)
- All citations in text should include the author name(s) and the year of publication (e.g. 'Smith, 1999'; 'Smith and Jones, 2000'; 'Smith and others, 2003') and must have an entry in the reference list
- References list should
  - Be short
  - Be complete and accurate
  - Be arranged in alphabetical order by first author's surname
  - Include too much rather than too little information
  - Include works accepted but not published as 'in press'
  - Not include personal communications, unpublished data or manuscript in preparation or submitted for publication, data published on the web (these should be included in the text)
- Examples of reference format

Bentley, C.R. 1971. Seismic evidence for moraine within the basal Antarctic ice sheet. In Crary, A.P., *ed.* *Antarctic snow and ice studies. II.* Washington, DC, American Geophysical Union, 89–129. (Antarctic Research Series 16.)

Colbeck, S.C. 1988. The kinetic friction of snow. *J. Glaciol.*, **34**(116), 78–86.

Drewry, D.J., *ed.* 1983. *Antarctica: glaciological and geophysical folio.* Cambridge, University of Cambridge. Scott Polar Research Institute.

Pedley, M., J.G. Paren and J.R. Potter. 1988. Localized basal freezing within George VI Ice Shelf, Antarctica. *J. Glaciol.*, **34**(116), 3–10.

Rose, K.E. 1978. Radio-echo sounding of Marie Byrd Land, Antarctica. (Ph.D. thesis, University of Cambridge.)

Ueda, H.T. and D.E. Garfield. 1968. Drilling through the Greenland ice sheet. *CRREL Spec. Rep.* 126.

**Page charges**

These must be paid if:

- your paper is more than 5 printed pages (5000–5500 words) long
- your paper has colour figures (even if just one figure is colour, charges must be paid for all printed pages).

**Offprints**

All authors can request an electronic (pdf) offprint of their paper via email. Authors who have paid full page charges can also request up to 100 free printed offprints. Additional offprints can be purchased at the rates shown on the order form.