Polar Meteorology and Glaciology
NOTE TO CONTRIBUTORS

Editorial policy

Polar Meteorology and Glaciology is an annual publication from the National Institute of Polar Research (NIPR). It includes papers on meteorology and glaciology in the polar regions as well as papers presented at the NIPR Symposium on Polar Meteorology and Glaciology. The *Polar Meteorology and Glaciology* accepts four categories of paper; *scientific papers, scientific notes, review papers* and *reports.* Scientific papers are original articles dealing with major problems related to meteorology, atmospheric chemistry, glaciology, sea ice physics, oceanography, and climatology in the polar regions. Scientific notes are articles dealing with a significant topic, new finding, and preliminary interpretation, etc. Review papers and reports deal with recent development and activities, respectively.

Submission of manuscripts

Authors are requested to submit, with their manuscripts, a sheet of submission to indicate the contact address, telephone and fax numbers and e-mail address, etc. In case of more than one author, please indicate to whom the correspondence should be addressed. The format of the sheet is available upon request to:

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The received scientific papers and scientific notes are reviewed by at least two referees. Review papers and reports are reviewed by at least one referee. Referees and the editors may request modification/revision of the papers, and the acceptance of the paper and its final category is determined by the Editorial Committee of NIPR.

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One set page proofs will be sent to the corresponding author, to be checked for typesetting/editing. The author is not allowed to make changes or corrections that constitute departures from the article in its accepted form. Proofs should be returned within 2 days.

Submission of final revised manuscript

Authors are requested to submit digital files of the text and tables as e-mail attachments together with one hard copy of the manuscript (including a complete set of figures). We accept files generated by Microsoft Word and plain ASCII text files.

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Technical details

(1) All manuscripts must be written in the English.

(2) All pages of the manuscript must be typed double spaced on one side of the A4 paper with margins of 3 cm, and assembled in the order; *title, abstract, text, acknowledgments, references, appendices, tables, figure captions and figures.*

(3) An abstract of not more than 200 words is required.

(4) Key words of less than five words are required.

(5) Use of the International System of Units (SI) is recommended.

(6) The title page should include the category of contribution, the title, the name(s) of author(s), their affiliations and addresses. In case the title contains more than 50 letters, a running title should also be given.

References

(1) The text citation of a reference should consist of the author's name and year of publication (*e.g.*, "according to Kawaguchi (1973)" or "as shown by an earlier study (Kawaguchi *et al*., 1974)").

All references referred to in the text should be listed at the end of the manuscript under the heading *References.*

(2) References in the list should be arranged alphabetically in the following style:

Aagaard, K. and Carmack, E.C. (1989): The role of sea ice and other fresh water in the Arctic circulation. J. Geophys. Res., **94**, 14485–14498.

Berner, E.K. and Berner, R.A. (1996): Global Environment: Water, Air, and Geochemical Cycles. Upper Saddle River, Prentice Hall, 371 p.

Krueger, A.J., Stolarski, R.S. and Schoeberl, M.R. (1987): Characteristics of the Antarctic ozone hole derived from Nimbus 7 TOMS data. Proc. NIPR Symp. Polar Meteorol. Glaciol., **1**, 1–9.

Raatz, W.E. (1991): The climatology and meteorology of Arctic air pollution. Pollution of the Arctic Atmosphere, ed by W.T. Sturges. New York, Elsevier, 13–41.

For more examples, refer to recent issues of the NIPR publication.

Tables/Figures

Each table should be typed by on a separate sheet of A4 paper and numbered according to their sequence in the text. All figures should be numbered consecutively and referred to in the text. Color figures can be accepted upon request. But the final decision rests with the editorial board.