

NOTE TO CONTRIBUTORS

General

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. Both papers are reviewed by at least two referees for judging the acceptability. Review papers and reports deal with recent development and activities, respectively. These papers are reviewed by at least one referee.

Manuscripts for the *Polar Meteorology and Glaciology* **should be sent to:**

The Editorial Board of the *Polar Meteorology and Glaciology*

National Institute of Polar Research

9-10, Kaga 1-chome, Itabashi-ku, Tokyo 173-8515, Japan

Tel: +81-3-3962-7125, Fax: +81-3-3962-5719, E-mail: icesamp@nipr.ac.jp

Three copies of the manuscript are required for submission. Information on the corresponding author including his/her address, telephone and fax numbers and e-mail address should be attached.

Preparation of manuscripts

- (1) All manuscripts must be written in the English language.
- (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; *abstract*, *text*, *acknowledgments*, *references*, *appendices*, *figure captions*, *tables* and *figures*.
- (3) An abstract of not more than 200 words is required.
- (4) Use of the International System of Units (SI) is recommended.
- (5) The title page should include the author(s) name(s), their affiliations and addresses. In case the title contains more than 50 characters, a running title should be indicated on the title page.

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 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 editor.

Page proofs

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

Reprints

Fifty reprints of each article are supplied free of charge. Additional reprints can be ordered on a reprint order form, which will be sent to the corresponding author upon receipt of the accepted article by the publisher.

Submission of electronic text

Authors are requested to submit an electronic copy of the final text on a 3.5" diskette after the paper is accepted, which should include a text file (DOS). The name and version of the word processing program should be clearly indicated.