

Author Guidelines for ClimDiff Manuscripts

Author(s) Name(s)

Author Affiliation(s)

E-mail(s)

Abstract

The abstract is to be in fully-justified italicized text, at the top of the left-hand column as it is here, below the author information. Use the word “Abstract” as the title, in 12-point Times, boldface type, centered relative to the column, initially capitalized. Leave one 10-point blank line. The abstract is to be in 10-point Times, single-spaced type, and up to 150 words in length. Leave two blank lines after the abstract, then begin the main text.

1. Introduction

All manuscripts must be in English, should be prepared in PDF (Adobe Acrobat) format and should not exceed 8 pages. The corresponding file should not exceed 10 Mb. These guidelines include complete descriptions of the fonts, spacing, and related information for producing your manuscript.

Colour printing is possible; manuscripts may be in colour.

To be included in the Proceedings, your manuscript must be sent to kdavis@its.bldrdoc.gov and received by 21 April 2008. A copy should also be sent to climdiff@csiro.au.

2. Page setup

The paper size should be US-letter size (8.5 x 11 inches, 21.59 x 27.94 cm) with 1.0-inch (2.54-cm) margins (top, bottom, left and right) for all pages. Include a right-justified footer (Times 8-point) with your paper number (Clim.xx or Diff.yy as supplied in the email with the acceptance of your paper), followed by a space and the page number. See the footer of the present document for an example.

3. Main title

The title should begin at the top of the print area on the first page, centered, and in Times 14-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions (unless the title begins with such a word). Leave one 12-point blank line after the title.

4. Author name(s) and affiliation(s)

Author names and affiliations are to be centered beneath the title and printed in Times 12-point, non-boldface type. Multiple authors may be shown in a two- or three-column format, with their affiliations italicized and centered below their respective names. Include e-mail addresses if possible. Author information should be followed by one 12-point blank line.

5. Type-style and fonts

Wherever Times is specified, Times Roman or Times New Roman may be used. If neither is available, please use the font closest in appearance to Times. Avoid using bit-mapped fonts if possible. True-Type 1 fonts are preferred.

6. Main text

Type your main text in 10-point Times, single-spaced. Do **not** use double-spacing. All paragraphs should be indented 1/2 inch (approximately 1.27 cm). Be sure your text is fully justified—that is, flush left and flush right. Do not place any additional blank lines between paragraphs.

Figure and table captions should be 10-point boldface Times. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. For example: “Figure 1. Database contexts”, “Table 1. Input data”. Figure captions are to be centered below the figures. Table titles are to be centered above the tables. Figures must be legible in black-and-white.

Equations should be 10-point Times, centered and numbered as in equation (1) below. Leave one blank line before and after each equation.

$$y = x^2 + 3e^x \quad (1)$$

Figures, tables and equations should be inserted in the text. Whenever possible, they should be included immediately after the end of the sentence or paragraph that cites them for the first time.

7. First-order headings

For example, “1. Introduction”, should be Times 12-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after. Use a period (“.”) after the heading number, not a colon.

7.1. Second-order headings

As in this heading, they should be Times 11-point boldface, initially capitalized, flush left, with one blank line before, and one blank line after.

7.1.1. Third-order headings. Third-order headings, as in this paragraph, are discouraged. However, if you must use them, use 10-point Times, boldface, initially capitalized, flush left, preceded by one blank line, followed by a period and your text on the same line.

8. Footnotes

To help your readers, avoid using footnotes altogether and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

9. References

List and number all bibliographical references in 9-point Times, single-spaced, at the end of your paper. When referenced in the text, enclose the citation number in square brackets, for example [1]. Where appropriate, include the name(s) of editors of referenced books.

[1] Smith, A.B., C.D. Jones, and E.F. Roberts, “Article Title”, *Journal, Volume(Issue)*, pp. 1-10, Date.

[2] Jones, C.D., A.B. Smith, and E.F. Roberts, *Book Title*, Publisher, Location, Date.

[3] Smith, A.B., C.D. Jones, and E.F. Roberts, “Article Title”, *Proceedings of ...*, pp. 1-10 (or paper number), Publisher, Location, Date.