

## AMS Publications - Revision Checklist – June 2011

(for manuscripts submitted to Editorial Manager)

Please use your manuscript number (ie WAF-D-10-05000) in ALL correspondence. Following the guidelines below when you submit your revised paper will greatly speed production after your paper is accepted.

For details about AMS style, see the *Author's Guide*  
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\_\_\_\_\_ **The quality of your revision should be acceptable for posting to the AMS Early Online Release (EOR) web site and for being processed for final publication.** Please ensure that your revised manuscript is ready for immediate posting to the EOR site and for processing, should it be accepted. Review it carefully for typos and any other minor errors. If your revision is accepted, your manuscript and figure source files will go into production very quickly afterwards - making post-acceptance changes will add time and expense to processing. In addition, the final accepted version of your paper will be posted to the EOR web site (available to journal subscribers) about 10 days after acceptance – be sure that the revision you upload is of the quality you want to appear on the EOR site.

\_\_\_\_\_ The manuscript you submit for peer review **must be identical** to what you intend to publish, including in the use of color figures. If you have color figures in your manuscript that will be published in black and white, you must make the change to black and white **before** uploading your revision – making this change after acceptance will add expense and time to processing your paper and may require that it be sent back to the Editor for further review. As well as changing the figures themselves, be sure to make any necessary changes in the manuscript text (including captions) which will be altered due to the change from color to black and white.

\_\_\_\_\_ **The manuscript should include all required elements in proper order, with each beginning on a new page.** These are the title page, abstract, body of text (including footnotes and acknowledgements, if any), appendixes (if any), references, tables (if any), figure captions list, and captioned figures. All text (including the abstract, body, footnotes, references, tables and appendixes), must be **double-spaced**. (AMS defines double-spaced as being **not more than 3 typed lines per 2.5 cm.**) Text should be at least 12-point typeface. For **Expedited Contributions**: If the manuscript grows beyond the length or figure criteria specified above during the review and revision, or if it requires a second round of reviews, the contribution will move out of the Expedited Contributions category and will be considered a regular article.

\_\_\_\_\_ Abstract must be 250 words or less. This conforms to ISO standards and the needs of abstracting services (MGA, etc.) If the abstract entered here does not match the abstract in your manuscript, the submission will be returned to you for correction.

\_\_\_\_\_ **Manuscript must include line numbers throughout.**

\_\_\_\_\_ **The separate Title Page** must include title, all authors' names, each author's affiliation, and the Corresponding Author's full contact information.

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[http://www.ametsoc.org/pubs/journals/author\\_reference\\_guide.pdf](http://www.ametsoc.org/pubs/journals/author_reference_guide.pdf)

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\_\_\_\_\_ **Page placement:** The appendices (if any), reference list, and figure captions list should each begin on a new page; figures should be placed one per page with captions *below* the figure for ease of review. If multipanel figures will not be legible on one page, use multiple pages. Tables should also be one per page, with captions *above* table text. (No list of table captions is necessary)

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\_\_\_\_\_ **Manuscript files: For all revisions we require the manuscript in the native source file** used to create it (Word, LaTeX, Framemaker, etc). If you used the AMS LaTeX template, we also need any associated files used to create your manuscript (in total, we need .tex, .bib, .sty, and .bst).

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