

## MANUSCRIPT INSTRUCTIONS—MINI SUITE

### 12TH CONFERENCE ON MOUNTAIN METEOROLOGY

AUGUST 28–SEPTEMBER 1, 2006 LA FONDA SANTA FE, NEW MEXICO

#### DEADLINE FOR SUBMISSION: 21 JULY 2006

Manuscripts for the 12th Conference on Mountain Meteorology will be available via the AMS website. **No hard copies will be produced for this meeting.** An enhanced online collection of conference proceedings will be posted on the AMS website. This will consist of two parts: extended abstracts submitted prior to the meeting and then the author's final PowerPoint file. Authors of accepted papers will have the opportunity to contribute to either or both parts of this collection for a single fee of \$65. There will no longer be the recorded audio and mouse movements, as presented at this Mountain Meteorology conference. Authors will be emailed once the meeting is completed with an additional option to upload their final PowerPoint presentation. Please be aware that the PowerPoint files will be open to the public with the ability to be copied. Extended abstracts must be uploaded in pdf format by **21 July 2006**.

We encourage all presenters to submit a manuscript since time for presentations is limited. This electronic version of the manuscripts will provide an excellent opportunity to include more detailed information, color figures, figures, and graphs that may require more time for study than is available at the meeting.

**Submitting Your Manuscript:** All manuscripts must be submitted electronically on-line as a PDF file. Please refer to page 2 of this document for detailed instructions to help you prepare your manuscript, which should be no more than 3MB in size. The deadline for uploading manuscript pdf file on-line is **21 July 2006**. It is very important that you adhere to our deadlines. If you cannot submit your manuscript pdf by this date, please contact Brenda Ward, Senior Meetings Coordinator immediately via e-mail: [bward@ametsoc.org](mailto:bward@ametsoc.org) or by telephone (617) 227-2426, ext. 227.

If you have any changes to make to your short abstract, title, or author information, please do so when submitting your manuscript. If changes are not made, the correct information will not be reflected in the program on-line.

**Uploading Your Manuscript:** Your manuscript must be submitted on-line. To do so, please go to the AMS web site at [www.ametsoc.org](http://www.ametsoc.org) and click on "Meetings" in the red bar across the top of the page. This will bring you to the Meetings page, where you can select the link for the "Visit the Authors' Resource Center (ARC)". From there, click on "Presenting at AMS Meeting". Finally, click on "Extended abstract/manuscript submissions on-line". You will be asked for your abstract id and password, which you already received when submitting your initial abstract on-line.

Your full manuscript will be available on the AMS Web site containing the meeting program in addition to the short abstract that is currently available. Further, you are given the option of including a URL to an external Web site so that supplemental materials, such as a more complete manuscript, color figures, animations, etc., can be linked to the preprint manuscript.

An electronic Manuscript Charge Form is provided when you submit your pdf file. Our on-line payment screen is a secure server. If paying by purchase order, please note your PO number on-line or that a purchase order will follow. A hard copy of your purchase order must be sent by mail, with a copy of the Manuscript Charge Form (see page 3).

The general and hotel information, and registration form will also be available at this site. Thank you for your participation in this conference. We look forward to seeing you in Santa Fe!

**PLEASE REFER TO THE FOLLOWING INSTRUCTIONS  
FOR COMPLETE INFORMATION ON FORMATTING YOUR MANUSCRIPT**

# EXAMPLE OF LAYOUT AND FORMATTING INSTRUCTIONS

10.2

## DOPPLER RADAR VELOCITIES

Andrew A. Andrews \*  
University of Missouri, Columbia, Missouri

### 1. INTRODUCTION

To assist you in preparing your manuscript for publication, please adhere to the following instructions.

### 2. MANUSCRIPT DEADLINE & SUBMISSION

Manuscripts must be posted via the AMS website by **21 July 2006**

#### 2.1 Submission Charges

Your file should be no larger than **3MB in size**.  
The submission charge is \$65.

### 3. PAGE LAYOUT & TEXT FONT

Manuscripts must be formatted with 1" margins on all sides. Please use 9 or 10 point Helvetica, Arial, or similar font for the text.

Place the text in newspaper style columns with a ¼" space between columns, as shown on this page. If necessary, figures, photos, or charts may span the two columns adhering to the 1" outside margins.

### 4. MANUSCRIPT FORMATTING

The International System of Units (SI units) used in all AMS journals should be used in AMS conference preprint volumes.

#### 4.1 Paper Number

If you are presenting a poster, a "P" will precede your paper number and if you are presenting in a joint session a "J" will precede your paper number (the "P" and the "J" are a part of your paper number, please be sure they appear on your manuscript).

Your **boldfaced** paper number should be typed at the 1"/1" margin in the upper lefthand corner of your manuscript (as shown on this page, i.e. **10.2**).

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\* *Corresponding author address:* Andrew A. Andrews, Univ. of Missouri, Dept. of Meteorology, Columbia, MO 65211-1234; e-mail: [aandrews@met.edu.com](mailto:aandrews@met.edu.com).

#### 4.2 Titles, Headings & Footnotes

The title of the paper should be centered and typed in CAPITAL LETTERS on the first line of the first page of your manuscript. Type the name of all author(s) in initial caps and center on the page two lines below the title. Type authors' business or school affiliation, city, and state and center on the line below the name in initial caps.

Major headings are Arabic-numbered and in CAPITAL LETTERS (as shown in these instructions).

Footnotes should be indicated in the text with an asterisk (\*).

#### 4.3 Author's Corresponding Address

Please type, within the 1" margin, the corresponding author's address in the lower left corner of your first page (see lower left corner of this page).

#### 4.4 References

List all bibliographical references at the end of the paper in alphabetical order by first author. When referring to them in the text, type the corresponding author surname followed by the year of publication; e.g., Smith (1984). Use referencing style from any one of the AMS journals (see sample below).

Battan, L. J., 1971: Radar attenuation by wet ice spheres. *J. Appl. Meteor.*, **10**, 247–252.

#### 4.5 Equation Numbers

Enclose these Arabic (and sequential) numbers in parentheses and place flush with right-hand margin of column.

### 5. ILLUSTRATIONS AND TABLES

Presentations at the conference do not usually allow enough time for in-depth explanation, therefore, it is important to include your most complex graphs, diagrams, illustrations, or tables in your manuscript.

Figures and tables should have full captions typed below the figure.

Company logos and identification numbers are not permitted on your illustrations.

# MANUSCRIPT CHARGE FORM

## 12TH CONFERENCE ON MOUNTAIN METEOROLOGY

August 28-September 1, 2006

La Fonda

Santa Fe, New Mexico

**AMERICAN METEOROLOGICAL SOCIETY**  
45 Beacon Street, Boston, MA 02108  
Tel: (617) 227-2426 ext. 227; Fax: (617) 742-8718  
e-mail: [bward@ametsoc.org](mailto:bward@ametsoc.org)

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### PUBLICATION CHARGES: \$65

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