

## MANUSCRIPT INSTRUCTIONS

### 8TH SYMPOSIUM ON FIRE AND FOREST METEOROLOGY

13–15 OCTOBER 2009

RED LION HOTEL

KALISPELL, MT



### DEADLINE FOR MANUSCRIPT SUBMISSION: 7 OCTOBER 2009

All submitted manuscripts from the conference will be made available to all on-line via the AMS web-page. **NO hard copies will be produced for this meeting.** We encourage all presenters to submit a manuscript since time for presentations is limited. Posting your manuscript on-line is 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. Authors submitting their manuscripts via the web will be able to record their presentations at the conference. The recordings will be available on the AMS Web-site after the conference. This feature is only available for authors who submit a manuscript.

**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 your manuscript PDF file on line is **7 October 2009**.

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

**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 "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 received in an e-mail 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 uploading your presentation 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.

Your manuscript is included in the cost to upload your abstract. No further charges will be processed or needed to submit.

**Uploading Your Presentation:** In an attempt to expand the audience for presentations and to provide a more complete and permanent record of the author's remarks, the AMS would like to record the voice of authors and their slides as presentations are being made for those authors that grant us permission. To facilitate the recordings, and to make things easier for everyone at the meeting, we ask that you load your presentation well before the start of your session if you have to load it on-site. *Instructions on how to upload your presentation will be sent to authors closer to the meeting date.* Please note, this feature is only available for authors who submit an extended manuscript.

#### **Additional Conference Information:**

Please see the conference web-page:

<http://www.ametsoc.org/MEET/fainst/20098fireforest.html>

Information including the general and hotel information, links to registration, and tips for both oral and poster presenters will be posted here. Thank you for your participation in this conference. I look forward to seeing you in Kalispell, Montana!

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

## **Tips for Formatting Your Manuscript**

- 1a. WHAT IS YOUR PAPER NUMBER — AMS will inform you when the preliminary program is posted on the AMS home page. At that time, please search your name in the program to find your paper number (which is different from the log number you received when submitting your abstract via the Web).

Example: 7.2

7= Session number

2= paper number

7.2 = YOUR PAPER NUMBER

- If you are presenting a poster a "P" will precede your paper number (P7.2).
- If you are presenting in a joint session a "J" will precede your number (J7.2).
- If you are presenting in a parallel session an "A" or a "B" will be part of your session number (7B.2).

- 1b. PLACEMENT OF PAPER NUMBER

- Type your **BOLDFACE** paper number at 1"/1" margin in the UPPER LEFTHAND CORNER of the first page of your manuscript

2. BASIC FORMATTING TIPS:

- MARGINS: 1" all around (8/12 x 11); 1 3/4" bottom (A4 paper)
- COLUMNS: 2 columns with 1/4" space in between
- TEXT: Helvetica or Arial, 9 point (or similar font to this page)

3. TITLE

- Type at 1" top margin in center of first page, all CAPS

**\*\*See Below for Further Information\*\***

## EXAMPLE OF LAYOUT AND FORMATTING INSTRUCTIONS

10.2

### DOPPLER RADAR VELOCITIES

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#### 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 **7 October, 2009**.

##### 2.1 FILE SIZE

Your file should be no larger than **3MB in size**.

#### 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 left hand corner of your manuscript (as shown on this page, i.e. **10.2**).

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##### 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.