

## Requirements for Submitted Manuscripts to Enter Peer Review

In order for a *NEW* submission to be forwarded from AMS headquarters to the chief editor, the following requirements must be met (in addition to formatting requirements listed below):

1. **Co-author verification from all authors on a manuscript.** Once a corresponding author has completed the submission, co-authors will receive an email requesting verification. Once they complete this step, they are considered verified. (Note: We will eventually need signed copyright forms for publication, but these are no longer necessary for initial submission)
2. **A completed, signed Page and Color Charge Estimation Worksheet** (found here: <http://www.ametsoc.org/PUBS/journals/index.html>). On this form, authors calculate page charges based on number of manuscript pages, number of figure files, and number of color figure files. An author must either commit to paying the estimated page charges, or work out a page charge waiver with the AMS. Instructions for applying for a waiver are on the form.

## Formatting Requirements for NEW Submissions

All new submissions must meet the following formatting requirements before being cleared to enter peer review:

1. **Length requirement (or request a waiver).**
  - A) Abstracts must fall within the 250 word limit. 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.
  - B) For Expedited Contributions: Length of no more than 2500 words (approximately 9 double-spaced pages), including the manuscript body through appendices, but not abstract, figure caption list, or references. Note: Expedited Contributions may not have more than 6 tables and figures/figure files.
  - C) For all other manuscript types: Length of 7500 words or less, not counting the abstract, figure caption list or references. If your paper is over the limit, you are required to request the Chief Editor's approval via a cover letter uploaded with the manuscript presenting a justification for the length of the manuscript, and requesting an exception.

2. **Type size, line spacing, page and line numbering.** Text must be set using a 12 point font, and double-spaced lines (3 typed lines per inch [2.5 cm] measured anywhere on the page, from the Abstract through Appendices). All pages must be numbered sequentially. Line numbers are required.
3. **Figure and table formatting.**
  - A) Figures must not appear embedded within the manuscript body. They must appear at the end of the manuscript file, after the references, WITH captions. Figures must appear for review as they will in print. If you'd like to print figures in black and white, please provide black and white figures for review.
  - B) Tables must also appear at the end of the manuscript file, after references, and WITH captions. They may not contain any shading, color, or underlining. To highlight information within a Table, use of italics or boldface font is recommended.
4. **Order of manuscript elements.** The following manuscript elements must appear in the proper order: Title Page, Abstract, Body Text, Appendixes (if any), References. Figures and Tables should appear after the References section. Abstracts are required for Articles and Expedited Contributions. Comments and Replies may include Abstracts, but they are not required.
5. **References.** References and citations must be in proper format:

Reference:

Author(s), publication year: Article title. *Journal Name (abbreviated, italic)*, volume number (bold), page range.

Hubert, L. F., and L. F. Whitney Jr., 1971: Wind estimation from geostationary satellite pictures. *Mon. Wea. Rev.*, **99**, 665–672.

Citation:

Format: surname(s) (year of publication) or (surnames(s), year of publication)

Examples: Smith et al. (1990) or (Johnson 2008)

## Additional Formatting Requirements for REVISED Submissions

Revised manuscripts must meet all of the requirements for new submissions along with the additional requirements listed below:

1. **A figure captions list.** A complete list of figure captions must appear before the individual figures.
2. **Manuscript and figure source files.** Manuscript source files and figure source files are required with all revisions. Figures must appear for review as they will in print. If you'd like to print figures in black and white, please provide black and white

figures for review. If you choose to include figure source files in the system-built PDF, please caption them. AMS will not ask you to remove these captions later. Please follow this link for more information regarding source files:  
<http://www.ametsoc.org/PUBS/journals/index.html>