

NOTES FOR CONTRIBUTORS

Submission

All authors who desire to submit contributions for publication in *Polar Record*, must send to the Editor one electronic copy of the manuscript and one hard copy with all illustrations, together with a covering letter. The electronic copy must be in WORD or RTF; for information about artwork please see below. Submissions by e-mail should be sent to the Editor at irs30@cam.ac.uk. Submissions on CD or floppy discs, and hard copies, should be sent to the Editor, *Polar Record*, Laggan Juys, Larivane Close, Andreas, Isle of Man IM7 4HD, British Isles. Submission implies that a similar manuscript has not been published nor currently submitted for publication elsewhere. Authors of articles and notes published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and will receive a copyright assignment form for signature on acceptance of their manuscript.

The letter accompanying the submission should include the telephone and fax number, and e-mail address for the corresponding author, with the complete addresses of all co-authors. All articles and notes are subject to peer review and contributors are invited to suggest up to five suitable peer reviewers, who may be used at the Editor's discretion. Potential contributors who might wish for advice concerning publication in *Polar Record* are welcome to contact the Editor at any time.

Manuscripts

All contributions should be submitted in English. Papers should be divided into sections, with short headings; secondary and tertiary sections may also be used, each with short headings. A table of major headings should be included. The abstract should be approximately 200 words and be able to stand alone as a summary of the paper, its arguments, and its conclusions. *Polar Record* will not normally accept endnotes.

Contributions should follow the general style of papers in recent issues of *Polar Record*. Each paper must be internally consistent, both in spelling (according to English or American rules) and in use of measurements (using SI units, imperial units, or US customary units). When acronyms are used, the full wording must precede their first mention. Latin abbreviations should be replaced by the English equivalents.

References

References in the text are made by giving the author's name and the date of publication. Works having three or more authors are cited by the first author's name followed by 'and others'. If material is quoted directly, the page number on which it is found must be included in the citation. For personal communications, the initials and last name of the source, the title or position of the source, and the date of the communication should be given.

In the 'References' section, citations should be arranged in alphabetical order, followed by date order for a series of papers by the same author(s). In the case of various combinations of a group of authors, alphabetical order by second author should take precedence over date order. Journal titles must be completely spelled out, and the first letter of each key word is capitalised. For articles or books, only the first letter of the first word and of any proper names in the title are capitalised. Authors alone are responsible for the accuracy of the references.

Works accepted for publication but not yet released should be listed as 'in press'. Unpublished theses or dissertations must include the department and university in which they were accepted. Unpublished documents may only be cited if they are deposited in a permanent repository at which copies are accessible; such unpublished works must include the manuscript number and the location of the repository. Newspapers are not normally included in the 'References' section; the complete name (including *The* if it is officially part of the name) and date of the newspaper, with the city of publication if it is not part of the name, should be cited in the text (*The New York Herald* 16 September 1872; *The World* (New York) 20 August 1905).

Titles in languages that do not use the Roman alphabet but can be transliterated (such as Russian) should appear in the transliterated version followed by the title in English in square brackets. The following are offered for guidance:

Blanchette, R.A., B.W. Held, and R.L. Farrell. 2002. Defibrination of wood in the expedition huts of Antarctica: an unusual deterioration process occurring in the polar environment. *Polar Record* 38 (207): 313–322.

Cracroft, S. 1849. Letter to mother and sisters, 25 October 1849. Cambridge: Scott Polar Research Institute MS 248/247/21; D.

Mackinnon, C.S. 1985. The British man-hauled sledging tradition. In: Sutherland, P. (editor). *The Franklin era in Canadian Arctic history 1845–1859*. Ottawa: National Museum of Man (Mercury Series, Archaeological Survey of Canada 131): 129–140.

Wheeler, S. 2001. *Cherry: a life of Apsley Cherry-Garrard*. London: Jonathan Cape.

Some references do not fit readily into these forms. In these cases, the author must give all reference data in full, so that the Editor can rule on the form to be used. In general, URL citations should be avoided because they have only seldom been subject to peer review and may be transitory in nature.

Artwork

All figures supplied as hard copy should be of camera-ready quality at sizes not exceeding 165 mm wide and 240 mm long. Each must be on a separate sheet, with the figure number and the author's name given outside the margins of the figure or on the back of the illustration. Captions should be listed consecutively, double-spaced, on a separate sheet. All lettering should be in Helvetica; avoid gross disparities in lettering size on figures. When monochrome line subject illustrations are scanned, grey tints or symbols with fine patterns can reproduce in poor quality in the printing process, so all shades/tints other than black and white should be replaced with distinct PostScript fills or custom fills. Colour should never be used.

Figures submitted as printed photographs should be black-and-white, unscreened glossy prints. Slides are not able to be used. Authors wishing to have illustrations returned should inform the Editor at the time of submission.

For electronic submissions of figures, monochrome line illustrations should be prepared in Illustrator or Freehand. Please supply illustrations as TIFF or EPS files (300–400 dpi). Do not supply as PostScript files, as these cannot be included in integrated make-up or worked on in any way. Draw or scan line art to finished size with appropriate line weights; all lettering should be in Helvetica. Supply a laser print of all figures and indicate the file format, the graphics software that you have used in originating the artwork, and the computer operating system.

Please avoid the use of complex or detailed tints, patterns, and symbols, as they seldom reproduce adequately for printing. Therefore, use only PostScript fills or conventional fills: solids, tints, lines, or crosshatching. Do not use a screen value above 133 lpi — 100 lpi is generally better (even when scanned at high resolution, finer tints do not reproduce satisfactorily when reduced). If possible, use just one type of screen (line angle or dot shape) and one screen value throughout the document. Do not use pattern fills from a graphics program, as these are usually bitmap patterns that do not output adequately to imagers. Do not use colour tints, even if the figure is intended for monochrome printing; use black/white/greyscale. Do not use 'hairline' line widths in graphics packages.

If supplying monochrome half-tone figures in digital form, they should be scanned at a resolution that is about twice the intended screen value; for example, scan at 300 dpi for 133 or 150 screen. Set the dot range from 7–93% when the reproduction will be dot-for-dot from bromide on our Opticopy machine, or from 1–96% when supplying half-tones for direct output to film. Supply data as TIFF files; if you wish to compress them, use a lossless compression package such as Packbits or LZW. Supply a laser proof of all figures, including the name and version of the artwork package used and the names and libraries of fonts used in the artwork.

Tables must be capable of fitting onto a single page or less. Each must have a caption that will make the data in the table intelligible without reference to the text. Tables should be placed in the same word-processing program as the main text of the paper.

Other contributions

Notes are short, scholarly contributions, generally of fewer than 2500 words and can either report original research or relate to current polar issues. They have the same requirements, and are subject to the same peer review, as articles.

Book reviews are published by the invitation of the Editor; unsolicited reviews are not accepted. Letters of interest to the readership of *Polar Record* are published at the discretion of the Editor. Upon the death of an individual who has made a significant contribution to the understanding of the Arctic or Antarctic, *Polar Record* may publish an obituary by a colleague; the Editor welcomes offers to write obituaries.

Offprints

Polar Record supplies 25 offprints of articles free of charge. Additional offprints may be purchased according to a set scale of charges if ordered when the proofs are returned.

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COVER PHOTO

The establishment of the Royal Canadian Mounted Police post at Craig Harbour, 1922. *Arctic* is visible in the distance. Photograph by William Harold Grant. Courtesy of Library and Archives Canada (LAC reference number PA-173051). See the article by Janice Cavell and Jeff Noakes in the current issue.

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