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## The *Journal of Glaciology* publishes three types of paper:

- Articles - concerning new findings and theories, or new instruments and methods, in glaciology; or review articles that offer an up-to-date, coherent account of a glaciological subject that is developing rapidly or has been neglected
- Letters - identical in form and general content to Articles, but of reduced length, and carrying substantially reduced processing charges
- Communications - short pieces without abstracts that could be, e.g., comments on published articles/letters, book reviews, or short correspondence on topics of interest to the community

## Papers submitted should be:

- of high scientific quality
- complete and clear
- substantially different from previously published work.

## Length

Papers should be concise. Lines and pages should be numbered. Letters are limited to five *Journal* pages (one *Journal* page = about 1000 words).

## Original submission

Submit your paper via the *Journal of Glaciology* online submission system at <https://mc.manuscriptcentral.com/jog>

## Review process

Your paper will be peer reviewed by at least two reviewers. The Scientific Editor will discuss any alterations required to the paper. The Associate Chief Editor will inform you if and when your paper is accepted for publication. Papers written in poor English will be rejected without review.

You will be sent a proof of your text and illustrations to check and correct (you will have to pay for any substantial alterations made at this stage).

## Final submission

The final accepted version of the paper should be in electronic format.

- Acceptable formats are
  - Text (including tables and figure captions) – Word, rtf or LaTeX (the IGS class file should be used; downloadable from the website). Please also supply a final PDF
  - Figures – ideally in tif or eps format (or otherwise in the format in which they were created)
- Responsibility for the accuracy of all data (including references) rests with the authors

## Supplementary material

The *Journal of Glaciology* accepts and makes available online appropriate supplementary material. It should be clearly named and labelled and provided in standard file formats.

## General points

- Title should be concise
- Abstract should be less than 200 words

- Papers should be divided into numbered sections with short section headings
- Use SI units
- Use internationally recognized systems of abbreviation
- Illustrations should
  - be one or two column widths: up to 85 mm or up to 178 mm
  - not be in boxes
  - use strong black lines (avoid tinting if possible)
  - use SI units in labels
  - use Optima, Arial or a similar sans serif font in labels
- TeX authors: please provide a pdf of the whole paper (text, tables, figures and captions) as well as the individual LaTeX and graphics files
- Equations should
  - be set in MathType or advanced equation editor
  - NOT be embedded as graphics in the text
- Tables should
  - be numbered in Arabic
  - be referred to in text (as Table 1 etc.)
  - NOT be submitted as illustrations
- All citations in text should include the author name(s) and the year of publication (e.g. Smith, 2010; Smith and Jones, 2012; Smith and others, 2014) and must have an entry in the reference list
- Reference lists should
  - be concise
  - be complete and accurate, including doi numbers
  - be provided in precise *Journal* format, including punctuation and emphasis (see past papers for style)
  - be arranged in alphabetical order by first author's surname
  - include works accepted but not published as 'in press'
  - not include personal communications, unpublished data or manuscripts in preparation or submitted for publication (these should be included in the text)

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