AGU Word Manuscript Template

**Please us this template and for submitting a new or revised manuscript to any AGU journal.** Using this template and following the guidelines below, will help us expedite processing of your paper and its formatting for initial publication once it can be accepted.

Please use the actual template, which starts on page 2. Delete this cover page.

Helpful links:

Journal submission sites: <http://publications.agu.org/author-resource-center/submissions/gems-submission-sites/>

Additional instructions are available at <http://publications.agu.org/author-resource-center/>

Please follow our checklists for [initial submission](http://sites.agu.org/publications/files/2015/08/Checklist-for-submissions.pdf) or [revision](http://sites.agu.org/publications/files/2015/08/Checklist-for-Revisions.pdf). Resubmissions should follow the “revision” checklist.

Please use the .docx format if possible (all versions of Word after 2007). This document contains pre-set styles that apply to each manuscript element. These styles are listed below. Please keep these styles by pasting in your text when done and matching, or applying these styles in your document using the style pane or organizer.

Title

Authors

Affiliation

Key points

Abstract

Text

Headings (Main and secondary)

Figure or Table Captions

References

Please use our separate template for supporting information <http://publications.agu.org/author-resource-center/text-requirements/#supmat>

More specific formatting instructions are provided in the actual template, which follows. Delete these instructions from your finished manuscript.

Enter your title here

(A title should be specific, informative, and brief. Use abbreviations only if they are defined in the abstract. Titles that start with general terms then specific results are optimized in searches—delete these notes when done)

Enter authors here: A. B. Author1, B. C. Author2, and D. E. Author3

(List authors by first name or initial followed by last name and separated by commas. Use superscript numbers to link affiliations, and symbols \*†‡ for author notes. For example, X. Jones1\*, P. Smith1,2 Authors are individuals who have significantly contributed to the research and preparation of the article. Group authors are allowed, if each author in the group is separately identified in an appendix.)

1Affiliation for author 1.

2Affiliation for author 2.

3Affiliation for author 3.

(Affiliations should be preceded by superscript numbers corresponding to the author list. Each affiliation should be run in so that the full affiliation list is a single paragraph.)

Corresponding author: first and last name ([email@address.edu)](mailto:email@address.edu))

†Additional author notes should be indicated with symbols (for example, for current addresses).

(include name and email addresses of the corresponding author. More than one corresponding author is allowed in this Word file and for publication; but only one corresponding author is allowed in our editorial system.)

Key Points:

* List up to three key points (at least one is required)
* Key Points summarize the main points and conclusions of the article
* Each must be 140 characters or less with no special characters or acronyms.

(The above elements should be on a title page)

Abstract

The abstract should be a single-paragraph of less than 250 words, or for *Geophysical Research Letters*, less than 150 words. A good abstract sets the general question or topic that you are studying for the general reader, provides background on the specific question or problem, briefly describes key data or analyses, and describes the key results and uncertainties. Please avoid acronyms or if used, define them.

1 Introduction

The main text should start with an introduction. Except for short manuscripts (such as comments and replies), the text should be divided into sections, each with its own heading. Sections are numbered (1, 2, 3, etc.). A maximum of four levels of heads may be used, with subsections numbered 1.1., 1.2.; 1.1.1., 1.2.1; 1.1.1.1., and so on. Headings should be sentence fragments. Examples of headings are:

2 Materials and Methods

2.1 A descriptive heading about methods

3 Data, or a descriptive heading about data

4 Results, or a descriptive heading about the results

5 Conclusions

(All figures and tables should be cited in order. For initial submission, please embed figures, tables, and their captions within the main text near where they are cited. At revision, figures should be uploaded separately, as we need separate files for production. Tables and all captions should be moved to the end of the file.)

References should use a name-date format, not numbers. Enclose citations in brackets with authors in italics as in: [*Smith et al.,* 2009] or *Smith et al.* [2009].

Acknowledgments, Samples, and Data

The text ends with an acknowledgment section and statement that includes:

* Any real or perceived financial conflicts of interests for any author
* Other affiliations for any author that may be perceived as having a conflict of interest with respect to the results of this paper.
* A statement that indicates to the reader where the data supporting the conclusions can be obtained (for example, in the references, tables, supporting information, and other databases).

Funding information related to the work for all authors should be entered in the form in GEMS as part of your submission. This form in GEMS uses the official Fundref list, which provides a link after publication that is available to funders. Any other funding information not listed in the GEMS form should be included in the acknowledgments and/or cover letter.

It is also the appropriate place to thank colleagues and other contributors. AGU does not normally allow dedications.

Large data sets should ideally be deposited in a domain repository specializing in that data type or a general repository if a specific domain repository is not available. A directory of some Earth and space science repositories is here: <https://copdessdirectory.osf.io/>. Other data should be included as file in supporting information. AGU requires that all data necessary to reproduce the reported finding be available at the time of publication. Further information is available here: <http://publications.agu.org/author-resource-center/publication-policies/data-policy/>

AGU recommends use of [IGSN’s](http://www.igsn.org/) ([**International Geo Sample Numbers**](http://www.geosamples.org/igsnabout)) for citing samples reported in research papers. The IGSN provides a unique identifier that allows samples to be linked across publications and searched through a central metadata repository. We strongly encourage authors to register samples with an [IGSN Allocating Agent](http://www.igsn.org/register-your-samples) and obtain IGSN’s and use them throughout their manuscript, tables, and archived data sets. We recognize IGSN’s during our production process and will provide links in the manuscript and tables to the registered sample descriptions. IGSN’s can be reserved before field seasons, or assigned afterwards. For more information, see http://www.igsn.org.

References

All sources cited in text, tables, figures, and Supporting Information must appear in the main reference list, and all entries in the reference list must be cited in main text. References that are cited in supporting information should also be included in the reference list of the paper and worked into the text, so that they will be indexed and included in citation records and given credit. References are not included in word counts for excess length fees. Data sets that are not newly reported as part of this research should also be cited in the references as a reference. New data sets or software that are deposited elsewhere with a permanent identifier should be cited. AGU follows the [Joint Declaration of Data Citations Principles.](https://www.force11.org/group/joint-declaration-data-citation-principles-final)

All references must be available to readers at the time of publication; there should be no “unpublished” or “in press” references.

An examples of reference:

Deng, A., and D. R. Stauffer (2006), On improving 4-km mesoscale model simulations, J. Appl. Meteorol. Climatol., 45(3), 361–381, doi:10.1175/JAM2341.1.

**Figure 1**. The figure caption should begin with an overall descriptive statement of the figure followed by additional text. They should be immediately after each figure. Figure parts are indicated with lower-case letters (**a, b, c…**). For initial submission, please place both the figures and captions in the text near where they are cited rather than at the end of the file (not both). At revision, captions should be placed at the end of the file, and figures should be uploaded separately. Each figure should be one complete file (please do not upload parts separately).

**Table 1.** Start this caption with a short description of your table. Format tables using the Word Table commands and structures. Do not create tables using spaces or tabs characters. Large tables especially presenting rich data should be presented as separate excel or .cvs files, not as part of the main text.