Some advice on report writing

Introduction

Ideally, a scientific report should be possible to understand, at least in broad terms, without having to read all books and articles given in the list of references. Details and background information are usual to refer to as references in the literature: e.g., from the hydrostatic balance (Hartmann, 2015) it follows that ....

Try to write in a simple and straightforward way: clarity is more important than eloquence.

Simple recommendations

1. Keep the typography simple and consistent. Don't extensively switch between normal, bold, and italic fonts. Stick to one format for labelling section headings, figure captions etc. Look in a text book or a scientific article for guidance.

   If you use acronyms, introduce them the frist time; e.g., The Intergovernmental Panel on Climate Change (IPCC) is compiling climate reports. According to IPPC it is beyond doubt that ....

2. Treat citations and references carefully and follow as much as possible established practice. Give references also to figures and tables that you have taken from books, articles or other media sources.

   There are two main ways to cite. An active way: Dee et al. (2011) describe the principles of the ERA reanalyses project.

   A passive way: In the present report, I use reanalyses data from the ERA project (Dee et al., 2011).

   A way to cite a book or an article more broadly: In this section, we will discuss some aspects of the relation between the general circulation of the ocean and the atmosphere and regional climate in Africa. Parts of the presentation is based on Hartmann (2015), and the reader is referred to this source and to Gill (1982) for further background and

details. One prominent aspect of the general circulation's impact on Africa is ..... and so on ....

3. All figures should be numbered and have a figure caption (same applies for tables). Refer to them in the text: Figure 2 shows the annual temperature cycle at Frescati etc. The figures should have axis with labels and units (and be readable and visually appealing).

4. Generally, equations should be numbered and seen as a part of the text. For instance: We will use the hydrostatic relation

$$\frac{dp}{dz} = -g\rho, \tag{1}$$

where p is the pressure, z the vertical coordinate, g the acceleration of gravity and ρ the density.

Note that it is practice to use italic fonts for mathematical symbols (see for instance Hartmann, 2015, or scientific articles). If needed refer to your equations: As is shown in Eq. (1), g is a factor in determining the hydrostatic pressure.

Referenser

Dee, D., S. Uppala, A. S. P. Berrisford, P. Poli and co authors, 2011: The ERA-Interim reanalysis: configuration and performance of the data assimilation system. *Q. J. R. Meteorol. Soc.*, **137**, 553–597.

Gill, A. E., 1982: *Atmosphere-Ocean Dynamics*. Academic Press, first edition.

Hartmann, D. L., 2015: *Global physical climatology*. Vol. 103. Newnes.