

## [Latex submission guidelines](#)

The current version of the zip archive containing all components is marked April 30, 2019

The current version of the main CLS file is April 16, 2019

You are not required to use the newest template, but it is strongly recommended.

### [Zip Contents:](#)

April-30-2019-latex-templates.zip contains these files:

- agujournaltemplate.tex
  - This is a “sample” manuscript. It contains commented out instructions and pre-defined sections to add your work.
- agujournal2019.cls
  - This is the primary class file. It corresponds to agujournaltemplate.tex
- si\_template\_2019.tex
  - A “sample” supporting information readme. Like agujournaltemplate.tex, it contains a framework to fill with information about your supplemental files.
- agutexSI2019.cls
  - The class file for the supporting information readme file, si\_template\_2019.tex
- trackchanges.sty
  - a third-party package that facilitates manuscript annotation, usually for tracking changes. Set package options to “inline” to show annotations, “finalnew” to compile an unmarked paper. Complete documentation is [here](#).
- a directory, trackchanges-0.7.0
  - contains python scripts for automated removal of change tracking commands, if needed
  - also includes documentation and authorship info for the package above

1. enter the journal's name in plain text `\journalname{here}`
2. enter your paper's title `\title{here}`
3. List all authors `\authors{here}`

List authors by first name or initial followed by last name and separated by commas. Use `\affil{}` to number affiliations, and `\thanks{}` for author notes. Additional author notes should be indicated with `\thanks{}` (current addresses, for example). Example:  
`\authors{A. B. Author\affil{1}\thanks{Current address, Antarctica}, B. C. Author\affil{2,3}, and D. E. Author\affil{3,4}\thanks{Also funded by Monsanto.}}`
4. Next, define affiliation name footnotes with `\affiliation{affiliation number}{Affiliation name & address}`

Example:  
`\authors{W. Bowie\affil{1}}`  
`\affiliation{1}{American Geophysical Union}`  
Produces:  
W. Bowie<sup>1</sup>  
<sup>1</sup>American Geophysical Union
5. Define one corresponding author with `\correspondingauthor{Name}{email}`

The review process uses only one corresponding author. We can facilitate additional corresponding authors after acceptance, if applicable.
6. List between one and three key points. Key Points convey the main points and conclusions of the article. Format them like this:  
`\begin{keypoints}`  
`\item enter point 1 here`  
`\item enter point 2 here`  
`\item enter point 3 here`  
`\end{keypoints}`
7. Enter your abstract in the Abstract environment, like this:  
`\begin{abstract}`  
`Abstract goes here`  
`\end{abstract}`
8. Add your Plain Language Summary in its own unnumbered section. Its purpose is to explain the study to the public. A good summary should state the general problem, what was done, and the result. Suggestions for writing a plain-language summary are [here](#). Format the section like this:  
`\section*{Plain Language Summary}`  
`Enter Plain Language Summary here`
9. Now you can input the body of your paper.
  - Use the `\section` command to add new sections and subsections as appropriate.
  - Add your figures and tables where they are mentioned in the text.
  - Please don't use `subfigure.sty` to combine multiple figure parts. Figures with many parts must be consolidated into a single figure file.

- Use `\cite{ }` for parenthetical citation and `\citeA{ }` for in-text citations. Use `<>` for pre-notes and `[]` for post-notes, like this: `\cite<e.g.>[and others]{Turing1938}`
  - Don't use `\input` to refer to external tex files – include all text and markup within the primary article file.
10. Include an Acknowledgments section after the body but before the bibliography. This section is important for the peer review process. Requirements are [here](#). Format it like this:
- ```
\acknowledgments
```
- Enter acknowledgments, including your data availability statement, here.**
11. Add your bibtex bibliography. Don't specify a file extension. Make sure you upload your BIB file into the peer review software **or** incorporate the bbl code into the manuscript.
- ```
\bibliography{ name of your bib file }
```

### Latex Tips

- You are not required to use `agujournal2019.cls`. If your paper was written with a previous template, you are not obligated to update it if it is legible.
- `Agujournal2019` uses the `apacite` package to format the bibliography and citations. `Apacite` uses `\cite{ }` for parenthetical citations (previously `\citep{ }`) and `\citeA{ }` for in-text citations (previously `\citet{ }`)
  - `Apacite` uses angled brackets for pre-notes (`<i.e.>`, `<e.g.>`). Earlier templates used square brackets (`[i.e.]`, `[e.g.]`). Post-notes remain unchanged (`[for instance]`, `[emphasis added]`).  
Example: `\cite<e.g.>[page 43]{Turing1938}` → (e.g. Turing 1938 page 43)
  - [Complete documentation for Apacite is here](#)
- Add line numbering with the `lineno` package
- You may use other packages to write your paper provided that they are available to our typesetters or are uploaded as “latex supplemental files”. Common and well-known packages don't need to be uploaded (ie `amsmath`, `lineno`, `soul`, etc.)
- Use the `sidewaystable` package to display wide tables
- Use the `textcomp` package and `\textperthousand` command to produce a per mille (‰)
- The `trackchanges` package has several useful options:
  - `finalold` - Reject all edits.
  - `finalnew` - Accept all edits (for submitting a “clean” revision for review)
  - `inline` – display markup in the text
  - [complete documentation is here](#)







### Bibliography file tips

- You have two options –
  - Upload your bibtex file as a “Latex Bib File” or “Bibliography” file type alongside your submission.
  - You can also incorporate your bibliography directly into the `.tex` manuscript if you prefer:

1. Run LaTeX on your LaTeX file.
2. Run BibTeX on your LaTeX file.
3. Open the newly created .bbl file containing the reference list and copy all of the contents into your LaTeX file after the acknowledgments section.
4. Comment out the old \bibliographystyle and \bibliography commands.
5. Run LaTeX on your new file before submitting.

### [AGU Submission Platform Software Tips](#)

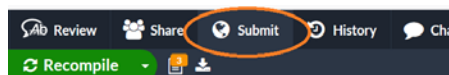
- Upload the primary TEX file as an “Article” file type
- Upload bibtex BIB files as “Latex Bib File” type or as “Bibliography” file type
- Remember to remove any subdirectories from your figure paths (ex. `\images\figure1.eps`)
- You can upload a PDF you compiled yourself with the “PDF Upload” button on the “Review Manuscript Files” screen:

File Name	Files	Approve Tools
<b>Merged PDF</b>  Contains 1 Article File <i>Updated: 07/24/2019 2:25 pm by Nick R Violette</i>		<input type="checkbox"/>
<b>Article File</b> <i>Updated: 07/24/2019 2:25 pm by Nick R Violette</i>	 	 

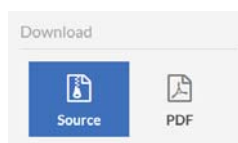
- Supporting Information is not copyedited and it is recommended that you upload your own PDF of the supporting information file, if applicable.

### [Overleaf submission transfer tips](#)

- A submission written with an AGU template in Overleaf can be transferred to JGR Space Physics, Geophysical Research Letters, JGR Atmospheres, and Journal of Advances in Modeling Earth Systems.



- An Overleaf article intended for a journal not mentioned above can easily be submitted manually. Click Menu, then choose Source under the Downloads header. You can upload the ZIP file into AGU’s submission platform, and it will automatically extract the files.



## Troubleshooting and known bugs

- References appear as “??” and/or bibliography is missing
  1. Double check the file name of your bibtex file, and compare to the file name specified in your `\bibliography` command
  2. Make sure your bibliography command is not pointing to a subdirectory (ie `\documents\references.bib`)
  3. Confirm that the BIB file is labeled as a “Latex Bib File” type in the submission software
  4. Confirm that you are using apacite command syntax - `\cite` or `\citeA`, and angled brackets for prenotes. See “Latex Tips” above.
  5. If you uploaded the BIB file after the TEX file finished compiling, you will need to delete the TEX and re-upload it when the BIB is uploaded
- Figures appear as placeholders, as empty borders, or as paths to files
  1. Double check the file name of affected figures, and compare to the file name of the uploaded figure file
  2. Make sure your includegraphics command is not pointing to a subdirectory (ie `\documents\figure1.pdf`)
  3. If the missing figure(s) are EPS, confirm that the uploaded version is viable. If it became corrupted during the upload, try replacing it with a PDF version.
- Trackchanges fails when used inside citation commands
  1. This is a known bug in the TrackChanges package
  2. [A couple of solutions are here](#)
- Please direct any questions to the respective journal inbox. Here is a complete list:
  - Earth and Space Science: [earthspacescience@agu.org](mailto:earthspacescience@agu.org)
  - Earth’s Future: [earthsfuture@agu.org](mailto:earthsfuture@agu.org)
  - GeoHealth: [geohealth@agu.org](mailto:geohealth@agu.org)
  - Geophysical Research Letters: [grlonline@agu.org](mailto:grlonline@agu.org)
  - Global Biogeochemical Cycles: [gbc@agu.org](mailto:gbc@agu.org)
  - Geochemistry, Geophysics, Geosystems: [g-cubed@agu.org](mailto:g-cubed@agu.org)
  - JAMES: [james@agu.org](mailto:james@agu.org)
  - JGR-A (Space Physics): [jgr-spacephysics@agu.org](mailto:jgr-spacephysics@agu.org)
  - JGR-B (Solid Earth): [solidearth@agu.org](mailto:solidearth@agu.org)
  - JGR-C (Oceans): [jgr-oceans@agu.org](mailto:jgr-oceans@agu.org)
  - JGR-D (Atmospheres): [jgr-atmospheres@agu.org](mailto:jgr-atmospheres@agu.org)
  - JGR-E (Planets): [jgr-planets@agu.org](mailto:jgr-planets@agu.org)
  - JGR-F (Earth Surface): [earthsurface@agu.org](mailto:earthsurface@agu.org)
  - JGR-G (Biogeosciences): [jgr-biogeosciences@agu.org](mailto:jgr-biogeosciences@agu.org)
  - Paleoceanography and Paleoclimatology: [paleoceanography@agu.org](mailto:paleoceanography@agu.org)
  - Radio Science: [radioscience@agu.org](mailto:radioscience@agu.org)
  - Reviews of Geophysics: [reviewsgeophysics@agu.org](mailto:reviewsgeophysics@agu.org)
  - Space Weather: [spaceweather@agu.org](mailto:spaceweather@agu.org)
  - Tectonics: [tect@agu.org](mailto:tect@agu.org)
  - Water Resources Research: [wrr@agu.org](mailto:wrr@agu.org)