**Sample Paper in Microsoft Word for Boundary-Layer Meteorology: Instructions for Authors**

**First Author  Second Author  Third Author**

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**Abstract** Limit the abstract to 250 words. The abstract should not be overly descriptive, and should not contain any undefined abbreviations. Unexplained acronyms should not be used. Avoid citing literature, but if absolutely necessary, the reference should be given as, e.g., “based on Gheynani and Taylor (Boundary-Layer Meteorology, 2010, Vol.137, 223-236)”.

**Keywords** Alphabetical order • Boundary-layer meteorology • Five • Manuscript preparation • Microsoft Word

{Keywords should be in alphabetical order with the first letter of each keyword in upper case. No more than five keywords should be used.}

**1 Introduction**

Start writing the introduction here. Carry onto next page, ensuring that author information remains at the bottom of the first page. Lines and pages should be numbered. The font used should be clearly legible, and symbols written in the font should be checked for legibility. Times New Roman and Cambria, which are available in most versions of Word, are the recommended font types. Prescribed font size is 12 pts. Text, variables, and equations should be presented in the same font (except for manuscripts prepared in Word for Mac, where equations and variables may be written in the built-in equation font).

**2 Section Title**

The remaining body of the text should be placed here, divided appropriately into sections. Individual words in all section titles (including subsection titles) should start with upper-case letters. Avoid hanging section/subsection titles (keep the title together with section text on the same page). Sections should be referred to in the text as Sect. number, unless starting a new sentence, in which case Section number should be used.

**3 Next Section Title**

Text can be further divided into subsections as demonstrated below.

3.1 Acronyms

All acronyms should be defined at first use, both within the abstract and in the main text. If an acronym is defined in the abstract, it should be defined again at first use in the main body of text.

3.2 Spelling

European spellings should be used: e.g., centre, metre, behaviour, colour, idealize, parametrization, normalized, dataset, timestep, time scale, etc. Geographical directions should be written as south, north-west, south-east, north-north-west, etc. Clauses involving two nouns should be hyphenated when used as an adjective, but not when used as a noun, e.g., boundary layer, boundary-layer depth, wind tunnel, wind-tunnel observations, 10-m wind speed, etc.

3.3 Units

SI units and derived SI units should be used (e.g., m, km, s, etc.) and these should be typed in Roman font, not in Italic. Units requiring an exponent should be typed with a space between the portions of the unit, and using superscripts for the power, e.g., m s-1, kg m-3, J kg-1 K-1 (do not write these as m/s, kg/m3, J/kg/K).

3.4 Variables and Symbols

All variables should be typed in an appropriate font (see Sect. 1), and written consistently throughout the main text, the figure captions, figure axes’ legends, and in tables. Generally, variables are written in Italic (e.g., , , , , , ) and vectors are written in Bold font (e.g., ). Mathematical signs used in the text should have a space on either side of the sign (e.g., write = 0.1 m, < 3, ≥ 5, etc.).

When writing numbers in scientific notation, use the multiplication symbol rather than the letter x (e.g., write 4 × 10-3 rather than 4 x 10-3). To indicate approximate equality (within a factor of 2-3), use the symbol ≈ rather than the symbol ~, which should be used to indicate on the order of (within an order of magnitude).

In *Boundary-Layer Meteorology*, “Obukhov length” is used rather than “Monin-Obukhov length”. The surface-layer and boundary-layer ‘star’ variables (scales) should be written in the format , , , and , i.e., with a subscript asterisk.

3.5 Equations

Equations should be numbered sequentially, starting with (1). The numbering should continue through the text and into the Appendices, if present. A consistent font should be used for the equations, and symbols used in the equations should appear in the same format as in the text. Where an equation has several parts, show these as a, b, c, etc. with each part on a separate line. Equations should be included within sentence structures if possible, with surrounding punctuation used as appropriate. An equation example:

|  |  |  |
| --- | --- | --- |
|  | , | (1) |

where *T* is temperature, is the temperature structure function, is a position vector, is a separation vector, the overbar denotes spatial averaging, and is time.

Equations should be referred to in the text as Eq. number, unless starting a new sentence, in which case Equation number should be used. Referring to equations by their number, e.g., “as indicated by (1)”, or “the right-hand-side of (25)” is also acceptable.

3.6 Citations

Citations should be presented in an appropriate format, for example: “as found by Smith and Doe (2009)”, “Smith (1999, 2001a, 2001b) demonstrated that …”, “as found in previous studies (Smith and Doe 2009, Bloggs et al. 2012, Parker 2013)”. Use “et al.” for lists of authors exceeding two in length.

*3.6.1 Further Subsections*

If secondary subsections are required, the headings should be formatted in italics.

**4 Figures**

Figures should be included within the text in the following format.



**Fig 1** Write an appropriate figure caption here using 10-pt size font. Discussions of the implications of results shown in the figure should be left for the main text.

Figures should be numbered sequentially, staring at number 1. Figures with multiple panels should label each panel as a, b, c, etc. When referring to a figure in the text, use “Fig.” unless starting a new sentence, when “Figure” is appropriate. For example, we could write “… as illustrated by the blue dashed line in Fig. 2.” or “Figure 2 shows that …”. Multiple-panel figures can be referred to using, for example, “… as illustrated by the blue dashed line in Figs. 2b, d.” or “Figure 2c shows that …”.

All figures should include a figure caption. The figures should be placed in the appropriate section in the main text. The number of figures should generally not exceed 15. All figures should be checked for legibility and consistency of the figure contents, the axes labels, and any legends. Units and variables used within figures should be in the same format and font as in the main text.

**5 Tables**

Tables should be clearly presented and easy to read. They should be numbered sequentially, starting at number 1. Variables presented in the tables should be formatted the same as in the text (e.g., Italic for variables and Bold font for vectors). All tables should include a caption beneath them, similar to the figure captions.

**Acknowledgements** These should follow the conclusions, and be placed above any Appendices or the references. The acknowledgements section does not require a section number.

**Appendix 1 {if needed}**

Appendices should follow after the acknowledgements section, and should be numbered starting at number 1. Equations contained within the appendices should be numbered sequentially following on from those in the main text.

**References**

{References should be presented in alphabetical order (not in the order of their appearance in the text) in 10-pt font. They do not need to be numbered. Include the total number of pages for book references. List all authors (editors) of referred publications. Examples of formatting for specific references (conference proceedings, book, book chapter, and journal paper) are shown below.}

Batchvarova E, Gryning SE (2003) Use of Richardson number methods in regional models to calculate the mixed-layer height. NATO advanced workshop on air pollution processes in regional scale, 13–15 June, 2003, Kallithea. Halkidiki, Greece, pp 21–29

Garratt JR (1994) The atmospheric boundary layer. Cambridge University Press, Cambridge, 316 pp

Mason PJ, Thomson DJ (1987) Large-eddy simulations of the neutral-static-stability planetary boundary layer. Q J R Meteorol Soc 113:413–443

Wyngaard JC (2004) Changing the face of small-scale meteorology. In: Fedorovich E, Rotunno R, Stevens B (eds) Atmospheric turbulence and mesoscale meteorology. Cambridge University Press, Cambridge, pp 17–34