

Instructions for Authors

Journal of Glaciology

We publish two types of papers:

- Articles – concerning new findings and theories, or new instruments and methods, in glaciology – the study of ice; or review articles that offer an up-to-date, coherent account of a glaciological subject that is developing rapidly or has been neglected.
- Letters – topical in nature and of reduced length, carrying substantially reduced processing charges; comments on previously-published papers are treated as letters.

An accelerated publication procedure, 'Paper Profiling', is available. Eligible papers are topical or ground-breaking, and would particularly benefit from a fast turnaround and wide publicity. The editors may themselves initiate Paper Profiling. Alternatively, authors may request Paper Profiling before submission, or in a covering letter upon submission, briefly suggesting reasons why the paper may be eligible. A request for Paper Profiling before submission can expedite the procedure by allowing the editors to secure early agreement of reviewers to return reviews within two weeks. Profiled papers that are accepted will be produced rapidly and will be the subject of a press release at the time of online publication. Authors and their institutes will be asked to assist with publicity.

Suggestions for illustrations for the front cover are welcome, whether they relate to a paper in the issue or not.

Manuscripts submitted should be

- Of high scientific quality.
- Complete and clear.
- Substantially different from previously published work, including works in press, published preprints and discussion papers.

Length

Articles should be concise. Articles more than 12 IGS pages in length should be cleared with the Chief Editor before submission. Articles begin with a title, a list of authors and their affiliations, and an abstract of 200 words or fewer.

Letters are no longer than five IGS pages when published. They begin with a title and have no abstract, and the list of authors with their affiliations appears at the end after the acknowledgements.

One IGS page of pure text, of A4 size, is about 1000 words. Paper length in pages can be estimated by counting the words in the manuscript and adding suitable space for each figure and table. The space occupied by each item will depend on its width in columns (1 or 2; 85 mm or 179 mm) and its height; columns are up to 254 mm high.

Pre-submission English language editing

Papers must be in English. Authors, whether or not their first language is English, are strongly advised to have their manuscripts critically read by a native English speaker before submission. This will help to ensure that the academic content of the paper is fully understood by the editors and reviewers.

Alternatively, authors may make use of any of a number of third-party services specialising in language editing and/or translation. The International Glaciological Society is itself willing to arrange for language editing by an in-house specialist, and can provide cost estimates on request. The use of any of these services is voluntary and at the author's own expense, and does not guarantee that the manuscript will be accepted for publication.

Original submission

All papers should be submitted online at [ScholarOne Manuscripts-JOG](https://www.scholarone.com/journals/jog). If you have not submitted in this way before, you will need to register as a new author. Consult the [ScholarOne Author User Guide](https://www.scholarone.com/journals/jog) or contact igs-glaciology@cambridge.org if you have problems with this system.

At the time of original submission, the corresponding author must be identified and must provide the contact details of all co-authors, including their e-mail addresses. The corresponding author is responsible for ensuring that all co-authors have approved the submitted version of the manuscript.

You also have the option of using the [JOG template in Overleaf](#), an online tool that enables authors to:

- write their article in IGS style
- save versions that can be shared with and edited by co-authors
- submit the final article directly into the ScholarOne system.

The Overleaf template is based upon LaTeX but contains a rich text mode; you do not have to be a LaTeX expert in order to use it. It could be particularly useful if you are collaborating with other authors. At the end of the Overleaf process a clean PDF is transmitted to ScholarOne as the main manuscript with the LaTeX source files supplied in a zip file for the production team if the article is accepted.

For original submission and review, single-file manuscripts with figures and tables in-line with the text are strongly preferred. Both pages and lines must be numbered. The manuscript can be submitted in a variety of formats, including Word, LaTeX and PDF. If necessary it will be converted to a PDF in the ScholarOne system. Each figure and table must be cited in the text. Figures and tables should be numbered independently with arabic numerals in the order in which they are cited. Papers may contain boxes, for example for tables that consist mostly or entirely of text. Boxes should be numbered independently, as are figures and tables (which however should NOT be in boxes.)

Supplementary material may be submitted. It should not be an extension of the main manuscript but should provide further clarification. The material will be assessed during the review process for its relevance and quality and possibly for its size. It will not be copyedited, typeset or reformatted by the publisher. Each supplementary file must be cited in the text. Supplementary material is also cited at the end of the paper, before the Acknowledgements, in a separate section headed SUPPLEMENTARY MATERIAL, as follows: "The supplementary material for this article/letter can be found at...[LINK]".

Requirements for final files after acceptance are set out below (see **Final submission**).

A submitted manuscript is first sent to the Chief Editor, who initiates peer review by assigning an Associate Chief Editor. The Associate Chief Editor will determine the manuscript's suitability for the journal, and may decide to reject it without review, but otherwise will appoint a Scientific Editor for the manuscript.

The Chief Editor is responsible for oversight of the entire process, including responsibility for uniformity of the criteria for acceptance and rejection. The Chief Editor may also act as an Associate Chief Editor, and Associate Chief Editors may themselves act as Scientific Editors. Manuscripts are often the subject of discussion between editors.

Review process

Unless the Scientific Editor recommends that a manuscript should be rejected without review, it will be assessed on the advice of more than one reviewer. The Scientific Editor may ask the authors to make minor or major revisions based on the reviewers' comments.

With rare exceptions, minor revisions are such that they can be made within 15 days, while major revisions are such that they can be made within 30 days. A request for major revisions will normally be followed by a second round of review.

Once the review is completed, with or without a stage of revision, the Scientific Editor will recommend acceptance or rejection to the Associate Chief Editor.

The final Accept/Reject decision is the responsibility of the Associate Chief Editor, who will advise the authors and the publisher of the decision.

Final submission

Upon acceptance, authors submit final production files through ScholarOne Manuscripts, including any figure files and supplementary files.

There should be

- A single document file that includes, in order: the main text, list of references, appendices (if any), list of figure captions, and each of the formatted tables. In the main text, figures, tables and boxes should be represented only by notes of the form “Figure *n* near here”, “Table *n* near here”, “Box *n* near here”. The file name should reflect the paper number, e.g. JOG-16-0001.doc.
- Separate files in acceptable formats for each figure; each figure file name should contain the paper number and the figure number (JOG-16-0001.Figure1.tif, JOG-16-0001.Figure2.tif, etc.).
- As many supplementary files as have been cited in the main text.

Acceptable electronic formats for the final version are

- Text (including formatted tables and figure captions) – Word, RTF or LaTeX (the IGS class file can be downloaded from [here](#), or alternatively you can use the [Overleaf template](#)). Authors should also provide a PDF of the complete paper (including figures, tables and captions)
- Figures – Cambridge Journals recommends that only TIFF (600 dpi black and white for line drawings; 300 dpi for colour or black and white halftones), EPS or PDF formats are used for electronic artwork; however JPEG and PNG are also acceptable for raster graphics. Figure files should be approximately the size at which the authors would like them to appear (maximum widths: 85 mm single-column; 179 mm double-column).
- Equations – if using Word, provide equations in an editable form (so they can be typeset).

All authors are responsible, together and as individuals, for the scientific content of the published paper. Authors are expected to state that data reported in their manuscript are available on request. This should preferably be through a reliable data repository with an explicit link to a DOI.

Page proofs

Authors are sent a single set of proofs for the purposes of checking the fully-typeset paper and making typographical and minor corrections. Corrections made against IGS style at this stage will not be implemented.

Some general points of IGS style

- Authors can expedite publication of their papers by following closely the style exemplified in recent issues.
- For points not covered here, see the [Style Guide for Authors](#).
- Title should be concise.
- Please do NOT use hypertext; hyperlinks should be rendered as ordinary text.
- Abstract should be 200 words or less.
- Papers should be in sections, numbered if necessary, with short section headings. Use multi-level numbering as appropriate; section headings are in **BOLD CAPS**, subheadings in **Bold sentence case**, sub-subheadings in *Italic sentence case*.
- Use SI units.
- Illustrations should
 - 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, with a minimum 8-10 pt font size in final printed format.
- Equations should be numbered in the order in which they appear in the text. References to equations should be in the form (1), (2a), (2b), (3–5), etc.
- If using Word, equations should be submitted in an editable form. A PDF of the equations should also be supplied in order to ensure that the equations are typeset correctly.

- Tables should be formatted in a style resembling that of tables published in recent issues.
- All citations in the text must include the author name(s) and the year of publication (e.g. Smith, 1999; Smith and Jones, 2000; Smith and others, 2003) and must have an entry in the reference list.
- Reference list should
 - be short
 - be complete and accurate
 - be arranged in alphabetical order by first author's surname (all authors should be listed surname first, followed by initials), with multiple references by the same first author in reverse chronological order
 - include too much rather than too little information
 - include DOI numbers when available
 - use minimal punctuation (in particular, no periods or spaces separating authors' initials)
 - include works accepted for publication but not yet published as 'in press'
 - not include personal communications, unpublished data, manuscripts in preparation or submitted for publication, or data published on the web (all these should be included in the text).

Examples of formatting for references

Barnes P, Tabor D and Walker JCF (1971) The friction and creep of polycrystalline ice. *Proc. R. Soc. London, Ser. A*, **324**(1557), 127–155

Castelnau O, Duval P, Montagnat M and Brenner R (2008) Elastoviscoplastic micromechanical modeling of the transient creep of ice. *J. Geophys. Res.*, **113**(B11), B11203 (doi: 10.1029/2008JB005751)

Cuffey KM and Paterson WSB (2010) *The physics of glaciers*, 4th edn. Butterworth-Heinemann, Oxford

Nater P, Arenson LU and Springman SM (2008) Choosing geotechnical parameters for slope stability assessments in Alpine permafrost soils. In Kane DL and Hinkel KM eds. *Proceedings of the 9th International Conference on Permafrost, 29 June–3 July 2008, Fairbanks, Alaska, Vol 1*, Institute of Northern Engineering, Fairbanks, 1261–1266

Schulson EM and Duval P (2009) *Creep and fracture of ice*. Cambridge University Press, Cambridge

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Author contribution statement

Authors may add a short Author contribution statement as an end-note summarizing the roles and contributions of all co-authors. Their contributions may vary substantially, and this practice can benefit all contributors by supporting their applications for grants, new posts and other professional evaluations. The Author contribution statement is voluntary, and is inserted above the Acknowledgements at the end of the text.

Example of a Contribution Statement

AA performed all calculations and wrote most of the paper, BB collected data on infrared albedo measurements, CC investigated snow grain morphology, DD analysed the XXX data and contributed to writing the paper.