

Style Guide for Authors

International Glaciological Society

Introduction

The copy editors will ensure that papers conform to the detailed requirements of IGS style. Nevertheless, authors can expedite publication of their papers by following closely the style exemplified in recent issues of the *Journal* or the *Annals*. This will speed up reviewing and scientific editing as well as copy editing.

Some points of usage that arise commonly are

- Use either British or American spelling, but only one of these conventions consistently.
- Represent numbers less than 10 in ordinary text as words ('nine'), not as numerals ('9').
- Use as few acronyms as possible, and spell out all unfamiliar acronyms at their first appearances (in both the abstract and the text); acronyms that are 'familiar' and do not need to be spelled out include some in widespread usage (e.g. 'NASA', 'NATO', 'VHF') and some in glaciological usage (e.g., 'GIS', 'DEM'); but bear in mind that not all jargon is understood by all readers – therefore spell out 'accumulation-area ratio (AAR)', 'full width at half maximum (FWHM)', etc.).
- Treat the nouns 'criteria' and 'data' as plurals. For the singular of 'data', the forms 'dataset' or 'data point' are available depending on the context. The plural of 'formula' is 'formulae' or 'formulas' and of 'terminus' is 'termini' or 'terminuses'. 'series' may be singular or plural and needs care: 'this time series is', 'these time series are'.
- Hyphenate compound adjectives consistently to avoid ambiguity: in 'mass-balance measurements', 'mass-balance' is a compound adjective; in 'measurement of mass balance', 'mass' is an adjectival noun and there should be no hyphen. Multiple compound adjectives increase the risk of ambiguity: 'full-Stokes three-dimensional ice-sheet model' is clear with hyphens but not without.
- Use 'and others', not 'et al.', in citations of sources with more than two authors.
- Italicise all algebraic symbols, including those that appear in the text.
- Indent the second and following paragraphs, but not the first, in each sub-section.
- Separate sentences using one space (not two).
- Use footnotes only for changes of authors' addresses and, if needed, in tables.
- Ensure that all citations appear in the Reference list and all references are cited in the text.
- Adhere to IGS style for references; see **Citations and references** below, and also recent issues of the *Journal* or *Annals*.
- Include the issue number as well as the volume number whenever possible in references to papers; this is particularly important for journals, such as *Annals of Glaciology*, in which pagination begins anew with each issue.

Dates

Present dates as 'November 2008', '27 November 2008'. *In tables and figures only*, months may be shortened to three letters, or all-numeric dates may be used, keyed in the caption as YYYYMMDD ('20081127').

Present time intervals in years in the form '2006–08', not '2006–2008' or '06–08' (note the en

dash); a year that is not a calendar year, for example a mass-balance year, is represented as '2006/07' (solidus).

The Julian date is a real number, not an integer. The Julian day is the integer part of the Julian date and is not the 'day of the year', which is one plus the number of days elapsed since 0.0 hours on 1 January of a given calendar year.

Units

- Use SI units, noting that the unit symbol for the kilometre is km (not Km) and for the kelvin is K (not °K).
- Use superscript notation instead of solidus notation; write 'm s⁻¹', not 'm/s'.
- Use the kilogram instead of the gram and the metre or millimetre instead of the centimetre for most numerical quantities; in particular, density should be reported in kg m⁻³.
- Observe the distinction between the units of physical length and water-equivalent 'length'; the latter is a mass unit and the abbreviation 'w.e.' should always appear, as in 'mm w.e.' or 'm w.e.'.
- Use the preferred unit symbol 'a' (annus) for the year, and take care to distinguish between the year as an ordinary noun (to be spelled out) and as a unit (to be given its symbol).

Citations and references

- Original sources should be cited if they remain accessible; for example, for Glen's flow law cite Glen (1955) [*Proc. Roy. Soc. A*, **228**, 519-538] in preference to a more recent textbook.
- Citations take the form '(Smith, 2000)', '(Wang and Smith, 2000)' or, for more than two authors, '(Wang and others, 2000)'. When the name is part of the sentence, cite as in 'Smith (2000) showed that ...', 'Wang and others (2000) reported that ...', and so on. Groups of citations are in chronological order, and in alphabetical order where the first date is the same ('Zaremba, 1973; Colbeck, 1979, 1991; Gow and others, 1979, 1987').
- Works of the same date by the same author are cited as in '(Wang, 2009a,b,c, 2010, 2012)' with no spaces between the letters. '(Wang, in press a)' has a full space before the letter. If two or more lettered works are first cited together then the letter is determined by alphabetical order of the titles. The order of the letters applies to works with multiple authors regardless of how the names of the 'others' vary.
- Cited theses and maps should be referenced. Do not reference abstracts unless they are published. Oral presentations should not ordinarily be cited at all, but if essential may be cited as '(Z.Z. Wang, paper presented at [meeting], [date]; [link if available])'. Other citations not listed in the References are in the form '(personal communication from J Fitzpatrick, 2013)' or '(T. Scambos, unpublished information [omit date] or unpublished data [omit date])'.
- References are arranged in alphabetical order by first author. Among multiple references with the same first author, first list all single-authored works, then all double-authored, and then all multiple-authored (three or more). Within each of these sets, arrange works with the most recent first and, when dates are the same, with letters a, b, c, ... in the order in which they are cited in the text (see above).
- List all authors in the reference when there are six or fewer. When there are more than six, list only the first, for example 'Wang ZZ and 6 others'.

Tables and Figures

- In the text, refer to tables as 'Table 1', etc., and refer to figures as 'Fig. 1', etc.
- Table captions are in roman font but begin with '**Table n.**' (bold). They appear above the body of the table. Column headings are in roman font and the header rows are marked off with horizontal rules above and below. A horizontal rule marks the bottom of the table. Table footnotes are in roman font and should be identified with superscript letters (^a, ^b, ^c, etc.) or superscript symbols in the sequence asterisk (*), obelisk (†), dagger (‡), section sign (§), parallels (¶), hash (#), then doubled in the same sequence (**, etc.).
- Figure captions are in roman font but begin with '**Fig. n.**' (bold). They appear below the figure. Figure panels should be labelled a, b, etc. without full stop or parentheses; within the caption, refer to panels as a, b, etc., without the figure number. Axis labels should be upper case on the first letter of the first word only; units should be in parentheses and should use superscript notation, not solidus notation (e.g. write 'm s⁻¹', not 'm/s').

Appendices

Appendices are placed at the end of the paper after the References and are ordered alphabetically with upper-case letters. '**APPENDIX A – [TITLE]**', '**APPENDIX B – [TITLE]**' and so on are in bold caps. Equations are numbered separately in sequence as (A1), (A2), etc. in Appendix A, and (C1), (C2), etc. in Appendix C. But numbering of figures and tables is continuous with that in the main text: Fig. 11, Table 4, etc.

Supplementary material

Each file of supplementary material should begin with the title of the paper and a list of its authors. Supplementary figures and tables should be numbered independently with a prefix 'S' and arabic numerals in the order in which they are cited: 'Table S1', 'Figure S3', etc.