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**2.a.1 Section Title -** R. J. H. Dunn, J. Blannin, N. Gobron, G. Morris and K. M. Willett

*(CONTEXT, DEFINITIONS & HEADLINE STORY)*

*(GLOBAL PICTURE AND LONG TERM CONTEXT)*

*(TECHNICAL DETAILS)*

**References**

**Figures**

*Fig 2.a.1.1: Caption 1*

*Fig 2.a.1.2: Caption 2*

*Plate 2.1a: Single line description (see previous reports for examples)*

**Tables**

*Table 2.a.1.1: Caption*

*Table 2.a.1.2: Caption*

**Datasets used and their URLs**

**Acknowledgements**

**Summary bullet points**

**Supplementary Information**

Guidance Notes from the Editors:

If possible, please write your text following the order outlined above. We note that this is almost the reverse of a scientific paper. However, given the limited space available in a section, the headline results are better given higher prominence. Of course, if some context is needed, do include that so that the statements make sense. The main issue from my perspective is that technical details appear towards the end if at all possible as the main focus of sections should be what happened last year, rather than data processing steps.

Please define all acronyms and abbreviations. We know this affects the word count but these are frequently commented on by our reviewers if these definitions are not present in the text. Also please explain what you mean with “anomaly” – it means a lot of different things across the chapter, so try to say e.g. “warmer than average” rather than “positive anomalies” where possible. Some sort of quantification of whether these are large or small would also be helpful for those not familiar with your topic area; i.e. is a 0.1m/s change in average wind speed notable or not really, and what does that imply about that aspect of the climate system.

The word limits are 700 for a standard section, and 1000 for a sidebar. You do not need to use them all! As State of the Climate is a special issue of BAMS, it is a peer reviewed publication and so must conform to the BAMS requirements. These include keeping to an absolute minimum the amount of text that is recycled from prior years. Do refer to sections from previous years and other peer reviewed studies if that helps (see below). If you are really struggling to stay within these limits do reach out to the editors who will be able to help.

Most sections have a map for showing the annual anomalies in “Plate 2.1”. Each section can have one-two further figures in print (so up to three in total). If you feel that your section needs more figures in the main report, then this will be considered, but is not always possible. Please contact the editors as soon as possible if you need more figures so we can help you with this request.

If you would like me (Robert) to make the figures for your section, please can you send on the data along with your submission or as soon as possible thereafter.

If there are images which you wish to make, then please provide a vector or high resolution version (.eps or .tiff) along with your submission or as soon as possible thereafter. BAMS would like that if you are showing both climatologies and anomalies, then the climatologies should go on the left/top/(a) and the anomalies on the right/bottom/(b). To speed up the time taken in layout the editors may ask you to made adjustments to your figures so they more closely adhere to the BAMS SotC style.

How to cite past reports/sections (e.g. from 2017’s report):

Citing the complete report:

Blunden, J., D. S. Arndt, and G. Hartfield, Eds., 2018: State of the Climate in 2017. *Bull. Amer. Meteor. Soc.*, **99** (8), Si–S332, doi:10.1175/2018BAMSStateoftheClimate.1.

Citing a chapter (example):

Richter-Menge, J., M. O. Jeffries, and E. Osborne, Eds., 2018: The Arctic [in “State of the Climate in 2017”]. *Bull. Amer. Meteor. Soc.*, **99** (8), S143–173, doi:10.1175/2018BAMSStateoftheClimate.1.

Citing a section (example):

Osborne, E., T. Cronin, and J. Farmer, 2018: Paleoclimate records: Providing context and understanding of current Arctic change [in “State of the Climate in 2017”]. *Bull. Amer. Meteor. Soc.*, **99** (8), S150–S152, doi:10.1175/2018BAMSStateoftheClimate.1.