AGU Word Manuscript Template

**Please use this template and for submitting a new or revised manuscript to any AGU journal.** Using this template and following the guidelines below will help us expedite processing of your paper.

The template starts on page 2. Delete this cover page.

Helpful links:

Descriptions of individual journals and links to their submission sites are here: <https://www.agu.org/Publish-with-AGU/Publish>

Additional instructions are available under “How to Submit” in the link above.

Please follow our checklists for [initial submission](https://www.agu.org/Publish-with-AGU/Publish/Author-Resources/New-Manuscript-Checklist) or [revision](https://www.agu.org/Publish-with-AGU/Publish/Author-Resources/Revisions-Resubmission-Checklist)**. Resubmissions that were previously reviewed should follow the “revision” checklist.**

AGU has [implemented](https://eos.org/editors-vox/new-style-for-agu-journals-and-books) new styles. These mostly affect formatting of references, which are now cited in parentheses, not brackets. See [here](https://publications.agu.org/agu-grammar-and-style-guide/) for details.

**Length**: Research Articles in most AGU journals have an allowed length of 25 publication units. Letters in *Geophysical Research Letters (GRL)* and Technical Reports on Data or Methods in *Earth and Space Science* have an allowed length of 12 publication units (1 unit = 500 words or 1 table or figure; title, plain language summary, author lists, references, and all supplements are excluded from the word count).

AGU encourages research publications that are thorough but also concisely presented. This benefits readers as well as reviewers, who are increasingly taxed. Editorial and production costs also scale with length. However, all AGU journals except *GRL* allow longer papers beyond these guidelines for an additional fee ([**see table**](https://www.agu.org/Publish-with-AGU/Publish/Author-Resources/Publication-fees)) that reflects these incentives. ***Submissions to GRL that are longer than the allowed length of 12 Publication Units will be returned immediately for shortening.*** Some journals have publication [fees](https://www.agu.org/Publish-with-AGU/Publish/Author-Resources/Publication-fees). [Open access](http://publications.agu.org/open-access/) is available in all AGU journals.

Please use the .docx format if possible (all versions of Word after 2007). This document contains pre-set styles that apply to each manuscript element. These styles are listed below. Please keep these styles by pasting in your text when done and matching, or applying these styles in your document using the style pane or organizer.

Title

Authors

Affiliation

Key points

Abstract

Plain Language Summary

Body Text

Headings (Main and secondary)

Figure or Table Captions

References

Please use our separate template for supporting information: <https://www.agu.org/-/media/Files/Publications/AGUSupporting-Information_Word_template.docx?la=en&hash=BEA4EB05F3A8E5C18A2BAAC5BCCDBC9E33FFBC25>

More specific formatting instructions are provided in the actual template, which follows. Delete these instructions from your finished manuscript.

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(List authors by first name or initial followed by last name and separated by commas. Use superscript numbers to link affiliations, and symbols \*†‡ for author notes. For example, X. Jones1\*, P. Smith1,2 Authors are individuals who have significantly contributed to the research and preparation of the article. Group authors are allowed, if each author in the group is separately identified in an appendix.)

1Affiliation for author 1.

2Affiliation for author 2.

3Affiliation for author 3.

(Affiliations should be preceded by superscript numbers corresponding to the author list. Each affiliation should be run in so that the full affiliation list is a single paragraph.)

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(include name and email addresses of the corresponding author. More than one corresponding author is allowed in this Word file and for publication; but only one corresponding author is allowed in our editorial system.)

Key Points:

* List up to three key points (at least one is required)
* Key Points summarize the main points and conclusions of the article
* Each must be 140 characters or less with no special characters or acronyms.

(The above elements should be on a title page)

Abstract

The abstract should be a single-paragraph of fewer than 250 words, or for *Geophysical Research Letters*, less than 150 words. A good abstract sets the general question or topic that you are studying for the general reader, provides background on the specific question or problem, briefly describes key data or analyses, and describes the key results and uncertainties. Please avoid acronyms or if used, define them.

**Plain Language Summary**

This is optional but will help expand the reach of your paper. Information on writing a good plain language summary is available [here](http://sharingscience.agu.org/creating-plain-language-summary/).

1 Introduction

The main text should start with an introduction. Except for short manuscripts (such as comments and replies), the text should be divided into sections, each with its own heading. Sections are numbered (1, 2, 3, etc.). A maximum of four levels of heads may be used, with subsections numbered 1.1., 1.2.; 1.1.1., 1.2.1; 1.1.1.1., and so on. Headings should be sentence fragments. Examples of headings are:

2 Materials and Methods

2.1 A descriptive heading about methods

3 Data, or a descriptive heading about data

4 Results, or a descriptive heading about the results

5 Conclusions

(All figures and tables should be cited in order. For initial submission, please embed figures, tables, and their captions within the main text near where they are cited. At revision, figures should be uploaded separately, as we need separate files for production. Tables and all captions should be moved to the end of the file.)

References should use a name-date format, not numbers. Enclose citations in parentheses with authors in upright text (non italics) as in: (Smith et al*.,* 2009) or Smith et al. (2009). More information on in-text citations can be found in our [Brief Style Guide](https://publications.agu.org/brief-guide-agu-style-grammar/#reference),“Reference Formatting.”

Acknowledgments, Samples, and Data

The text ends with an acknowledgment section and statement that includes:

* Any real or perceived financial conflicts of interests for any author
* Other affiliations for any author that may be perceived as having a conflict of interest with respect to the results of this paper.
* **A statement that indicates to the reader where the data supporting the conclusions can be obtained**. Examples and complete information are here: <https://www.agu.org/Publish%20with%20AGU/Publish/Author%20Resources/Data%20for%20Authors>
* Funding information related to the work for all authors should be entered in the form in GEMS as part of your submission. This form in GEMS uses the official Fundref list, which provides a link after publication that is available to funders. Any other funding information not listed in the GEMS form should be included in the acknowledgments and/or cover letter.

It is also the appropriate place to thank colleagues and other contributors. AGU does not normally allow dedications.

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References

References in supporting information must also be included in the reference list of the main paper, or in a designated section in the main paper, so that they will be discovered, linked, and indexed. A separate list in the supporting information is not necessary. References are not included in word counts for excess length fees. Data sets that are not newly reported as part of this research should also be cited in the references. New data sets or software that are deposited elsewhere with a permanent identifier should be cited. AGU follows the [Joint Declaration of Data Citations Principles.](https://www.force11.org/group/joint-declaration-data-citation-principles-final)

All references must be available to readers at the time of publication; there should be no “unpublished”, in preparation, under review, or “in press” references. Please write the respective journal with any questions.

An example of a reference:

Deng, A., & Stauffer, D. R. (2006), On improving 4-km mesoscale model simulations. Journal of Applied Meteorology and Climatology, *45*(3), 361–381. doi:10.1175/JAM2341.1

More information on reference formatting with examples can be found in our [Brief Guide to AGU Style](https://publications.agu.org/brief-guide-agu-style-grammar/#reference).

**Figure 1**. The figure caption should begin with an overall descriptive statement of the figure followed by additional text. They should be immediately after each figure. Figure parts are indicated with lower-case letters (**a, b, c…**). For initial submission, please place both the figures and captions in the text near where they are cited rather than at the end of the file (not both). At revision, captions can be placed in-text or at the end of the file, and figures should be uploaded separately. Each figure should be one complete, cohesive file (please do not upload sub-figures or figure parts in separate files).

**Table 1.** Start this caption with a short description of your table. Format tables using the Word Table commands and structures. Additional information on table formatting can be found in our Style Guide, [Table Formatting](https://publications.agu.org/brief-guide-agu-style-grammar/#tables). Do not create tables using spaces or tabs characters. Large tables presenting rich data should be presented as separate excel or .csv files, not as part of the main text.