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## **SPECIAL TOPIC ISSUE GUIDE FOR AUTHORS**

The objective of this document is to describe the processes involved when authors submit to a special issue of *Environmetrics* through ScholarOne Manuscripts

*Guidance for authors submitting to a special issue  
in ScholarOne Manuscripts*

This document describes how authors submit to a special issue through ScholarOne Manuscripts. It is important that these guidelines are followed strictly and the correct fields completed in order for the paper to be included in the correct issue.

## **SPECIAL ISSUE ON CLIMATE**

### **Instructions to authors submitting manuscripts**

**IMPORTANT: Please read these specific instructions very carefully.**

#### **Step 1**

Visit the following URL <http://mc.manuscriptcentral.com/ENVIRONMETRICS>

#### **Step 2**

If you do not already have an account in ScholarOne Manuscripts click on the “Create Account” button in the top right corner.

#### **Step 3**

When finished creating your account, click on “Main Menu”. From the “Main Menu” click on the blue “Authoring Center” button.

#### **Step 4**

Within the “Authoring Center”, click on the appropriate link to create a new manuscript.

### **The submission process**

Creating a manuscript is a simple 7-step process. Please follow these instructions:

**Screen 1** – Complete all of the details on this page. Select special issue from the article type drop down menu and answer “yes” to the “Special Issue” question (see screenshot (A) below).

(A)

Manuscript Central - Microsoft Internet Explorer

Address: <http://mc.manuscriptcentral.com/sia>

4 Review Preferences  
5 Details & Comments  
6 File Upload  
7 Review & Submit

**Title** Preview Special Characters

Press Control-V (or Cmd-V) to Paste

**Running Head** (Limit 70 characters)

**Abstract** (Limit 250 words) Special Characters

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**Special Issue**

req Is this submission for a special issue? Select...

Select...  
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Next

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14:37

**Screen 2** – Enter your keywords

**Screen 3** – Enter your co-author information

**Screen 4** – Complete your preferred referees

**Screen 5** – Type the special issue name “Climate” into the “Special Issue title” field.

Type the Special issue Editor names (Guttorp, Sain, Wikle) into the Editor field (see screenshot (B) below)

You may get to select this from a drop down menu.

(B)

**Submission Information - Confirm the following:**

req Confirm that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere. ☐

req I have prepared my paper and files in accordance with the journal's style and format requirements. ☐

**Conflict of Interest**

req Do you have any conflict of interest?

If yes, please state:

**Special Issue Information**

req You answered that this submission is a candidate for special issue. Please enter the special issue title.

**Editor Selection**

req Please enter the name of the Editor you are submitting to.

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Admin: [configure instructions](#)

**Screen 6** – Make sure you upload your production ready files – PDFs are not acceptable. Refer to the journal's instructions to authors for allowable file formats. This can be found on the journal homepage [http://onlinelibrary.wiley.com/journal/10.1002/\(ISSN\)1099-095X/homepage/ForAuthors.html](http://onlinelibrary.wiley.com/journal/10.1002/(ISSN)1099-095X/homepage/ForAuthors.html).

**IMPORTANT:** Please check whether you already have an account in the system before trying to create a new one. If you have reviewed or authored for the journal in the past year it is likely that you will have created an account.

**File types.** See below for designations on initial submissions of manuscripts. Preferred formats for the final text and tables of your manuscript are .doc or .rtf. LaTeX files may be submitted provided that an .eps or .pdf file is provided in addition to the source files. Figures may be provided in .tiff or .eps format.

**Please note:** This journal does not accept Microsoft Word 2007, 2008, 2010 or 2011 (.docx) documents at this time. Please use Word's "Save As" option to save your document as a .doc file type. If you try to upload an unsupported Word document in Manuscript Central you will be prompted to save .docx files as .doc files.

## INITIAL SUBMISSION

For the most efficient possible peer review, we require your editable source files as follows:

Main text and tables as word (.doc/ .rtf) or LaTeX (.tex)

Figures supplied each as separate image files - vector images in adobe illustrator (ai) or encapsulated postscript (.eps) file format; photographs formatted as tiff (.tif) or jpeg (.jpg) files

Tables must be on separate pages after the reference list

**IMPORTANT: LaTeX users** - if you have supplied your main document as latex (.tex), for reviewing purposes you should ALSO upload a single .pdf that you have generated from your source files. This is because the ScholarOne site cannot convert LaTeX files to PDF, required for review. For your PDF, use the File Designation "Main Document" from the drop down box. For all your source files (.tex and image files) you must use the File Designation "Supplemental Material not for review".

**Screen 7** – Be sure to check the PDF proof that ScholarOne Manuscripts will generate from your supplied files. After you have checked it you must press the blue submit button to submit your manuscript.