

Instructions to Authors

In general, only contributions written in English will be accepted. Manuscript length should not exceed 30 printed pages (approx. 75,000 characters) including tables and figures.

There are two options for submission of manuscripts:

1. **Online submission** of contributions to Meteorology and Atmospheric Physics

The submission of articles in electronic form is highly recommended. They should be e-mailed to one of the editors. This can considerably speed up the editing process and warrants – to the benefit of the authors – short publication times. Authors should submit the manuscript as single pdf. The contents of the paper have to be prepared in exactly the same way as for conventional submissions (following the *Instructions to authors*) ensuring that all of the illustrations, tables, etc. are included in a single file with the main text. Half-tone or color figures in the pdf file should be ≤ 300 dpi to keep the file at a size suitable for sending by e-mail for reviewing. The size of the file should not exceed 1 MB. Name the file xxx.pdf, where xxx is the surname of the first author (no more than 15 characters, no spaces). For subsequent submission to the system, increasing digits to the end of the file names should be added. Please include also information to whom of the authors correspondence should be directed as well as the e-mail of this corresponding author.

2. **Postal submission** of contributions to Meteorology and Atmospheric Physics

Please submit 3 hard copies of the complete manuscript to the editor of your choice. Ensure that the artwork/figure originals are of sufficiently high quality for direct reproduction. However, it should be stressed at this point that the handling of printed manuscripts is more tedious and requires more time for refereeing.

Together with the submission of the paper authors are asked to provide the editor with the names, addresses and emails of 4–5 independent referees which could review the paper.

Following the acceptance of a manuscript, an electronic version of the final manuscript is needed for production (see *Technical instructions for manuscripts and*

illustrations in electronic form inside back cover).

3. A separate **title page** should contain the institute at which the work was done, the title, the name(s) of the author(s), and the number of the figures. The exact mailing address for galley proofs has to be included at the end of the manuscript.

To facilitate communication between authors, editors and publishers, the telephone, fax numbers and/or e-mail address of the corresponding author should be provided in the accompanying letter.

4. Each paper should be headed by a short **summary** (at most 20 lines).

5. **Illustrations**, whether photographs, graphs, or diagrams, should be numbered consecutively throughout (with Arabic numerals) and be submitted on separate sheets; they should be planned in advance to suit, after reduction, the format and page size of the journal: width 8 or 17 cm, height 6 to 22 cm. Their number must be restricted to the essential minimum. Color reproductions, if desired, will be printed in excellent quality but will require payment of the cost differential against black and white printing.

All figures should be of a high standard for direct reproduction. It is important that line thickness, size of datum points, and spacing of shaded and dotted areas be uniform and well matched. Half-tone illustrations (photographs) should be clear, well-contrasted glossy prints, trimmed precisely at right angles, with all lettering and symbols included. Such lettering should be of a size to give, after reduction, uppercase letters 2 mm high and lowercase letters 1.5 mm high.

6. **Captions** should not be written on the illustrations but should be listed on a separate sheet.

7. **Tables** should be typed on separate sheets, provided with a heading, and numbered consecutively (with Arabic numerals). Whenever possible, tables should be submitted in a form ready for reproduction.

8. **References**, arranged alphabetically without numbering, should be given at the end of the paper as follows:

a) Books: Name(s) and initials of author(s), year of publication, title, volume and edition, place of publication, publisher. Example: Fuchs NA (1959) *Evaporation and droplet growth in gaseous media*. Oxford: Pergamon Press, 78 pp

b) Journals: Name(s) and initials of author(s), year of publication, full title of the paper, abbreviated title of the journal, volume, first and last page numbers. Example: Reiter ER, Tang M (1984) Plateau effects on diurnal circulation patterns. *Mon Wea Rev* 112: 638–651

In the text, citations should be made by the author's name and year of publication, e.g., "according to Reiter and Tang (1984)", or "as shown by an earlier study (Reiter and Tang, 1984)". Two or more papers by the same author in the same year should be distinguished by a suffix (a, b, etc.) to the year of publication.

9. **Proofs.** For all papers page proofs will be sent as PDF files to the authors. Corrections of typographical errors must be made carefully, and changes or additions must be kept to a minimum. Costs for changes exceeding 10 percent to the costs of composition will be charged to authors. One set of corrected page proofs, should be returned to the publisher without delay.

10. **Submission in electronic form.** Technical instructions are given inside back cover.

11. Springer will supply the corresponding author with one **free copy of the relevant issue**. Offprints may be ordered at cost price. A price list and an order form will be sent with the proofs. The filled-in order form should accompany the corrected proofs when they are returned.

All business communications and all correspondence concerning offprints technical details, financial items, and offprints should be addressed directly to Springer-Verlag, Production Department, Sachsenplatz 4–6, P. O. Box 89, A-1201 Wien, Austria (Tel.: +43/1/330 24 15-434, Fax: +43/1/330 24 26-64, E-mail: wolfgang.dollhaeubl@springer.at).

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