

# INFORMATION FOR CONTRIBUTORS

Last Update: 2013-May-23

*Terrestrial, Atmospheric and Oceanic Sciences (TAO)* is a SCI-accredited journal publishing original scientific articles, notes, correspondence and reviews on the solid earth, atmosphere, hydrosphere and space. In general, articles should not exceed 15 printed pages including illustrations. "Notes and correspondences" should be limited to 5 printed pages. "Reviews" should put previous scientific work of at least ten years into perspective. Although reviews may be longer than articles, prospective authors are advised to discuss their plans with an editor or associate editor in advance. Submission of a contribution is assumed to indicate that no similar paper, other than an abstract or a preliminary report, has been, or will be, submitted for publication elsewhere. We welcome your suggestions of potential reviewers for the Editor's reference. Note that it is required to sign the PUBLICATION CHARGE AGREEMENT when you submit the article to us.

## 1. Manuscript submission and preparation

Please kindly note that manuscripts must be written in English. If your native language is not English, please consider seeking help from English-speaking colleagues/friends in preparation of the text. Manuscripts should be submitted in electronic format. For electronic submission, manuscripts should be prepared in Portable Document Format (PDF) and submitted by [Online Submission System](#).

For initial submission, the manuscript should be prepared [with line and page numbers](#) and organized **in the following order**:

- (1) **Title page:** Title of the manuscript, the name(s) of the author(s), full affiliation(s) and address(es) of the author(s), the e-mail address/telephone/fax numbers of the corresponding author, and a concise and informative title should be provided.
- (2) **Abstract:** An abstract is required at the beginning of the manuscript. At least three keywords should be provided after the abstract.
- (3) **Text:** Only standard terms and SI units should be used. Unfamiliar abbreviations must be defined when first used. All symbols should be clearly defined.
- (4) **Acknowledgements:** These should be as brief as possible.
- (5) **References:** The text citation should consist of the author and the year of publication, e.g., "according to Wang (1980)", or "as shown by earlier studies (Wang 1980; Liou et al. 1987)". In the list of references, references should be arranged alphabetically by author's last name without numbering. Each reference must be complete and in the following form:

- For articles: author(s), year, title of article, *title of journal*, volume number, pages (abbreviations for journal titles should be in general form). If available, the Digital Object Identifier (DOI) of the cited reference should be added at the end of the reference:

Pruseth, K. L. and H. Palme, 2004: The solubility of Pt in liquid Fe-sulfides. *Chem. Geol.*, **208**, 233-245, doi:10.1016/j.chemgeo.2004.04.014.

- For books: author(s), year, *title of book*, publisher, pages:

Lin, C. C., 1955: *The Theory of Hydrodynamic Stability*, Cambridge Univ. press, 155 pp.

- For book chapters: author(s), year, chapter name, editors, *title of book*, publisher, pages:

Huang, H. J., F. Li, and X. R. Zhang, 2001: Water and sediment discharges from the Changjiang and Huanghe Rivers: A comparative study. In: Hu, D. X., S. Zhang, and W. Y. Han (Eds.), *Land-ocean Interaction in the Estuaries of the Changjiang and Pearl Rivers and the Adjoining Regions*. China Ocean Press, Beijing, 36-49.

(6) **Appendix:** Lengthy mathematical analysis or data tabulation should normally be put into an appendix. If the original dataset is too large to be listed in its entirety, they may be posted in the *TAO* Electronic Supplement at the *TAO* website.

(7) **Tables:** Each table should have a title and a legend explaining any abbreviations used in that table. Footnotes to tables should be indicated by superscript lower-case letters.

(8) **Figure captions:** Each figure must be accompanied by a caption. Photographs, charts and diagrams are all to be referred to as "Figure(s)" and should be numbered consecutively in the order to which they are referred.

(9) **Illustrations:** All figures should be of good quality. Lettering must be large enough to remain clearly legible when reduced. They may be embedded within the text.

For detailed description and example, refer to "Preparation of manuscript for initial submission" under "For Contributors" on the *TAO* website (<http://tao.cgu.org.tw>). Once the manuscript is accepted, the finalized manuscript should be prepared according to the rules stipulated by *TAO*, which will be provided to the corresponding author by the *TAO* Office and can also be found at the same website. Before publication of the manuscript, a copy of the proof will be sent to the corresponding author and the corrected proof should be returned to the *TAO* Office within 72 hours.

## 2. Reviews and revision

All manuscripts are subjected to at least two international peer reviews. The authors are recommended to provide names, affiliations and e-mail addresses of 3 potential reviewers when submitting a manuscript. Manuscripts which are returned to the authors for revision should be resubmitted within 3 months; otherwise they will be considered withdrawn.

### **3. Copyright transfer agreement**

The corresponding author is required to sign the AGREEMENT TO TRANSFER COPYRIGHT form and return it upon request.

### **4. Publication Charge**

- (1) For regular issues: **NT\$500 (US\$15)** per page for articles of 15 pages or less, **NT\$1000 (US\$30)** per additional page if an article exceeds 15 pages.
- (2) For special issues or special sections: **NT\$500 (US\$15)** per page for special issues/sections of 100 pages or less, **NT\$1000 (US\$30)** per additional page if a special issue/section exceeds 100 pages.
- (3) Color pages: **NT\$4000 (US\$120)** extra charge per page.
- (4) If all authors are students, they are exempt from the publication charge.

### **5. Reprints**

Reprints are available upon order. Order form can be downloaded from the *TAO* website.

### **6. Use of materials from *TAO***

Permission is granted for individuals to make single copies for their personal use in research, study, or teaching and to use figures, tables and short quotes from this Journal for re-publication in scientific books and journals. There is no charge for any of these uses. The reproduction of multiple copies, the use of full articles, and the use of extracts for commercial purposes require specific permission from the *TAO* office.

\* For more information, check the *TAO* website (<http://tao.cgu.org.tw>).

### **7. Subscriptions, orders and claims**

Subscription prices are available on the *TAO* website. For orders, claims and enquiries, please contact the *TAO* office through e-mail ([tao@cgu.org.tw](mailto:tao@cgu.org.tw)).