

NOTE TO CONTRIBUTORS

Editorial policy

Polar Science is an international, peer-reviewed and quarterly journal published jointly by the National Institute of Polar Research (NIPR), Japan, and the Elsevier, the Netherlands.

Polar Science publishes original research articles for sciences related to the polar regions of the Earth and other planets.

Young scientists and the scientists from countries which started the polar research recently, are especially encouraged to submit manuscripts.

The papers presented at one of the symposiums organized by NIPR, are also welcome.

Authors may specify the category of the paper from scientific papers and research notes, where scientific papers are of high originality and research notes are describing preliminary results of immediate concern. There is a category of review paper, but authorship is by invitation.

Submission of manuscripts

Authors are requested to submit their original manuscript and figures via the Elsevier Electronic Submission system (<http://ees.elsevier.com/polar/>).

Review processes

Manuscripts will be reviewed by a minimum of two referees and will be considered for publication on the basis of originality of the contribution and the recommendations of referees and editors. Referees and/or the corresponding editor may request modification/revision of the papers. The acceptance of the paper and its final category is determined by the Editorial Board of *Polar Science*.

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of both the Editorial Board and the publisher. Only those papers that have not been submitted or published elsewhere, wholly or in part, can be considered for publication. Authors must inform the editor if their manuscript has been submitted to, and rejected by, another journal.

Proofs

Proofs will be sent to the corresponding author and should be returned within 48 hours of receipt. Corrections should be restricted to typesetting errors; corrections that constitute departures from the article in its accepted form are not allowed. Any other editorial changes may be charged to the author. Any queries should be answered in full. Please note that authors are urged to check their proofs carefully before return, since the inclusion of late corrections cannot be guaranteed.

Publication charge

Submission and publication are free of charge. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color on the Web (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will be entitled as an author to one free colour page and receive information regarding the costs of additional pages from Elsevier after receipt of your accepted article. Please indicate your preference for color in print or on the Web only. For further information on the preparation of electronic artwork, please see <http://authors.elsevier.com/artwork>.

Offprints

The corresponding author, at no cost, will be provided with a PDF file of the article via e-mail or, alternatively, 25 free paper offprints. The PDF file is a watermarked version of the published article and includes a cover sheet with the journal cover image and a disclaimer outlining the terms and conditions of use.

Copyright agreement

All authors must sign the "Transfer of Copyright" agreement before the article can be published. This transfer agreement enables the publisher to protect the copyrighted material for the authors, but does not relinquish the author's proprietary rights. The copyright transfer covers the exclusive rights to reproduce and distribute the article, including reprints, photographic reproductions, microfilm or any other reproductions of similar nature and translations. This includes the right to adapt the article for use in conjunction with computer systems and programs, including reproduction or publication in machine-readable form and incorporation in retrieval systems. Authors are responsible for obtaining from the copyright holder permission to reproduce any figures for which copyright exists.

Technical

General

Authors are requested to follow the details of 'Guide for Authors' (URL) in preparing the manuscript. The outline is as follows:

- (1) Submit a full electronic copy (the text, all tables, and all figures) of the manuscript. The Editorial Board accepts most word processing formats, but Word, WordPerfect or LaTeX is preferred.
- (2) All manuscripts must be written in English.
- (3) The manuscript should be assembled in the order; *title, abstract, text, acknowledgments, references, appendices, tables, figure captions and figures*.

Texts

- (1) The text should be in single-column format and double spacing. A font size of 12 pt is required. Please insert line numbers, and one page is recommended to be around 30 lines.
- (2) An abstract of not more than 200 words is required.
- (3) Key words of 3 to 5 words are required.
- (4) Use of the International System of Units (SI) is recommended.
- (5) The title page should include the category of contribution, the title, the name(s) of author(s), their affiliations and addresses. The corresponding author should be marked by an asterisk. In case the title contains more than 50 letters, a running title should also be given.

(6) All dates included in the manuscript need to be in the style Day Month Year, for example, 1 January 2007.

(7) *Polar Science* has an unrestricted article length, but not more than 6500 words in the main text, a maximum of 80 references and a limited number of display items (10 figures/tables) are recommended.

(8) Use of a new name must be approved by the Authorized Society, for example, new meteorite names by the Meteorite Nomenclature Committee of the Meteoritical Society and new place names by the Antarctic Place Names Committee.

References

Text: All citations in the text should refer to:

(1) Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;

(2) Two authors: both authors' names and the year of publication;

(3) Three or more authors: first author's name followed by 'et al.' and the year of publication. Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown"

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E- Publishing Inc., New York, pp. 281–304.

(4) *Polar Science* discourages the citation of abstracts and material that has not been refereed.

Tables/Figures

Clear tables/figures must be provided and their size should be 1.5-2 times as large as the desired reproduction size. All the tables/figures should be numbered, and the captions for the tables/figures should be attached to the manuscript.

