

Guidelines for Workshop Reports and Program News for *Past Global Changes Magazine*

October 2020

General style

Reports should be written for an interdisciplinary, international audience. *Past Global Changes Magazine* is distributed widely not only within the PAGES and paleoscience communities, but also more broadly to other Earth system scientists, students and interested non-scientists.

Workshop reports should aim to report on the scientific essence of the meeting i.e. why was it held and what were the scientific achievements? Avoid lists of names, topics, awardees and sponsors where possible as well as long descriptions of venues, social events and field trips unless particularly relevant to the science.

Structure

- The article should follow a clear and logical structure.
- The title should be appealing, concise, informative, and capture the reader's interest. This should be followed by the workshop details: (Name of the meeting), city, country, day(s) month year.
- Program News and Workshop Reports are published on one magazine page.

Language

- When possible, consider using the active voice for clarity and conciseness, e.g. Brown et al. investigated the relationship ... instead of The relationship was investigated by Brown et al. ...
- Opt for verb-based sentence constructions over noun-based, e.g. This approach improves Brown's design ... instead of This approach is an improvement on Brown's design ...
- Keep abbreviations, brackets, parentheses and quotations to an absolute minimum and anything else that interrupts the flow of reading.
- Use short and simple sentences, and where possible choose the simpler version of words over more technical and complicated words.
- Avoid going into detail and technicality that would only be relevant to a fraction of the readers. Interested readers can refer to the original publications or contact you if they want more information.

Text format

- The body of the article, including figure captions, should be no more than **650** words.
- Use **US English spelling**, e.g. summarize not summarise, paleo not palaeo
- Keep figure captions and acknowledgements as short as possible.
- Text, references and figure captions should be submitted in one Microsoft Word file.

Author information

- Maximum **7 authors**.
- Provide the name and email address of one corresponding author:
John F. Schmidt: schmidt@geol.uniba.ch
- Format authors and affiliations in the following way:

John F. Schmidt¹, T.C. Brown² and L. Smith³

¹Department of Geology, University of Bern, Switzerland

²Institute of Chemistry, Australian National University, Canberra, Australia

³School of Geography, University of Plymouth, UK

- The first name of the lead author should be spelled out. Use initials for co-authors. If there are only two authors, spell out both first names.
- Affiliation format: Department, University, City (if not in the University name), Country. Do not include street addresses or postal codes.
- Avoid acronyms and use English institution names.
- Beginning in 2021, authors are invited to have their [ORCID](#) associated with their articles. If this is applicable, please include your ORCID in your submitted manuscript.

References

- **The number of references is limited to 7.**
- All citations in the text should follow this format: (Schmidt et al. 2005). Multiple in-text citations should be ordered alphabetically and separated by a semi-colon, e.g. (Anthony et al. 2010; Burger 1965; Turner et al. 1989, 2010; Zulu 2005).
- Use “et al.” when there are more than two authors or editors.
- Only publications that are at least “in press” (and have a doi) will be included in the reference list. Other references can be cited in the text as “unpublished data” or “personal communication”.
- You can download the **PAGES Magazine Endnote style** at:
<http://www.pastglobalchanges.org/my-pages/contribute-to-magazine>
- All referencing software field codes must be removed. In Word, select all text (Ctrl+A) and press: Ctrl+Shift+F9 (Win), Cmd+Shift+(Fn)+F9 (Mac).
- **Provide a DOI-URL (<https://doi.org/DOI>) for all of the references** (e.g. <https://doi.org/10.1016/j.quascirev.2013.05.024>) copied beneath each reference. If the reference has no DOI, use a direct link to the abstract (e.g. <http://revistas.usal.es/index.php/0514-7336/article/view/7225>).
- Use article number if no page number is available.
- Journal names must be abbreviated. A good list of abbreviations for Earth Science journals can be downloaded here: www.crandon.com.au/EndNote/faq/Styles/AJES/AJES_terms.html
- Examples of PAGES-style references:

Journal articles:

Zorita E, von Storch H (1999) J Clim 12: 2474-2489

[https://doi.org/10.1175/1520-0442\(1999\)012<2474:TAMAAS>2.0.CO;2](https://doi.org/10.1175/1520-0442(1999)012<2474:TAMAAS>2.0.CO;2)

Lehner F et al. (2012) Quat Sci Rev 45: 85-94

<https://doi.org/10.1016/j.quascirev.2012.04.025>

Kellerhals T et al. (2010) J Geophys Res 115, doi: 10.1029/2009JD012603

<https://doi.org/10.1029/2009JD012603>

Book chapters:

Masson-Delmotte V et al. (2013) In: Stocker TF et al. (Eds) Climate Change 2013: The Physical Science Basis. Cambridge University Press, 383-464

http://www.climatechange2013.org/images/report/WG1AR5_Chapter05_FINAL.pdf

Books/Theses:

Fritts HC (1976) Tree Rings and Climate. Academic Press, 582 pp

<http://store.elsevier.com/product.jsp?isbn=9780323145282>

Figures and logos

- **One figure must be added.** It must be a scientific figure or photo that is relevant and well connected to the text. **No group photo.**

- **The figures should contain only the relevant information that is also mentioned in the text. Labeling should be as non-technical as possible.** Figures should not be too large, as space for the articles is limited.
- In the text, refer to figures in the following way: in the text body “Figure 1;” in parentheses “(Fig. 1).”
- The figure must be **original**, significantly **modified from previously published versions** and cited as “Figure modified from...” in the caption, **or permission for reprint must be obtained.**
- Figures and graphs should be submitted electronically in an **editable (vector) format** (e.g. pdf, eps or ai), saved or exported directly from the software used to create them. Figures made in PowerPoint can be sent in as pptx files.
- Photos must be high resolution, **no less than 300 dpi** (at min. 12 cm width), and saved as psd, tiff, png, pdf, or jpeg.
- If available, a logo can be added.
- If available, please use the font “Helvetica” for all texts in the figures.
- Please give image files short but descriptive names.
- Use the Oxford comma in lists: “x, y, and z”

Technical styles

- For ages and dates, please use “yr” instead of “a:” “15 kyr BP” not “15 ka”
- Use CE/BCE not AD/BC
- Use double quotes: “word” not ‘word’
- Use capitals after a semicolon in titles and figure captions but not in the text body
- Do not place a comma after “i.e.” and “e.g.”
- No italics for Latin words: “in situ”
- No space between the numbers and °C, %, >, ... but spaces before cm, m, kg
- Spell out numbers <10, ≥10 in digits: “six,” “65”
- For units, use fractions rather than negative exponents: “mm/yr” not “mm yr⁻¹”

Plagiarism

- To plagiarize means to claim someone else’s ideas or words as one’s own. Plagiarism includes, but is not limited to, the acts of:
 - (1) (Near-)verbatim copying or purposely paraphrasing portions of another author's work;
 - (2) (Near-)verbatim copying portions of one’s own published work (self-plagiarism);
 - (3) Using or citing someone else’s ideas, words or illustrations that are not common knowledge without properly acknowledging the source.
- Plagiarism in all its forms is an act of fraud and constitutes a serious ethical offence. No plagiarized articles will be published in *Past Global Changes Magazine*. Consequently, all submitted manuscripts are screened for plagiarism and appropriate measures will be taken in such cases.
- Read PAGES’ plagiarism policy here: <http://pastglobalchanges.org/12-about/about/1647-plagiarism-policy-17>

CHECKLIST FOR AUTHORS (Workshop Reports or Program News)

- Report including figure captions is no more than 650 words.
- Text has passed a US English spell check.
- The author list is in the correct format.
- The email of the corresponding author is provided.
- References are in the correct format.
- Max. 7 references. A DOI-URL to the articles is provided.
- All references are referred to in the text.
- One figure with caption is provided and referred to in the text.
- The figure has been modified from previously published versions OR permission to reprint has been obtained.
- The figure and logo are in files separate from text and are in an editable (vector) format.
- Photos have a resolution of 300 dpi or more.