

Guidelines for Science Highlights articles in *Past Global Changes Magazine*

November 2017

General style

Articles 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. Therefore, "Science Highlights" articles should aim to review the science of a particular topic in such a way that appeals and is accessible to all of these audiences. *Past Global Changes Magazine* does not aim to create a series of heavy, expert papers, but rather a publication that is easy and enjoyable to read while still offering a qualified overview of the state of the art in a scientific topic. We look forward to working with you throughout the publication process.

Structure

- The title should be appealing, concise, informative, and capture the reader's interest.
- Provide a **mini-abstract (maximum of 40 words)** that indicates what the article is about and provides the key message or finding(s). Readers should have learnt a small bit by reading just that alone.
- The main text should follow a clear, logical structure and provide readers with a clear take-home message.
- Three to five short **subheadings** should be used to structure the text.
- Science highlights are published on two magazine pages.

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 **1,300** words.
- Use **US English spelling** e.g. summarize not summarise, paleo not palaeo
- Keep figure captions as short as possible. They should provide guidance or complementary information for the reader, but not aim to be methodologically or bibliographically comprehensive.
- Consider having no acknowledgements, but if necessary, keep them short and technical.
- Text, references and figure captions (but not figures) should be submitted in one Microsoft Word file.

Author information

- Provide the name and email address of one corresponding author, for example:

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.

References

- **The number of references per article is limited to 15.**
- 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: D16123

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

Book chapters:

Masson-Delmotte V et al. (2013) In: Stocker T F 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

- **Two figures must be incorporated.** They must be relevant and well connected to the text.
- **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: Figure 1 or (Fig. 1).
- The figures 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) in psd, tiff or jpeg format.
- If available, please use the font “*Helvetica*” for all texts in the figures.

Technical styles

- For ages and dates prefer the SI units ka or Ma (not yr), e.g. 15 ka BP
- Use CE/BCE not AD/BC
- “word” not ‘word’
- Use capitals after a “.” in titles and figure captions
- No comma after “i.e.” and “e.g.”
- No italics for Latin words, e.g. in situ
- No space between the numbers and °C, %, >, ... but spaces before cm, m, kg
- Numbers <10 spelled out, ≥10 in digits (e.g. six, 65)

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 (Science Highlights)

- Article including captions is no more than 1300 words.
- Text has passed a US English spelling check.
- Article has an abstract (max. 40 words).
- The text is broken up under subtitles.
- The author list is in the correct format.
- The email of the corresponding author is provided.
- References are in the correct format.
- Max. 15 references. A DOI-URL to the articles is provided.
- All references are referred to in the text.
- Two figures with captions are provided and referred to in the text.
- Figures have been modified from previously published versions OR permission to reprint has been obtained.
- Figures are in separate files to the text and are in an editable (vector) format.
- Photos have a resolution of 300 dpi or more.