Guidelines for Science Highlights articles in *Past Global Changes Magazine*  
October 2020

**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.

- 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 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.


- Examples of PAGES-style references:

  Journal articles:
  
  
  https://doi.org/10.1016/j.quascirev.2012.04.025
  
  https://doi.org/10.1029/2009JD012603

  Book chapters:
  
  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), and saved as psd, tiff, png, pdf, or jpeg.
- If available, please use the font “Helvetica” for all texts in the figures.
- Please give image files short but descriptive names.

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”
- Use the Oxford comma in lists: “x, y, and z”

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](http://pastglobalchanges.org/12-about/about/1647-plagiarism-policy)
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.