

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

March 2023

## 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 do not expect contributions showing new data or novel interpretations, although the **text must be original** (see ‘Plagiarism’ section). 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.
- technical and complicated word, e.g. “XYZ” instead of “XYZ”.
- Avoid going into detail and technicalities 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**

- All the articles have to follow the PAGES guidelines (see final checklist at the end of this document). Text, references and figure captions (but not figures) should be submitted in one Microsoft Word file using the **corresponding template**. If these conditions are not met, articles will be returned to the contact author.
- Text is submitted as a word file, including references and captions, following the template. The manuscript file should be named following this structure: ‘Author last name\_year’.
- The body of the article, including figure captions, should be **1300–1400** 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.

## **Author information**

- Maximum **7 authors**. Exceptions can be made as long as all the authors names fit in two lines in the printed version, and the total number of affiliations is not higher than seven.
- It is possible to use a group or project name instead of a list of authors, and include the name of all the group or project participants (until a reasonable number) in the html (online) version of the article (see an example here: <https://pastglobalchanges.org/publications/pages-magazines/pages-magazine/13267>)
- Provide the name and email address of one corresponding author as follows:

John F. Schmidt: [schmidt@geol.unibe.ch](mailto:schmidt@geol.unibe.ch)

- Format authors and affiliations in the following way:

John F. Schmidt<sup>1</sup>, T.C. Brown<sup>2</sup> and L. Smith<sup>3</sup>

<sup>1</sup>Department of Geology, University of Bern, Switzerland

<sup>2</sup>Institute of Chemistry, Australian National University, Canberra, Australia

<sup>3</sup>School 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. It is possible to specify equal contribution for two or more authors, which is specified under the authors names (e.g.: John F. Schmidt and T.C. Brown contributed equally and are considered joint first authors).
- 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 whenever possible.
- 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”.
- Reference list must be ordered alphabetically.
- 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 using ISO 4:1997 style. A good list of abbreviations for Earth Science journals can be downloaded in these links: <https://www.wsl.ch/en/publicationssearch/list-of-journal-abbreviations.html#Q>; [https://spo.nmfs.noaa.gov/sites/default/files/List\\_of\\_Journal\\_Abbreviations\\_final.pdf](https://spo.nmfs.noaa.gov/sites/default/files/List_of_Journal_Abbreviations_final.pdf); [https://images.webofknowledge.com/images/help/WOS/M\\_abrvjt.html](https://images.webofknowledge.com/images/help/WOS/M_abrvjt.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 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](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>

*Conference proceedings:*

Osman M et al (2022) 3rd IPICS Open Science Conference, Crans-Montana, Switzerland  
<https://indico.psi.ch/event/6697/contributions/38491/>

*Data:*

Baerbel Hoenisch. (2021). Paleo-CO<sub>2</sub> data archive (Version 1). Zenodo.  
<https://doi.org/10.5281/zenodo.5777278>

*Website:*

Paleo-CO<sub>2</sub> data archive 2021 accessed on 'day-month-year' <https://www.paleo-co2.org/>

## **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.
- Figures and graphs should be submitted electronically in an **editable (vector) format** (e.g. **pdf, eps or ai**), and saved or exported directly from the software used to create them.
- Figure files do not include the captions or 'figure number'. The figure files should be named following this structure: 'Author last name\_year\_Fig.X'.
- Avoid using a non-color-blind friendly (e.g. combination of red, green and brown) palette in the figures.
- In the text, refer to figures in the text body as follows: "Figure 1a shows...", but in parentheses as follows: "(Fig. 1a)."
- In the caption, refer to the panels with (A), (B)...
- 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 photos must be high resolution, **no less than 300 dpi** (at min. 12 cm width, or in A4 size = at min. 2550 x 3300 pixels), 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.
- Please adhere to United Nations naming conventions for maps used in your manuscript. In order to depoliticize scientific articles, authors should avoid the drawing of borders or use of contested topographical names. The editors reserve the right to insert the label "under dispute" if contested borders are presented. If disputed territories are relevant for your map, please make sure that the figure caption stays neutral as well as the legend and labelling within your map.

### **Technical styles**

- For ages and dates, please use “yr” instead of “a:” “15 kyr BP” not “15 ka”.
- Use CE/BCE, or BP (but not use both CE/BCE and BP). Do not use 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.” (for example, “e.g. x, y, and z”, not; “e.g., x,y, and z”)
- No italics for Latin words: “in situ”, “vice versa”, “per se”.
- No italics for non-English words: “Longue durée”, “fjord”.
- 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<sup>-1</sup>”.
- Use the Oxford comma in lists: “x, y, and z” (not: x, y and z”).
- For long domain names (e.g., Youtube links or similar), use a [short-url](#) instead.

### **Plagiarism**

- Read PAGES’ plagiarism and ethics in publishing policies here:  
<https://pastglobalchanges.org/publications/pages-magazines/pages-magazine>
- 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.

## **CHECKLIST FOR AUTHORS (Science Highlights)**

- ☐ Article is submitted in a word document using the template.
- ☐ Article (including captions) is 1300–1400 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, and there are no more than seven.
- ☐ The email of the corresponding author is provided.
- ☐ References are in the correct format and in alphabetical order.
- ☐ 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.