### MANUSCRIPT INSTRUCTIONS

# SEVENTH CONFERENCE ON POLAR METEOROLOGY AND OCEANOGRAPHY AND JOINT SYMPOSIUM ON HIGH LATITUDE CLIMATE VARIATIONS

AMERICAN METEOROLOGICAL SOCIETY 1919

12-16 May 2003

Sheraton Hyannis Resort

Hyannis, MA

A preprint CD-ROM for the **Seventh Conference on Polar Meteorology and Oceanography and Joint Symposium on High Latitude Climate Variations** will be produced and distributed in **Hyannis, Massachusetts, 12–16 May 2003.** We encourage all presenters to submit a manuscript since time for presentations is limited. The preprint CD-ROM provides an excellent opportunity to include more detailed information, color figures, figures, and graphs that may require more time for study than is available at the meeting.

Authors are required to submit their preprint paper online as a PDF file. When submitting your pdf file, you will have the option to update the title and authors you originally submitted on the short abstract. Your full paper will be available on the AMS Web site containing the meeting program in addition to the short abstract that is currently available. Further, you are given the option of including a URL to an external Web site so that supplemental materials, such as a more complete manuscript, color figures, animations, etc., can be linked to the preprint paper.

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The general and hotel information, and registration form will also be available at this site. Thank you for your participation in this conference. We look forward to seeing you in Hyannis!

# MANUSCRIPT DEADLINE DATE: 28 February 2003

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Andrew A. Andrews \* University of Missouri, Columbia, Missouri

#### 1. INTRODUCTION

To assist you in preparing your manuscript for publication in the Preprint CD-ROM, please adhere to the following instructions.

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The International System of Units (SI units) used in all AMS journals should be used in AMS conference preprint volumes.

#### 4.1 Paper Number

If you are presenting a poster, a "P" will precede your paper number and if you are presenting in a joint session a "J" will precede your paper number (the "P" and the "J" are a part of your paper number, please be sure they appear on your manuscript). Your **boldfaced** paper number should be typed at the 1"/1" margin in the upper lefthand corner of your manuscript (as shown on this page, i.e. **10.2**). Please also be sure to include your paper number on the page charge form.

#### 4.2 Titles, Headings & Footnotes

The title of the paper should be centered and typed in CAPITAL LETTERS on the first line of the first page of your manuscript. Type the name of all author(s) in initial caps and center on the page two lines below the title. Type authors' business or school affiliation, city, and state and center on the line below the name in initial caps.

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Footnotes should be indicated in the text with an asterisk (\*).

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Please type, within the 1" margin, the corresponding author's address in the lower left corner of your first page (see lower left corner of this page).

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List all bibliographical references at the end of the paper in alphabetical order by first author. When referring to them in the text, type the corresponding author surname followed by the year of publication; e.g., Smith (1984). Use referencing style from any one of the AMS journals (see sample below).

Battan, L. J., 1971: Radar attenuation by wet ice spheres. *J. Appl. Meteor.*, **10**, 247–252.

### 4.5 Equation Numbers

Enclose these Arabic (and sequential) numbers in parentheses and place flush with right-hand margin of column.

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Presentations at the conference do not usually allow enough time for in-depth explanation, therefore, it is important to include your most complex graphs, diagrams, illustrations, or tables in your manuscript.

Figures and tables should be reduced so that they may be incorporated into the text along with the appropriate pages, with full captions typed below the figure.

A table or figure that cannot be placed in the same orientation as the text should be rotated 90° counter-clockwise so that the figure and caption may be read by rotating the published proceedings 90° clockwise.

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When you choose this option, your full paper will be available on the AMS Web site containing the meeting program in addition to the short abstract that is currently available. Further, you are given the option of including a URL to an external Web site so that supplemental materials, such as a more complete manuscript, color figures, animations, etc., can be linked to the preprint paper.

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# SEVENTH CONFERENCE ON POLAR METEOROLOGY AND OCEANOGRAPHY AND JOINT SYMPOSIUM ON HIGH LATITUDE CLIMATE VARIATIONS

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