

INSTRUCTIONS FOR FORMATTING AND UPLOADING YOUR MANUSCRIPT
INTERNATIONAL SNOW SCIENCE WORKSHOP 2014 IN BANFF, AB

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ABSTRACT: All ISSW presenters—both oral and poster presenters—are required to submit a 2-8 page manuscript that describes their presentation topic in more detail for publication in the 2014 ISSW proceedings. This document provides you with detailed instructions for preparing your manuscript to ensure a consistent look and feel of all papers in the proceedings.

KEYWORDS: 3-6 keywords (e.g. kinetic growth, metamorphism, vapor pressure, gradient).

1. INTRODUCTION

All ISSW presenters—both oral and poster presenters—are required to submit a 2-8 page manuscript that describes their presentation topic in more detail for publication in the 2014 ISSW proceedings. At this ISSW, the conference proceedings will only be published electronically. During the conference, participants will be able to access papers on a USB stick that is included in the welcoming package. Abstracts will also be accessible via the conference mobile app. After the conference, all papers will be included in the ISSW proceeding database, which is hosted by the library of Montana State University at <http://arc.lib.montana.edu/snow-science/>.

Please follow these instructions when preparing your manuscript for publication in the 2014 ISSW proceedings to ensure a consistent look and feel of all the papers. The easiest way to follow these instructions is to use this Word document as a template for your paper and work with the specific ISSW Styles that are included in this document. While you can *italicize* or **bold** individual words in the text, please do not change the styles of the main text sections.

If you have any questions about the preparation of your paper, please contact Pascal Haegeli, the papers chair of the 2014 ISSW, at papers@issw2014.com.

2. MANUSCRIPT DEADLINES

Manuscripts must be uploaded to <http://www.ISSWabstracts.com/> by **August 22, 2014, 5pm PDT**. Your oral or poster presentation slot is conditional on us receiving your paper by this date. We cannot guarantee to include your paper in the conference line-up and the proceedings if we receive it after this date.

3. PAGE LIMIT, LAYOUT & TEXT FONT

Papers are limited to no more than 8 pages, including references, appendices, etc. Try to keep your paper as concise as possible and focus on the main conclusions of research or case study.

Manuscripts need to be converted to PDF files prior to submission. We cannot accept MS Word or LaTeX documents. When you convert your manuscript, please use US Letter size pages and not the A4 format.

Manuscripts must be formatted with standard 1" (2.54 cm) margins on all sides. Place the text in newspaper style columns with a 1/4" (0.65 cm) space between columns. If necessary, figures, photos, or charts may span the two columns adhering to the 1" margins.

Please use 10 point, Helvetica or Arial, for the text. If you use any special characters in your manuscript (e.g., in equations), please ensure that they are supported by the standard font families included in PDF files. Please note that non-latin typefaces (e.g., Chinese, Japanese) cannot be supported in the proceedings.

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4. MANUSCRIPT FORMATTING

4.1 Manuscript title and authors

The title of the paper should be centered and typed in CAPITAL LETTERS on the first line of your first page of your manuscript. Use the 'ISSW - Title' style for formatting your title.

Type the name of all the author(s) in initial caps and center on the first page below the title. Type author's business or school affiliation, city, state and country and center on the line below their name in initial caps. In case of multiple authors and multiple affiliations, use superscripts to link the authors to their respective affiliations as shown in the example above. Use the 'ISSW - Author List' style for formatting your author and affiliation lists.

Please use the text box in the bottom left corner of the first page for the corresponding author's address and contact information. In the list of authors below the title of your manuscript, indicate the corresponding author with an asterisk (*).

4.2 Abstract and keywords

The abstract should state briefly the purpose of the paper, the principal results and/or major conclusions. Your abstract does not have to be the same as the abstract to originally submitted to the conference website. Whereas the purpose of the original abstract to the 'sell' the idea of your presentation to the papers committee, the purpose of this abstract is to accurately represent the content of your paper. Since your abstract is often presented separately from the article (e.g., conference program mobile app), it must be able to stand alone. An abstract should be less than 250 words. Use the 'ISSW - Abstract' style for formatting your abstract.

Immediately after the abstract, provide a maximum of 3 to 6 keywords that describe the main topics of your article. Avoid plural terms, multiple concepts (e.g., 'and' , 'of'), abbreviations or terms already used in the title of your paper. Use the 'ISSW - Keywords' style for formatting your keyword section.

4.3 Headings

Please only use major headings and secondary headings in your ISSW manuscript. As shown in these instructions, major headings are Arabic-numbered in CAPITAL LETTERS. Secondary headings are also numbered and in italics and underlined. Use the styles 'ISSW - Heading 1' and

'ISSW - Heading 2' for your headings and the headers will be numbered automatically.

The headings of special sections at the end of your manuscript (conflict of interest statement, acknowledgements and reference) are not numbered. Use the style 'ISSW - Heading' for formatting these types of headers.

4.4 Text

Use the 'ISSW - Text' style to format the regular text of your manuscript. The individual paragraphs are left justified and separated by 6 pts.

You can use the 'ISSW - Bullet' style if you want to include a bullet list in your text.

- Bullet 1
- Bullet 2
- Bullet 3

4.5 Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the manuscript. If you need to include footnote in your manuscript, use the 'Inset Footnote' function under the References menu in Word. Footnotes should be numbered consecutively throughout the article.

4.6 Equations

If you include equations in your manuscript, make sure that all of the symbols included are used consistently and clearly defined in the text of your manuscript. Use the 'ISSW - Equation' style to format your equations. Equations should be centered in the column and numbered sequentially throughout the article. The numbers should be placed in parentheses flush with the right-hand margin of the column as shown in the example below.

$$a^2 + b^2 = c^2 \quad (1)$$

4.7 Units

The International System of Units (SI units) should be used in ISSW Proceedings.

4.8 References

List all bibliographic references at the end of the paper in alphabetical order by first author. Use the referencing style from the journals of the American Meteorological Society (AMS). The most common reference types include:

Journal articles:

Last name and initials of author(s), year of publication of journal, title of paper, title of journal (italicized), volume of journal, number of issue (only if required for identification), and page range.

Schweizer, J. and J. B. Jamieson, 2003: Snowpack properties for snow profile analysis. *Cold Regions Science and Technology*, 37, 233-241.

Books:

Last name and initials of author(s), year of publication of book, title of book (italicized), edition, publisher's name, and total pages.

McClung, D. M. and P. A. Schaerer, 2006: *The Avalanche Handbook*. 3rd ed The Mountaineers, 347 pp.

Conference proceedings:

Last name and initials of author(s); year of publication; title of paper; indication of the publication as a preprints, proceedings, or extended abstracts volume; name of conference (italicized); city and state where conference was held, and page range.

Greene, E., T. Wiesinger, K. W. Birkeland, C. Coleou, A. Jones, and G. Statham, 2006: Fatal avalanche accidents and forecasted danger levels: Patterns in the United States, Canada, Switzerland and France. Proceedings of the *International Snow Science Workshop*, Telluride, CO, 640-649.

Use the 'ISSW - References' style for format your references properly. Please note that this formatting will not automatically italicize the journal title, book title or name of conference. The reference section at the end of this document provides an example of a complete reference list. Please not that the font size of the reference list is 8 points.

More information on the AMS reference style can be found at <http://www2.ametsoc.org/ams/index.cfm/publications/authors/journal-and-bams-authors/journal-and-bams-authors-guide/references/>.

4.9 *In-text citations*

The in-text citation should consist of the author's name and the year of publication (e.g., "according to Schweizer and Jamieson (2003)"). When there are three or more authors, use the first author's name followed by 'et al.' and the year of publication. When there are two or more papers by the same author in the same year, the distinguishing suffix (a,b, etc.) should be added.

5. PAGE IDENTIFICATION & PAGE NUMBERING

Please **DO NOT** include page numbers on your manuscript. Final page numbering will be done when the complete volume is assembled.

Please **DO NOT** include any headers or footers in your manuscript.

6. ILLUSTRATIONS, TABLES AND CAPTIONS

Oral presentations at the conference do not usually allow enough time for in-depth understanding; therefore, it is important to include your most complex graphs, diagrams, etc., in your manuscript.

6.1 *Figures*

Figures should be reduced so that they may be incorporated into the text on the appropriate page within the column layout of the article. Make sure that any text included in your figures is legible when the manuscript is printed. Use the 'ISSW - Fig' style for formatting your figures.



Fig. 1: The kinetic growth of mega crystals.

Ensure that each figure has a caption. Figure captions are placed immediately below the figure and should comprise a brief, descriptive title of the figure. Use the 'ISSW - Fig Caption' to format your figure captions.

All illustrations and photographs should be at least 300 dpi at the size shown in your manuscript to ensure high quality printing. All color photographs should be in RGB color space.

All figures should be cited in your text at least once at the location that relates most to the content of the figure. Use the following format for these citations: "The kinetic growth of mega crystals is facilitated when the new snow consists of low-density stellar crystals (Fig. 1)."

Figures that go across both columns of the layout can be included in the layout of the manuscript by adding continuous sections breaks both above and below the location where you would like to place the figure. You can then change the layout within the new section to a single column. It is best to place the full width figure either at the top or the bottom of a page.

6.2 Tables

Datasets and statistical results can often be summarized most effectively in a table. Tables should be included in your manuscript using the table functionality of Word. An example is provided below (Tbl. 1).

Tbl. 1: Prevalence of avalanche character types

<i>Avalanche Character</i>	<i>Prevalence</i>
Wind slabs	29%
Storm slabs	21%
Persistent slabs	34%

Use the styles '*ISSW Tbl Content*' and '*ISSW Tbl Column Label*' for formatting the content of your tables. Gridlines need to be added manually.

Ensure that each table has a caption that consists of a brief, descriptive title. Different from figure captions, table captions are placed immediately above the table and should. Use the '*ISSW - Tbl Caption*' to format your figure captions.

Similar to figures, all tables should be cited in your text at least once at the location that relates most to the content of the table. Use the following format for these citations: "In our study region, persistent slabs are substantially more prevalent than storm slabs (Tbl. 1)."

See the section of figures for instructions on how to include tables that go across both columns.

7. ADDITIONAL INFORMATION

7.1 Conflict of interest statement

Any studies discussing products (e.g., avalanche transceivers, course curricula, etc.) should include a conflict of interest statement that clearly highlights the authors' involvements or non-

involvement in the production or sales of these products. A typical conflict of interest situation occurs when an individual involved in development or sales of a product is conducting a study that evaluates their products and/or the products of competitors. Since these commercial interests have the potential to affect the scientific integrity of the evaluation (they do not have to!), it is important to be upfront with the readership and clearly state your involvement with the product. The conflict of interest also allow independent evaluators to clearly state their independence

Typical examples of conflict of interest statements are:

"This study was not supported financially or materially by any manufacturers of X. None of the authors are involved financially in the production or sale of X nor have they received any related grants or patents."

Or

"The first author of this paper is an employee of Avalanche Transceivers Ltd. and is involved in the development and sales of avalanche transceivers."

Conflict of interest statements are typically included at the end in your manuscript right before acknowledgements and references as illustrated in this document. The heading of this section is not numbered.

7.2 Acknowledgements

Any individuals contributing to your study but not included in the authorship can be recognized in the acknowledgement section. The acknowledgement section is typically at the end of the manuscript right before the reference list. The heading of this section is not numbered (see example below).

8. SUBMISSION OF YOUR MANUSCRIPT

If you created your manuscript in Word or other word processing software, convert your manuscript to PDF file format. Review the manuscript to ensure nothing changed during the conversion process. Pay particularly attention to formatting, citations, figures, tables, and equations.

Please make sure that the page size of your manuscript is US Letter size and **DO NOT** include any page numbers, headers or footers in your PDF file.

To submit your final manuscript, go to <http://www.ISSWabstracts.com/> and log in as an existing user. Select "My Abstracts" at the main menu. Click on Details/Uploads in the right hand

column for the corresponding abstract, and then click on choose file to select your paper.

Please note that we will not accept papers that are longer than 8 pages.

Deadline for uploading your manuscript is **August 22, 2014, 5pm PDT**. Presentation slots that are not supported by a manuscript by the above deadline will have to be pulled from the conference schedule.

For questions about the submission process, please contact Bill Hallam at billh@scolars.com.

For questions about formatting and content, please contact Pascal Haegeli at papers@issw2014.com.

CONFLICT OF INTEREST

The creation of this document was not supported financially or materially by the ISSW. None of the authors benefit financially from the production or sale of ISSW proceedings nor have they received any related grants or patents.

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REFERENCES

- Greene, E., T. Wiesinger, K. W. Birkeland, C. Coleou, A. Jones, and G. Statham, 2006: Fatal avalanche accidents and forecasted danger levels: Patterns in the United States, Canada, Switzerland and France. Proceedings of the *International Snow Science Workshop*, Telluride, CO, 640-649.
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