

EXAMPLE OF LAYOUT AND FORMATTING INSTRUCTIONS

THE NORTH AMERICAN DROUGHT MONITOR

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1. INTRODUCTION

The following instructions are provided to assist you in preparing your manuscript for publication.

2. MANUSCRIPT DEADLINE & SUBMISSION

Please provide your manuscript to Miguel Cortez by the end of the workshop on October 19, 2006 or e-mail in advance to miguel.cortez@cna.gob.mx and jay.lawrimore@noaa.gov.

3. PAGE LAYOUT & TEXT FONT

Manuscripts should be formatted with 1" margins on all sides. Please use 9 or 10 point Helvetica, Arial, or similar font for the text.

Place the text in newspaper style columns with a ¼" to ½" space between columns. Figures, photos, or charts may span the two columns adhering to the 1" outside margins.

4. MANUSCRIPT FORMATTING

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

4.2 Titles, Headings & Footnotes

Center the title of the paper (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.

Major headings are Arabic-numbered and in CAPITAL LETTERS.

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

4.3 Author's Corresponding Address

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).

4.4 References

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.

5. ILLUSTRATIONS AND TABLES

Include full captions for figures and tables below the figure.

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