

NOTE TO CONTRIBUTORS

Editorial policy

Polar Science is an international, peer-reviewed and quarterly journal published jointly by the National Institute of Polar Research (NIPR), Japan, and the Elsevier, the Netherlands.

Polar Science publishes original research articles for sciences related to the polar regions of the Earth and other planets.

Young scientists and the scientists from countries which started the polar research recently, are especially encouraged to submit manuscripts.

The papers presented at one of the symposiums organized by NIPR, are also welcome.

Authors may specify the category of the paper from scientific papers and research notes, where scientific papers are of high originality and research notes are describing preliminary results of immediate concern. There is a category of review paper, but authorship is by invitation.

Submission of manuscripts

Authors are requested to submit their original manuscript and figures via the Elsevier Electronic Submission system (<http://ees.elsevier.com/polar/>).

Review processes

Manuscripts will be reviewed by a minimum of two referees and will be considered for publication on the basis of originality of the contribution and the recommendations of referees and editors. Referees and/or the corresponding editor may request modification/revision of the papers. The acceptance of the paper and its final category is determined by the Editorial Board of *Polar Science*.

Submission of a paper implies that it has not been published previously, that it is not under consideration for publication elsewhere and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, without the written consent of both the Editorial Board and the publisher. Only those papers that have not been submitted or published elsewhere, wholly or in part, can be considered for publication. Authors must inform the editor if their manuscript has been submitted to, and rejected by, another journal.

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Technical

General

Authors are requested to follow the details of 'Guide for Authors' (URL) in preparing the manuscript. The outline is as follows:

- (1) Submit a full electronic copy (the text, all tables, and all figures) of the manuscript. The Editorial Board accepts most word processing formats, but Word, WordPerfect or LaTeX is preferred.
- (2) All manuscripts must be written in English.
- (3) The manuscript should be assembled in the order; *title, abstract, text, acknowledgments, references, appendices, tables, figure captions and figures.*

Texts

- (1) The text should be in single-column format and double spacing. A font size of 12 pt is required. Please insert line numbers, and one page is recommended to be around 30 lines.
- (2) An abstract of not more than 200 words is required.
- (3) Key words of 3 to 5 words are required.
- (4) Use of the International System of Units (SI) is recommended.
- (5) The title page should include the category of contribution, the title, the name(s) of author(s), their affiliations and addresses. The corresponding author should be marked

by an asterisk. In case the title contains more than 50 letters, a running title should also be given.

(6) All dates included in the manuscript need to be in the style Day Month Year, for example, 1 January 2007.

(7) *Polar Science* has an unrestricted article length, but not more than 6500 words in the main text, a maximum of 80 references and a limited number of display items (10 figures/tables) are recommended.

(8) Use of a new name must be approved by the Authorized Society, for example, new meteorite names by the Meteorite Nomenclature Committee of the Meteoritical Society and new place names by the Antarctic Place Names Committee.

References

Text: All citations in the text should refer to:

(1) Single author: the author's name (without initials, unless there is ambiguity) and the year of publication;

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(3) Three or more authors: first author's name followed by 'et al.' and the year of publication.

Citations may be made directly (or parenthetically). Groups of references should be listed first alphabetically, then chronologically.

Examples: "as demonstrated (Allan, 1996a, 1996b, 1999; Allan and Jones, 1995). Kramer et al. (2000) have recently shown"

List: References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2000. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 1979. *The Elements of Style*, third ed. Macmillan, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 1999. How to prepare an electronic version of your article, in: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

(4) *Polar Science* discourages the citation of abstracts and material that has not been refereed.

Tables/Figures

Clear tables/figures must be provided and their size should be 1.5-2 times as large as the desired reproduction size. All the tables/figures should be numbered, and the captions for the tables/figures should be attached to the manuscript.

