

MANUSCRIPT INSTRUCTIONS

NINTH CONFERENCE ON MESOSCALE PROCESSES

30 July-2 August 2001

Fort Lauderdale, FL



A preprint volume for the **Ninth Conference on Mesoscale Processes** will be published and distributed in **Fort Lauderdale, FL, 30 July–2 August 2001**. We encourage all presenters to submit a manuscript since time for oral presentations is limited. The preprint provides an excellent opportunity to include more detailed information, figures, and graphs that may require more time for study than is available at the meeting. The preprint volumes will also be made available on CD-ROM, therefore exposing your research to an even broader audience.

Authors are now able to submit their preprint paper online as a PDF file. If you choose to exercise 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.

The following pages contain instructions to help you prepare your camera-ready manuscript, which should be no more than **FIVE (5)** pages in length. The **deadline** for receipt of your manuscript at AMS is **1 MAY 2001**. It is very important that you adhere to our deadlines. If you cannot submit your manuscript by this date, please contact the Meetings Department immediately via e-mail: rosen@ametsoc.org or by telephone (617) 227-2426, ext 228. The success of the preprint volume is wholly dependent upon your cooperation in preparing and mailing your manuscript in a timely fashion.

If your manuscript contains a color photo, the cost for printing color is \$1,500 per page. Color preprint covers (relating to the conference theme) may be sponsored by you or your organization. If you would like to submit a color photograph for consideration as a cover, please contact the Meetings Department at the number above.

Please complete and return the Publication Page Charge Form with your manuscript. Be sure to include your paper number (which is found by searching your name or title in the preliminary program). Your manuscript, Page Charge Form, and payment should be sent together. If you are submitting your paper as a pdf file, you must use the Page Charge Form provided when submitting electronically. If it is necessary to submit your manuscript without a hard copy of your purchase order, please attach a photocopy of your Page Form and check the box "Purchase order to follow" (hard copy must be received within 30 days of date of submission of your manuscript). When submitting payment separately from your manuscript, always include a copy of your Page Charge Form.

The general and hotel information, and registration form are available at this site. You will be notified once the preliminary program and audio/visual & computer request form are updated on the Web. Thank you for your participation in this conference. We look forward to seeing you in Fort Lauderdale!

**MANUSCRIPT DEADLINE DATES:
1 MAY 2001**

Tips for Formatting your Manuscript for the AMS Preprint Volume

- 1a. **WHAT IS YOUR PAPER NUMBER** — AMS will inform you when the preliminary program is posted on the AMS home page. At that time, please search your name in the program to find your paper number (which is different from the log number you received when submitting your abstract via the Web).

Example: 7.2

7= Session number

2= paper number

7.2 = YOUR PAPER NUMBER

- ☆ If you are presenting a **poster** a "P" will precede your paper number (**P7.2**)
- ☆ If you are presenting in a **joint session** a "J" will precede your number (**J7.2**). Presenters in a joint session, should submit **TWO ORIGINALS** of their manuscripts as it will appear in **TWO** different preprint volumes.

- 1b. **PLACEMENT OF PAPER NUMBER**

- ☆ Type your **BOLDFACE** paper number at 1"/1" margin in the **UPPER LEFTHAND CORNER** of the first page of your manuscript

2. **BASIC FORMATTING TIPS:**

- ☆ **MARGINS:** 1" all around (8/12 x 11); 1 3/4" bottom (A4 paper)
- ☆ **COLUMNS:** 2 columns with 1/4" space in between
- ☆ **TEXT:** Helvetica or Arial, 9 point (or similar font to this page)

3. **TITLE**

- ☆ Type at 1" top margin in center of first page, all CAPS

4. **HALFTONES**

- ☆ All photographs must be converted into halftones by our press.
- ☆ In most cases, it is necessary to halftone a shaded computer-generated figure, especially those that are have very light or very dark shades of grey
(rule of thumb: if original does not photo copy well, then we recommend halftoning)

5. **DON'TS**

- ☆ do not **STAPLE** or **FOLD YOUR MANUSCRIPT**
- ☆ do not **PRINT OR TYPE THE CONFERENCE NAME ON YOUR MANUSCRIPT**
- ☆ do not **PRINT OR TYPE PAGE NUMBERS ON YOUR MANUSCRIPT**

**Please Refer To The Following Instructions
For More Detailed Information**

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

1. INTRODUCTION

To assist you in preparing your camera-ready manuscript for publication in the preprint volume, please adhere to the following instructions. Manuscripts should be printed directly on 8 1/2" x 11" paper (216mm x 279mm), which is standard size in the United States or A4 paper which is standard in Europe.

2. MANUSCRIPT DEADLINE & SUBMISSION

Manuscripts must be received by **1 May 2001** at AMS, Meetings Department Attn: **MESO Meetings**, 45 Beacon Street, Boston, MA 02108-3693.

2.1 Length Of Text & Page Charges

Text, including illustrations and references, should be no longer than **FIVE (5) PAGES IN LENGTH**.

Publication page charges have been assessed to help defray the cost of printing preprints (see Table 1 below). When submitting your manuscript, include your payment, along with the Publication Page Charge Form.

TABLE 1

PAGES	1-2	3-4	5
COST	\$65	\$130	\$195

3. PAGE LAYOUT & TEXT FONT

Text should be printed on ONE side of 8 1/2" x 11" or A4 paper. Manuscripts must be formatted with 1" margins on all sides (1 3/4" bottom margin if using A4 paper). Please use 9 or 10 point Helvetica, Arial, or similar font for the text.

Place the text in newspaper style columns with a 1/4" space between columns. If necessary, figures, photos, or charts may span the two columns adhering to the 1" outside margins.

The first page of your paper may begin on right or left. If it is essential that your paper be a double-page spread, please indicate if it should begin on the right or left page.

* *Corresponding author address:* Andrew A. Andrews, Univ. of Missouri, Dept. of Meteorology, Columbia, MO 65211-1234; e-mail: aandrews@met.edu.com.

Please remember that your manuscript is CAMERA-READY and will not be edited. Also, please **DO NOT STAPLE, FOLD, OR WRITE ON ANY OF THE PAGES.**

4. MANUSCRIPT FORMATTING

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.

Major headings are Arabic-numbered and in CAPITAL LETTERS (as shown in these instructions).

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. PAPER IDENTIFICATION & PAGE NUMBERING

Write the last name of the corresponding author and the page number on the back of each page (i.e. a 3-page paper would be marked as: 1 of 3, 2 of 3, 3 of 3). These markings are for handling and identification purposes only and will not be reproduced.

Please **do not** mark the front sides your manuscript with any page numbers. Final page numbering will be done when the complete volume is assembled at AMS.

6. BLACK/WHITE & COLOR PHOTOGRAPHS

In many cases, it is necessary to halftone a shaded computer-generated figure, especially those that are very light or very dark shades of grey (rule of thumb: if original does not photo copy well, then we recommend halftoning). All photographs must be converted into halftones by our press. There will be an additional \$20.00 charge per illustration for photo/halftone processing for publication in the preprint volume.

Contact the AMS Meetings Department if you are interested in submitting color photographs or illustrations. Cost per color page is normally \$1,500.

Please note that AMS will no longer be offering reprints of extended manuscripts.

7. ILLUSTRATIONS AND TABLES

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.

All figures should be the **original or a high quality copy**. If you must affix your figure, table, photograph, etc., to your paper it must be glued (not taped) into position.

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.

Company logos and identification numbers are not permitted on your illustrations.

8. MAILING YOUR MANUSCRIPT

Authors are advised to make a copy of their manuscripts before mailing in the event that the original paper becomes lost in the mail. All Authors should send their papers via a TRACEABLE service to arrive at AMS Headquarters BEFORE the manuscript deadline date.

When submitting your manuscript to AMS, please include your Page Charge Form, along with your payment. Thank you.

If you have any questions, please contact the AMS Meetings Department, e-mail: jrsoen@ametsoc.org, or telephone (617) 227-2426, ext 228.
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NINTH CONFERENCE MESOSCALE PROCESSES

30 JULY-2 AUGUST 2001

FORT LAUDERDALE MARINA MARRIOTT

FORT LAUDERDALE, FL

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MANUSCRIPT INFORMATION:

HAVE YOU REVISED THE TITLE OF YOUR MANUSCRIPT FROM YOUR ORIGINAL ABSTRACT? G YES G NO

TITLE OF MANUSCRIPT: _____

PUBLICATION PAGE CHARGES

PAGES	1-2	3-4	5
COST	\$65	\$130	\$195

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** If submitting your manuscript with purchase order number only, please send hard copy of purchase order within 30 days of date of submission of your manuscript.

SUBMIT MANUSCRIPT, THIS FORM & PAYMENT BY :

1 MAY 2001

TO: AMS, MEETINGS DEPT, Attn: MESO
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