

Polar Record

Aims and scope

Polar Record is an international, peer-reviewed, scholarly journal published quarterly by the Scott Polar Research Institute and the Cambridge University Press. *Polar Record* publishes results from a wide variety of areas of polar research: original primary research papers in the humanities, social sciences, physical sciences, life sciences, and polar technology are included, as are papers concerning current political, economic, legal, and environmental issues in the Arctic or Antarctic. Notes, book reviews, letters to the editor, guest editorials, obituaries, and 'In Brief' items of general interest are also published.

Polar Record provides rapid publication, normally within nine months of the initial submission. The purpose of this guide is to introduce authors to the format and style used by *Polar Record*. Authors are urged to read these instructions carefully, because following the journal's style will minimize the need for editorial change and extra communication with the authors, thus speeding up the final publication of submissions.

Submission

All manuscripts intended for publication should be written in English. One original and two copies of the manuscript and all illustrations should be sent to: The Editor, *Polar Record*, Scott Polar Research Institute, University of Cambridge, Lensfield Road, Cambridge CB2 1ER, England. Authors are strongly urged to retain a copy of their text and illustrations, as the editor cannot be responsible for loss of the paper.

The submission of a paper to *Polar Record* will be taken to imply that a similar paper has not been submitted elsewhere, nor is being considered for publication elsewhere. Any previously published material used in the paper, including tables or illustrations, must be clearly identified and accompanied by written permission from the holder of the copyright. The letter accompanying the submission should include the telephone number, fax number, and e-mail address, if available, for the corresponding author, as well as the addresses of all co-authors. Contributors may suggest suitable peer reviewers, who may be used at the editor's discretion.

Following peer review and any subsequent revisions by the author, one original and one copy of the revised manuscript must be submitted, along with a covering letter clearly indicating how the comments and criticisms of the reviewers have been addressed. At the same stage, authors must also return a signed 'Transfer of copyright' form. Although copyright ownership is normally invested in the Scott Polar Research Institute, University of Cambridge, it can be reassigned to contributors on request.

Whenever possible, the final revision of the paper should be submitted on floppy disk along with the printouts. *Polar Record* accepts disks that are either IBM-compatible or Apple Macintosh and either 5.25" or 3.5", but the most suitable format is Apple Macintosh 3.5" disk. The manuscripts must be in ASCII format or that of a common word-processing programme. Submissions on disk greatly facilitate the final publication of articles.

The responsibility for the content and opinions expressed in papers rests solely with the authors. Authors must also accept responsibility for the accuracy of all numerical data and for the accuracy and completeness of all references.

Manuscript format

All manuscripts should be printed on only one side of A4 or similar paper, with double spacing and wide margins. Double spacing should also be used for references, tables, and captions. Each page should be numbered.

Each of the following sections of the manuscript should begin on a separate page: title page; abstract; table of major headings; main text; references; tables (each on a separate page); and figure captions. The title page should contain the full title of the paper, the authors listed in the order in which they are to appear in print, and a complete address for each author. Due to the requirements of the review process, authors' names should not appear on any page of the manuscript other than the title page. Running heads, if used, should indicate only the title of the article.

Title, Abstract: The title and the abstract of the article should be concise and reflect the content of the paper accurately. The abstract should be approximately 200 words and able to stand alone as a summary of the paper, its arguments, and its conclusions. Because *Polar Record* publishes papers from a variety of academic disciplines, it is particularly important to ensure that abstracts avoid disciplinary jargon.

Sectional headings: Papers should be divided into sections, described by *short* headings; secondary and tertiary sections may also be used, each with *short* headings. No further subdivisions may be used. A table of major headings should be included, but secondary and tertiary headings should not be listed.

Footnotes: These are discouraged; places where they are considered essential should be marked in the text, and the footnotes listed at the end of the main text, before the references. *Polar Record* will not normally accept footnotes.

Figures: All figures (charts and photographs) should be camera-ready submissions at sizes not exceeding 165 mm wide and 240 mm long. Each must be on a separate sheet, with the figure number and the author's name given outside the margins of the figure or on the back of the illustration. Captions should be listed consecutively, double spaced, on a separate sheet. The original artwork should be submitted together with two copies. Figures must be referred to in the text by their number (for example, 'Fig. 1'); cardinal numbers are used when citing figures or tables. Line drawings must be made with strong black lines with lettering of sufficient size to be legible. For photographs, black-and-white glossy prints are preferred; colour prints are acceptable, but they will only appear in black-and-white in the journal.

Tables must be typed one per page. They must be capable of fitting onto a single page of the journal or less, and must be designed to follow the normal format of the journal, rather than appearing across the length of the page. They must be numbered in Arabic numerals and referred to in the text by their number (for example, 'see Table 2'). If possible, tables should be placed in the same word-processing program as the main text of the paper. Authors wishing to have illustrations returned should inform the editor at the time of submission.

Manuscript style

Spelling: Each paper must be internally consistent, using spelling according to English, American, or Canadian rules.

Abbreviations and acronyms: When used, the full wording must precede their first mention, followed by the abbreviation or acronym in parentheses. Latin abbreviations should not be used, but are replaced by the English equivalents. The abbreviation 'Fig.' is always used in citations in parentheses, but 'Figure' is spelled out when used in the main text. Accepted abbreviations are used for units of measurement.

Capitalization: Arctic and Antarctic are always capitalized, as are sub-Arctic and sub-Antarctic, whether used as a noun or an adjective. Points of the compass are lower case except as official political entities. Anglicized versions of Latin names do not begin with capitals, nor are they italicized.

Dates and times: Full dates are given in the text, using cardinal rather than ordinal numbers and omitting commas (for example, 23 November 1958). Abbreviated forms are used for dates in tables and figures. AM and PM are used for times of the day or night, rather than the 24-hour clock.

Units of measurement: Each paper must be internally consistent, using either metric units following the International System of Units.
