

Polarforschung

INSTRUCTIONS FOR AUTHORS

Polarforschung is published by the Deutsche Gesellschaft für Polarforschung (DGP) and the Alfred Wegener Institut für Polar- und Meeresforschung (AWI). *Polarforschung* is a peer-reviewed, multidisciplinary research journal that publishes the results of scientific research related to the Arctic and Antarctic realm, as well as to mountain regions associated with polar climate. The *Polarforschung* editors welcome original papers and scientific review articles from all disciplines of natural as well as from social and historical sciences dealing with polar and subpolar regions. Manuscripts may be submitted in English (preferred) or German. In addition *Polarforschung* publishes Notes (mostly in German), which include book reviews, general commentaries, reports as well as communications broadly associated with DGP issues.

GENERAL SUBMISSION REQUIREMENTS

- *Polarforschung* accepts preferably online manuscript submission to the editorial office <dieter.fuetterer@awi.de>
- Manuscripts must be complete at submission, containing all information necessary and ready for publication.
- Double-space the entire manuscript, including abstract, text, references, and captions of tables and figures.
- Number all pages.
- Left-justify text.
- Use standard font for the text (e.g., Times), do not use font smaller than 10 pt. .
- Separate sentences with a single space after the period.
- Separate paragraphs by a space line.
- Do not use formatting commands.
- Do not use footnotes but endnotes if needed.
- Tables and figures must be cited in consecutive order in the text.
- Authors are required to suggest two or three potential reviewers (including addressees) upon submission.

FORMATTING THE MANUSCRIPT

- *The title:* should be short and precise; geographic, stratigraphic, and taxonomic information should be added in parenthesis.
- *Names of all authors* including first names should be spelled out in full.
- *Addresses* of all authors should be complete postal addresses and should follow under title and authors. This information should reflect each author's affiliation and address at the time of the study.
- *Article file.*
Preferably in MS Word (.doc or .docx). Should not contain tables, figures, images or data files. Place all figure captions at the end of article file. All margins should be 2.5 cm!
The text must be preceded by a concise English *abstract* and a German Zusammenfassung, which should be able to stand alone as a general information of the paper.
Authors should suggest up to six *key words* or phrases, excluding words used in the title.
- The text should be concise, clearly and hierarchically organized. *Polarforschung* uses three levels of *text headings*. First-order headings are CAPITALIZED; second-order headings are *Italic Capitals and Lowercase Letters*; third-order headings are in Capitals and lowercase spaced out letters and separated from the text by a space line.
- *Table file(s).*

Preferably in MS Word (.doc or .docx) in standard font Times 8 or 9 point only; no MS Excel! Each table should be a separate file and should contain its own caption in English and German. Tables should be ordered as they are cited consecutively in the text.

- *Figure(s) files.* Each figure should be a separate file and should not include its caption or any other notation in the figure file; captions are placed at the end of the article file. For photographic images JPEG or TIFF format of about 300 DPI resolution is preferable.

In-text citations

- (MEYER 1970) Small capitals. Use initials only if authors have the same surname, e.g., (A.MEYER 1970, B.MEYER 1980).
- (MEYER & MÜLLER 1970).
- (MEYER et al. 1970).
- (MEYER in press.). Papers accepted for publication but not yet published may be included, but not manuscripts in review or preparation.
- (MEYER pers. com. 1970). Year should be included.
- (MEYER 1970, 15). Page number is given for a direct quotation or to refer to a page in a book.
- (MEYER 1970a, 1970b, 1975). Multiple citations by same author are listed chronologically as years separated by a comma.
- (MEYER 1970, MÜLLER 1982). Multiple citations are listed chronologically separated by a comma.
- Do not include imperatives such as "see" with a citation (e.g., see MEYER 1970).

Acknowledgments

- Avoid excessive detail and superlatives.
- Use initials rather than given names and dispense with academic titles.
- It is not necessary to provide institutional affiliations of people being acknowledged.
- Do thank the referees by name if not anonymous.

References

- A one to one correspondence must exist between works cited and those listed in the References.
- Make sure all citations are complete!
- Examples of commonly cited materials

Article in a journal or series

Brennecke, W. (1921): Die ozeanischen Arbeiten der Deutschen Antarktischen Expedition 1911-1912.- Archiv Deutsche Seewarte 39: 1-216.

Behrendt, J.C., LeMasurier, W.E., Cooper, A.K., Tessensohn, F., Tréhu, A. & Damaske, D.(1991): The west Antarctic Rift system: a review of geophysical investigations.- Contrib. Antarctic Research II, Antarctic Res. Ser.53: 67-112.

Article in a book

Winter, J.D. (2001): An introduction to igneous and metamorphic petrology.- Prentice Hall, 1-697.

Article in an edited book

Kleinschmidt, G. & Tessensohn, F. (1987): Early Paleozoic westward directed subduction at the Pacific margin of Antarctica.- In: G. MCKENZIE (ed): Gondwana Six: Structure, Tectonics and Geophysics, Amer. Geophys. Union AGU, Washington D.C., Geophys. Monogr. 40: 89-105.

Tessensohn, F. & Henjes-Kunst, F. (2005): Northern Victoria Land Terranes, Antarctica: far travelled or local products?- In: A.P.M. VAUGHAN, P.T. LEAT & R.J. PANKHURST (eds), Terrane Processes at the Margins of Gondwana, Geol. Soc. London, Spec. Publ. 246: 275-291.

Dissertation or Thesis

Hauck, C. (2001): Geophysical methods for detecting permafrost in high mountains.- Unpubl. PhD Thesis, ETH Zürich, 1-204.

FIGURES

Figures must be of highest quality. All described features need to be clearly visible in photographs.

- Greyscale, black and white line art as well as colour printing, are welcome.
- Figure dimensions (maximum):
 - full page 181 mm in width x 240 mm in height
 - double column 181 mm in width
 - single column 88 mm in width
- Do not put boxes around figures.
- "Figure" is used instead of "Plate". Figures should be numbered consecutively in the order that each is referred to in the text.
- Each illustration within a figure is numbered consecutively by one (e.g., Figures 1.1, 1.2, 1.3) or designated by lower-case letters (e.g., Figure 1a, 1b, 1c).
- Scale bars are preferred; depending on the nature of the figure, magnifications in captions are allowed.
- Resolution (dpi = dots per inch)
 - photographic image (grey scale or colour): 600 dpi preferred; 300 dpi minimum
 - line-art: 600 dpi minimum
- Figure captions and explanations have to be concise and have to be submitted bilingually English and German.

SUPPLEMENTAL DATA

Material that is too large or too long, or in a format that is unsuitable for print publication in the *Polarforschung* can be submitted as Supplemental Data.

Digital archiving of supplemental material (data, maps, photos, tables etc.) is performed through the data library PANGAEA (www.pangaea.de).