

Instructions for Authors

These instructions are prepared for authors of papers for proceedings of the Ninth International Conference on Permafrost, Fairbanks, Alaska, June 29 – July 3, 2008. Authors are required to submit their work in a format suitable for publication. These instructions, used in conjunction with the template provided, will ensure uniform style and formatting throughout the two volumes of conference proceedings. Papers must be submitted in MS Word, and the maximum length is six pages. There will be no exceptions to the length limit.

The template uses styles to define formatting of each element of the paper. To access these styles, go to the Format menu and then to Styles and Formatting. Styles are used to specify font, size, alignment of text, line spacing, indents, etc. Be sure to select the correct style for headings, body text, and all other parts of the paper. **Do not modify these styles.** The styles defined are as follows:

- Heading 1: for the main title of the paper.
- Heading 2: for author's name.
- Heading 3: for author's affiliation.
- Section Head: for main sections
- Secondary Head
- Paragraph: For the main text of your paper.
- Figure Caption

Preparing Your Paper

The template

Copy the template to your hard drive. To rename the document, click on Save As under the File menu. The name of the new file should be the last name of the first author, and the date, followed by the file extension .doc. Be sure to specify the location on your hard drive where you want the file to be saved. At this point you are ready to type your paper directly into the new file or copy and paste prepared text into it.

Title, author(s), affiliation(s)

To type the title of your paper on the first page, highlight the word Title at the top of the template and replace it by typing in your paper title. Use capital letters for the first letter of every word in the title, except lower case for prepositions (*for, of, in, by, etc.*), articles (*a, an, the*), and conjunctions (*and, but, or*). Be sure to delete all the letters in the template title but do not delete the paragraph return code at the end.

Similarly, replace Author 1, Author 2, etc. on the template with the name or names of the author or authors. Type the first name or initials first, followed by the last name. Add or delete lines as needed. Affiliation is in italics, centered under the author's name. Highlight the word and type in the author's institution, city, and country.

Highlight the entire Abstract text block and replace it with your abstract. The abstract is centered, justified, and indented .25 inch on the left and right. Do not remove the

heading "Abstract," which is centered at the top. Abstracts must be one paragraph of no more than 150 words.

Keywords

Enter as many as six keywords to identify your paper. Words are separated by semicolons. Do not replace the word "Keywords" at the beginning of the line.

Section headings and secondary headings

If your text starts with a section heading, you may highlight the word "Introduction" and change it, or you may wish to leave it as it is. Section heads are 12 point bold, centered, with an extra 6 point line spacing between it and the beginning of the text. Use capital letters for the first letter of every word in this heading.

Secondary heads are 12 point regular italic, flush left. Capital letters are used only for the first letter of the first word of secondary heads.

The styles are "Section Head" and "Secondary Head."

If your text starts without a heading, delete the word "Introduction" and begin entering your text.

Text

The font you will use is 10 point Times New Roman regular. The style is "Paragraph."

Figures

Figures and photographs must fit within one column or within the margins of the full page. Number figures consecutively and place them as close as possible to the first reference to them in the text. Use the "Figure Caption" style, 9 point Times New Roman, regular. Captions give a brief description or identification and are placed below the figure. Leave two blank lines between the caption and the text below.

Scan all photographs and other figures separately as high resolution jpeg or tif files in black and white. Photographs and grayscale drawings must be scanned at 300 ppi (same as dpi); line art is scanned at 1200 ppi. You may place your scanned images directly in the Word document, or you may send them with your paper as separate electronic files. An FTP site will be set up to receive large electronic files. If color is absolutely necessary, consult with the editors, and be prepared to pay an extra printing cost.

Equations

You may access the Equation Editor in Word by going to the Insert menu, then to Object, and then to the Create New tab. Equations are not indented. Number them consecutively with the number in parentheses at the end of the line.

$$K_t = \left(1 - \frac{R^2 \tau}{c_a + v \tan \delta} \right)^4 k_1 \quad (1)$$

Do not use the Equation Editor between words in lines of running text. Simple equations and mathematical symbols can be inserted in MS Word by using Unicode characters. To access them, go to Insert on the menu bar, and then to Symbol. There you can scroll to find the characters you want. Click on the character box; then hit “insert,” and the character will appear at the insertion point in your document. You can use superscript and subscript by highlighting the character in the text, going to Format on the menu bar, then to Font, and then checking the box for superscript or subscript.

Tables

Use the Table command on the menu bar. Place tables close to the first reference to them in the text. Number them consecutively. Table numbers and headings go above the table. Explanations, if needed, are given below, not within the table itself. Use only horizontal rules: one at the head of the table, one below the column headings, and one at the foot of the table. Align all headings and columns to the left.

The type style for tables, table headings, and table explanations is 9 point Times New Roman. Table 1 is an example of a one-column table; Table 2 extends across the full width of the page.

To make tables that spread across the full page, you must specify your preferred table width. Place your cursor anywhere in your table and then go to the Table menu and choose Table Properties. Click on the Table tab, check the Preferred Width box, and specify 7 inches. You may then move the table by dragging with the little box that appears at the upper left corner of the table. Page-wide tables should be placed either at the top or the bottom of the page to avoid breaks in the text.

Table 1. Table heading goes here.

Column header goes here	Column header goes here	Column header goes here
Row name	xx	xx
Row name	xx	xx
Row name	xx	xx
Row name	xx	xx

Explanation, if needed, goes below in 9-point type.

Headers and Footers

Headers and footers are embedded in the template. Do not adjust page numbers or positions.

Headers are placed differently on even- and odd-numbered pages. On the odd-page header, replace the words “Author’s Name” with the name of the author as the name

Table 2. Table heading goes here.

Column header goes here	Column header goes here	Column header goes here	Column header goes here
Row name goes here	xx	xx	xx
Row name goes here	xx	xx	xx
Row name goes here	xx	xx	xx
Row name goes here	xx	xx	xx

appears under the title. For two authors, enter both full names; for more than two authors, enter “First Author et al.”

References

Consistency of style is very important in citations in the text and in the list of references.

Citations in the text

Examples are as follows:

- One author: (Smith 1989).
- Two authors: (Smith & Jones 1990).
- More than two authors: (Smith et al. 1991).
- Date only: As mentioned by Smith & Jones (1990)....
- Multiple citations, ordered by date, separated by commas: (Smith 1989, Smith & Jones 1990, Smith et al. 1991).
- Same year by same author: (Smith 1989a, b) or (Smith & Jones 1990, Smith 1992a, b).
- Unpublished works: (Smith, in press), (Smith, in prep.), (Smith, unpubl.), (Smith, pers. com.).
- Figures: (Fig. 1) or (Figs. 1, 2). In running text, refer to Figure 1, Figure 2.

List of references

All references cited in the text are listed at the end of the paper. The format is the same as the text with hanging indents set at .38 inch. Do not use tabs. You can create hanging indents in two ways: 1) select the paragraph and drag the “hanging indent” marker at the left of the vertical toolbar to the third tick mark, or 2) select the paragraph, then under Format on the menu bar go to Paragraph and select the Indents and Spacing tab; in the box marked Special, choose “hanging,” and in the box marked By, type .38.

References are listed alphabetically, always starting with author’s last name, initials, and year of publication.

- One author: Smith, J.R. 1972.
- Two authors: Smith, J.R. & Jones, P.D.
- More than two authors; Smith, J.R., Jones, P.D. & Brown, A.S. 1983.

Journal article

Last name, initials. Year. Title of article. *Title of journal* (number if part of a series), volume number (issue number): page numbers.

Murton, J.B. & French, H.M. 1994. Cryostructures in permafrost, Tuktoyaktuk coastlands, western Arctic Canada. *Canadian Journal of Earth Sciences* 31: 737-747.

Book

Last name, initials. Year. *Title of book*. Place of publication:
name of publisher, number of pages.

Williams, P.J. & Smith, M.W. 1989. *The Frozen Earth:
Fundamentals of Geocryology*. Cambridge:
Cambridge University Press, 360 pp.

Part of book

Last name, initials. Year. Title of chapter or article. In:
Author or editor name *Title of journal*. Place of
publication: name of publisher, page numbers.

Beschel, R.E. & Webb, D. 1962. Growth ring studies on
arctic willows. In: F. Müller (ed.), *Axel Heiberg
Island: Preliminary Report 1961–1962*. Montreal:
McGill University, 189–198.

Conference proceedings

Harris, S.A. 1982. Identification of permafrost zones using
selected permafrost landforms. *Proceedings of the
Fourth Canadian Permafrost Conference, Calgary,
Alberta, March 2–6, 1981*: 49–57.