

SESS report - Guidelines to authors

Below you will find instructions to authors contributing to the first Environmental Science in Svalbard (SESS) report published by the Svalbard Integrated Arctic Earth Observing System (SIOS).

The layout of the report will be inspired by similar publications such as the Arctic Report Card (<http://www.arctic.noaa.gov/Report-Card/Report-Card-2017>), Greenland Ecosystem Monitoring (http://g-em.dk/fileadmin/Resources/DMU/GEM/GEM/GEM_Annual_Report_Cards_2016_web.pdf) BAMS (<https://www.ametsoc.org/ams/index.cfm/publications/bulletin-of-the-american-meteorological-society-bams/>), and others. The SESS report will however aim to develop its own signature, with a strong Svalbard regional, and Earth System Science focus.

As this is the first issue of the SESS report, the authors are invited to contribute to the development of the report. All input and suggestions are welcome.

Background

The State of Environmental Science in Svalbard (SESS) report is produced by SIOS and will be published online at <https://www.sios-svalbard.org/SESSreport>. The 2018 report is the first of what will become an annual publication to be released at the end of each year.

The report will summarise the state of current knowledge of key Earth System Science (ESS) parameters and analyse how these parameters influence one another. The publication will also outline the work that has been done in the previous year within the SIOS cooperation to optimise the observing system and recommend priorities for the development of the observing system for the following year(s).

Contributors to the report should describe the long-term monitoring data that form the core of the observing system ("core data") and the providers of such data to SIOS. The report will also cover new, innovative monitoring and research that has been carried out through the SIOS Access Programme. The focus should be on integrating datasets, encouraging new thinking about connections between measured parameters and pursuing quantitative links.

In addition to evaluating the state of current knowledge, SESS report contributors should outline the questions that remain unanswered and recommend ways to answer these questions. Solutions may include investing in new research infrastructure to collect new long term data series or making changes to existing monitoring. This could mean adjusting the temporal or spatial resolution of measurements, or even changing the monitoring location to co-locate different types of measurements, such that datasets can be more easily combined.

Future SIOS calls for projects will be based on the recommendations of the previous year's report. As such it is important for those wishing to conduct research under the SIOS banner to contribute to the report so that their research priorities may be included as recommendations for the following year.

SIOS promotes scientific and observational innovation and sees cooperation across nations and disciplines as an important means to this end. By improving access to new and existing monitoring data, prioritising investment in new research infrastructure and strengthening collaboration, SIOS will promote innovative solutions to answering the big questions in Arctic Earth System Science. The SESS report will be the medium used to achieve this aim.

Editorial Procedure

- The SESS report shall have an editor, and an editorial board to be appointed by the SIOS Board of Directors (BoD). The Science Optimisation Advisory Group (SOAG) and other SIOS working groups will function as advisers.
- The final decision on manuscript acceptance rests with the Editor.
- Manuscripts will be screened by the editorial board and sent out for review. In addition to the formal review there will be an open review process for the preliminary online version of the SESS report.
- The authors will be asked to revise their manuscript when called for.
- After acceptance, manuscripts will be copy edited.
- Manuscripts must be written in standard grammatical English (U.K.), this is the responsibility of the author.
- The length of original manuscripts should normally not exceed 10 printed pages (around 8000 words) including tables and illustrations.

How to organise your SESS contribution

Your contribution to the SESS report should include three parts: (1) The scientific report, (2) a popular science summary and (3) a contribution to a FAQ on environmental and climate science in Svalbard.

(1) Scientific report:

The scientific report should include the following:

- Title page containing:
 - The name(s) of the author(s)
 - A concise and informative title
 - The affiliation(s) and address(es) of the author(s)
 - The e-mail address, and telephone number(s) of the corresponding author
 - If available, the 16-digit ORCID of the author(s)
- Keywords (4 to 6) to be used for indexing purposes.
- Summary of existing data
- Unanswered questions
- Requirements for addressing unanswered questions (e.g. suggestions for new observations/instruments, co-location of observations, re-location of existing instruments etc.)
- Data used and data providers / acknowledgements
- Related publications / references

The target audience is researchers and others working in an Arctic Earth System Science related field. Please bear in mind they may not be an expert on your specific topic.

(2) Summary:

A short, two page, popular science version of the manuscript that is visually appealing and can be read independently of the main essay. The target audience is the general public, policy makers and stakeholders.

(3) FAQ:

Please provide between 2 and 5 frequently asked questions and answers relevant to your research. This should be things that you genuinely get asked often and can be a mix of serious and more informal questions. The target audience is the general public.

Text Formatting

- Use 10-point Arial for text.
 - Use italics for emphasis.
 - Use the automatic page numbering function to number the pages.
 - Do not use field functions.
 - Use tab stops or other commands for indents, not the space bar.
 - Abbreviations should be defined at first mention and used consistently thereafter.
 - Footnotes can be used to give additional information.
 - Line numbers for text should run consecutively throughout the text, from the title page through the figure legends. Do not number lines in tables or figures.
 - Acknowledgments of people, grants, funds, etc. should be placed in a separate section.
 - Please use internationally accepted signs and symbols for units, preferably SI units.
 - Genus and species names should be in italics.
 - Cite references in the text by name and year in parentheses
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- The list of references should only include works that are cited in the text, and be organised according to the rules used in Polar Biology (see:http://www.springer.com/life+sciences/ecology/journal/300?detailsPage=plctci_1060514 for instructions) Always use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations (<http://www.issn.org/services/online-services/access-to-the-ltwa/>)

Manuscript submission

- Manuscripts should be submitted in Word (doc, docx) Open office (odt) or in Rich Text format (rtf). If other formats are desirable, please contact the SIOS information officer prior to submission.
- As the SESS report is intended to be an online publication it is possible to include video-clips or animations. Please consult with the SIOS information officer on formats before submission.
- Please submit your manuscript by e-mail to the SIOS information officer (information@sios-svalbard.org).