

## SESS report 2020: Instructions for authors

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

Please have a look at previous SESS reports (<https://sios-svalbard.org/SESSreport>) for an indication of what the report will look like.

### Editorial Procedure

- Each SESS report has an Editorial Board appointed by the SIOS Board of Directors (BoD). The Science Optimisation Advisory Group (SOAG) and other SIOS working groups function as advisers.
- The final decision on manuscript acceptance rests with the Editorial Board.
- Manuscripts will be screened by the Editorial Board and sent out for review. In addition to an external review there will be an internal review process with focus on the contribution to the aims of SIOS and the optimisation of the observing system.
- The authors will be asked to revise their manuscript when called for.
- After acceptance, manuscripts will be copy edited.
- The SESS report will be published as online pdf document and some few printed copies. In addition, a summary for stakeholders containing the popular science summaries for each chapter will be published (printed and as online pdf document).

### 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 must be in the form of one of the following three types:

- Review article

A description of the state of knowledge in a field of ESS or connections between different fields (typically not included in previous SESS reports), including a review of existing work, gaps in knowledge for Svalbard and

concrete and practical recommendations on how SIOS can contribute to fill these gaps. If references to existing data are included, information about data availability has to be given.

- Data summary

Summary of existing long-term data series or the analysis of new data on a specific topic in ESS in Svalbard, including sections on unanswered questions and concrete and practical recommendations on how SIOS can contribute to fill these gaps. For all data mentioned, information about data availability has to be given.

- Report card

A brief update of a data summary published in a previous SESS report, adding data collected since then and/or new interpretations of the data. For all data mentioned, information about data availability has to be given.

Templates for the three report types may be found on [https://sios-svalbard.org/SESS\\_Issue3](https://sios-svalbard.org/SESS_Issue3). The authors must follow the correct template for the report type and the guidance contained therein. Each template states the maximum number of pages for the report type, which authors are obliged to adhere to.

All reports must contain a list or table of the datasets used and information of how to access the data. For details on data sharing refer to page 4 of this document.

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.

Please use the web form provided for submission at [https://sios-svalbard.org/SESS\\_Issue3](https://sios-svalbard.org/SESS_Issue3). The web form also includes a section for high resolution figure upload.

## **(2) Summary for stakeholders**

A short, two-page, popular science version of the manuscript that is visually appealing and can be read independently of the main essay. The summary includes

- Highlights: the most important messages to convey to the audience (max. 300 characters)
- Summary text, incl. a list of the main recommendations, described in the scientific report (max. 2300 characters)
- 3-5 photos or popular science graphs

The target audience is the general public, policy makers and stakeholders. The summaries will be printed in a booklet and distributed to stakeholders, policy makers and the public. It is thus an important tool to communicate the state and needs of environmental science in Svalbard.

Please use the web form provided for submission: [https://sios-svalbard.org/SESS\\_Issue3](https://sios-svalbard.org/SESS_Issue3).

### **(3) FAQ**

Between 1 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 FAQ should be written in popular science language and contain:

- A question (max. 200 characters)
- An answer (max. 550 characters)

The target audience is the general public.

Please submit a text file with FAQs in the same web form as for the summary: [https://sios-svalbard.org/SESS\\_Issue3](https://sios-svalbard.org/SESS_Issue3).

### **Acknowledgement**

If the report receives funding from SIOS, the acknowledgement section of the report must contain the following sentence:

"This work was supported by the Research Council of Norway, project number 291644, Svalbard Integrated Arctic Earth Observing System – Knowledge Centre, operational phase."

### **Text Formatting**

- Use standard grammatical English (U.K.).
- Use 10-point Arial for text.
- 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.

- Please use internationally accepted signs and symbols for units, preferably SI units.
- Genus and species names should be in italics.

### **Manuscript submission**

- Manuscripts should be submitted in Word (doc, docx) or Open office (odt). 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 all three parts of your SESS contribution online using the web forms provided on [https://sios-svalbard.org/SESS\\_Issue3](https://sios-svalbard.org/SESS_Issue3).

### **Revisions**

After the review process authors will be asked to make revisions to their submitted manuscript in line with the reviewer comments. Authors must use track changes when making revisions. All remarks from reviewers must be answered in a separate document.

### **Data sharing**

Whenever data have been generated using the SIOS infrastructure, both discovery metadata and the actual data have to be submitted to a data centre integrated with the SIOS Data Management System. When non-SIOS data are used in the SESS report, discovery metadata have to be provided to the SIOS Data Management System. You find detailed information on metadata and data sharing in the document “SIOS Guidelines for metadata and data sharing” on the web page [https://sios-svalbard.org/SESS\\_Issue2](https://sios-svalbard.org/SESS_Issue2).

### **Practical information concerning the contract**

Upon acceptance of a proposal, the lead author (PI) must ensure their institution signs a contract with SIOS. The contract must be signed by an appropriate authoriser at the institution of the lead author and by the SIOS Director. The applicant should state the name of the authoriser in their application form.

Payments to authors will be made on the basis of reimbursement of expenses by invoice from the institution of the lead author. The full invoice requirements and instructions will be detailed in the contract.