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Guidance for preparing a SPARC report

This document aims to answer your questions about how to prepare a SPARC report, including the format of materials that go into the report, graphical layout, printing, and distribution.

In case you have questions please contact the SPARC Office:

Email: office@sparc-climate.org

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General specifications of a SPARC report:

SPARC reports are comprehensive peer-reviewed assessments that summarize the outcome of an official SPARC activity. The target audience is the scientific community.

In general, the activity leaders prepare the content of the report and act as editor(s) or author(s) of the report. The editor(s) and author(s) make sure that the report is scientifically correct, refers to the relevant literature, and contains the latest research findings.

For the peer-review we advise you to appoint reviewers for both individual chapters as well as for the entire report. This is to ensure an in-depth review of particular subject matter as well as an overview of the entire report to check for consistencies and logical structure.

The report should be laid out in a way that is visually appealing and reader-friendly. Each report bears a unique publication number. SPARC reports are primarily e-publications which are uploaded to the SPARC website and its availability is advertised through the various channels (newsletter, eNews). In addition, hardcopies may be produced and distributed. Note it is possible that parts of the report, in particular supplementary materials, may be published digitally in the form of a separate file.

The layout can be done at your end. This option may be more convenient for you as face-to-face communication may help to correct misunderstandings or quickly eliminate errors. However, we at the SPARC Office will also be happy to assist you with the layout (using Adobe InDesign or a similar programme for professional layout) or with editing or formatting text or figures. Contact us if you have any questions.

Preparation of materials that go into the report:

- We advise that you prepare the text in a simple Word or Text document (.doc, .docx, .rtf, .txt files).
- We recommend all figures use a consistent colour scheme and should fit the CMYK profile for better printing results. The preferred format for figures is a vectorized file including file formats such as: .ps, .eps or .ai (Adobe Illustrator), .cdr (Corel Draw), but .tif, .tiff, .jpg., or .png files may also be used.
- Decide on a consistent font scheme for all figures to match the text. When producing figures bear in mind the size of the paper (in portrait and/or landscape) to avoid downscaling figures until they are no longer readable to match the page.

Formatting specifications:

- A4 (not letter) format, and preferred page orientation: portrait.
- Continuous page numbering (Arabic numbers, not Roman numbers such as XII or iv).
- Header line: title of the chapter; footer line: name of SPARC report.
- Structure the content around chapters with headings, second and third-level headings; avoid introducing fourth- or even fifth-level headings:

Chapter 2 - Precursor Gas Measurements	29
2.1 Introduction	31
2.2 Dynamics and Atmospheric Transport	31
2.3 Sulfur Chemistry	34
2.4 Observations	36
2.4.1 Carbonyl sulfide (OCS)	36
2.4.2 Sulfur Dioxide (SO ₂)	52
2.4.3 Dimethyl sulfide (CH ₃ SCH ₃)	60
2.4.4 Other precursor gases	64

- Structure of the report: see page 4.

Roles and responsibilities

Editor(s) and author(s):

- Content writing and structuring of the report.
- Preparation of illustrations and figures.
- Organizing review and editing of all content.
- Responsible for making content fit the specifications in this guidance document.

SPARC Office:

- Keeps track of timeline and budgeting.
- Lays the report out once all material are in the correct format (in case the layout is not done at the editors'/authors' end).
- Prepares the cover based on the information provided.
- Cross-checks the final report with respect to formal aspects and the specification given in this document.
- Organizes the SPARC, WCRP, and WMO publication numbers (if applicable).
- Carries out the printing and binding of the report.
- Takes care of the dissemination of the report including postal mailing, digital web-publishing etc.

Procedure

- First, get in touch with the SPARC Office to discuss a timeline, budgeting, roles, and responsibilities.
- Once the report is written a peer review needs to take place. This can be done on a partial basis, as chapters are completed one after another. We advise that you appoint not only chapter reviewers but also report reviewers.
- Layout may take up to 6 months, while printing and distribution take around two weeks.

Styles

- Dates and places should be formatted as follows: 3-7 August 2012, Cambridge, UK; 24 May - 1 June 2012, Zurich, Switzerland
- "quote" not 'quote'
- Enumerations: 4th Workshop (NOT Fourth Workshop)
- Capitals after ":"
- Comma after "i.e.," and "e.g.,"
- Italics for Latin words (e.g., *in situ*)
- No space between numbers and units: 3°C, 4%, >5, 6cm, 7kg
- Only one space after full stop (NO double space)
- Numbers less than 10 are to be spelled out, while those greater than 10 should be in digits (e.g., six, 65).

References

- Normally, only publications that are at least "in press" (and have a doi) will be listed. Other references can be cited in the text as "unpublished data".
- All references in the article should be cited with names and dates:
(Schmidt *et al.*, 2005)
Multiple references should be ordered by year (newest first) and separated by a semi-column:
(Anthony *et al.*, 2010; Turner, 2008; Brand and Salini, 1965)
- References should be formatted as in the following examples, using "et al." if there are more than 4 authors, and for book editors:

For Journal articles:

Nair, P.J. *et al.*, 2012: Relative drifts and stability of satellite and ground-based stratospheric ozone profiles at NDACC lidar stations. *Atmos. Meas. Tech. Discuss.*, **5**, 471-516, doi:10.5194/amtd-5-471-2012.

Wang, H.J., D.M. Cunnold, and X. Bao, 1996: A critical analysis of SAGE ozone trends. *J. Geophys. Res.*, **101**, 12,495-12,514.

For book chapters:

Solomon, S. *et al.* (eds.), 2007: Climate Change 2007 - The Physical Science Basis: Working Group I Contribution to the Fourth Assessment Report of the

IPCC (Climate Change 2007), 1009 pp., Cambridge University Press, Cambridge, UK.

For SPARC publications:

SPARC, 2006: SPARC Assessment of Stratospheric Aerosol Properties. L. Thomason and T. Peter (eds.), *SPARC Report*, **4**, WCRP-124, WMO/TD-No. 1295, available at <http://www.sparc-climate.org/publications/sparc-reports/sparc-report-no4/>.

Harris, N.R.P., J.S. Staehelin, and R.S. Solarski, 2011: The New Initiative on Past Changes in the Vertical Distribution of Ozone. *SPARC Newsletter*, **37**, p. 23-26, available at <http://www.sparc-climate.org/newsletter>.

Figures/Tables

- Please provide Figures and Tables separately from the text body (NOT embedded within Word documents).
- Figures are referred to in the text as Figure X or (Figure X), Tables as Table Y or (Table Y) (NOT Fig. or Tab.).
- Note that reprints of figures already published might require permission (at present just figures published in journals of the Nature publishing group).
- Figures and graphs should be submitted electronically in an editable (vector) format (e.g., eps, pdf, ai, png), saved or exported directly from the software used to create them.
- Scientific figures are preferred over photographs (workshop photos, team photos etc.). If photos are provided they must be high resolution, no less than 300 dpi (when saved at the size appropriate for final publication) in .psd, .tiff, .tif or .jpg format.

Printing and dissemination

e-publication

- All files should be made available online in PDF; note that large files may be compressed to allow faster downloads.
- Provide cover page, title page(s), content list, summary and chapters separately.

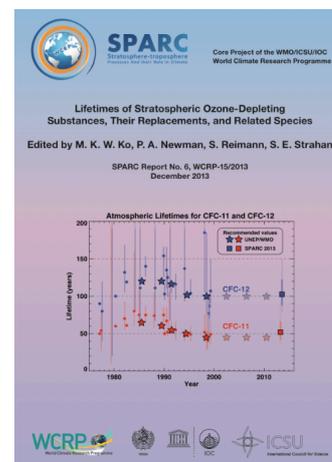
print-publication

- For hardcopy printing the highest possible resolution of the PDF is required.
- Inform the SPARC Office about the number of copies you require and the number of copies that will be disseminated by postal mail.
- Postal addresses should be provided in an Excel file with the following columns:
 - First name
 - Surname
 - Affiliation
 - Address (institution, street, building, room number, postal code, city)
 - Country
 - Email address
 - Number of copies requested

Structure of the report and page layout

Information that goes on to the cover page:

- Title of the report
- Name(s) of editor(s) or author(s)
- Publication number(s)
- Month + year of publication
- Key figure (optional)
- SPARC logo, the information "A core project of the WMO/ICSU/IOC World Climate Research Programme" (optional), logos of WCRP and its sponsors



First page:

- Title of the report
- Name(s) of editor(s) or authors
- Publication number(s)
- Month + year of publication
- "Stratosphere-troposphere Processes And their Role in Climate, SPARC. A core project of the WMO/ICSU/IOC World Climate Research Programme"
- The information: "Prepared under the auspices of the SPARC Scientific Steering Group" (optional)

Second page:

- Name(s) of person(s) responsible for editing, design, layout
- Citation:

SPARC, 2013: SPARC Report on the Lifetimes of Stratospheric Ozone-Depleting Substances, Their Replacements, and Related Species. M.K.W. Ko, P.A. Newman, S. Reimann, S.E. Strahan (Eds.), SPARC Report No. 6, WCRP-15/2013, available at www.sparc-climate.org/publications/sparc-reports/

- Link from which the report can be downloaded
- Acknowledgement (if applicable)

following page(s):

- Full list of international authors, contributors, and reviewers with their affiliations and countries of origin

following page(s):

- list of contents.

following page(s):

- Preface / Introduction
- Executive Summary

following pages:

- Chapters 1 - XX

final pages:

- Reference List (if not part of each chapter)
- Acronyms
- Chemical nomenclature (optional)