

Instruction for an article manuscript of Okhotsk Sea and Polar Oceans Research (OSPOR)

Relation between sea-ice variation in the Sea of Okhotsk and Arctic Oscillation

Title: Times New Roman, Bold-face, 14-point, and Center

Charlie F. BROWN¹, Taro AOKI², Eriko MOMBETSU³

Author(s): 12-point font and center

¹ Geophysical Institute, University of Alaska, Alaska, USA

² Institute of Low Temperature Science, Hokkaido University, Sapporo, Japan

³ Mombetsu Oceanography Institute, Mombetsu, Japan

Affiliation(s): Affiliation, City, State or Province, Country using an italic 10-point font
(Left-justified with some space, no postal code and no E-mail Address)

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Abstract (11-point font)

A short abstract (50 to 100 words) in a single paragraph should be included here. The paragraph needs the space of 4 characters at left and right sides. In this sample paper, we describe the formatting guidelines for submissions to the Proceedings of the International Symposium on Okhotsk Sea & Sea Ice. For a simple way, download a template from the web, and insert your information to the template.

(10.5-point font)

Key words: sea ice, global warming, Arctic Oscillation (3 to 5 key words: Head: 11 pt., words: 10.5 pt.)

1. Introduction

The body of the paper begins with the Introduction.

Following the Introduction, a typical text should be organized into sections that describe the **method**, the **observation data**, the **result and discussion**, and the **conclusions**. **Acknowledgments** (where applicable) and **references** follow the Conclusions.

2. Formatting

2.1 Text style

Text must be single-spaced using a Times New Roman font, or Time. Use a 14-point font for the Title, a 12-point font for Author Name(s), an italic 10-point font for Affiliation(s), a 11-point font for all Section and Subsection Heads, and a 10.5-point font for all body text. Text in the columns must be full justified.

2.2 Paper title

The paper title with Times New Roman, bold-faced in 14-point font should be centered in upper and lower case at the location shown and two lines may be used.

Title: 14-point, Bold

Author (s): 12-point with affiliation number¹

¹Affiliation(s): 10-point, Italic (See the example)

2.3 Author Name(s)

Author names in 12 point font should consist of first name, middle name and the last name with superscript number of affiliation, and centered.

2.4 Affiliation(s)

The numbered Affiliation(s) should be left-justified

with proper spaces (5-15) using an italic 10-point font. Do not include street address, postal code, email or fax numbers.

3. Chapter and section

Headings and subheadings appear throughout the text to divide the subject matter into logical parts and emphasize major elements. Numbering can be used for Chapter (1, 2, ..) and Section (1.1, 1.2, ...). Only initial of the title is in capital letter and others are in small letters except proper nouns (palace, human, some abbreviation like SAR etc.), as “**Observations in the Sea of Okhotsk**”.

3.1 Chapter Heads

Chapter heads should be in upright bold 11pt font, as “**1. Introduction**”.

3.2 Section heads

Section Heads should be in *italic* Bold 11pt font, as “**2.1 Observations in the Sea of Okhotsk**”.

3.3 Last page

The two columns on the last page should be as close to equal length as possible, which is usually done by MS-Word.

4. Tables and figures

4.1 Tables

Table format is as shown here. Tables should be numbered consecutively. When referring to a table, use table numbers as Table 1, Tables 2~3,... .

Table 1. Margins of pages. This instruction is in this form.

	Left Column	Right Column
Top margin	30 mm*	
Side margin	18 mm from left edge	18 mm from right edge
Column width	19.55 characters	19.55 characters
Space of columns	1.77 characters	
Bottom margin	25 mm	

*The unit should use SI unit in principle.

4.2 Equations

Equations are to be numbered. When referring in a sentence, refer them as “Eq. 1” or “Eqs. 5-7,...”. When referring at sentence head, refer as “Equation 1”.

$$Q_M = (1-a) I + Q_{RL} + Q_A + Q_E + Q_P + Q_G \quad (1)$$

$$Q_E = k_E V_1 (T_1 - T_0) \quad (2)$$

(The **variables** use **italic** type, and the **additional characters** and **figures** use **solid** type as Q_M .)

4.3 Figures

Number figures consecutively and use the figure number. When referring them in a text sentence, refer them as “Fig. 1” or “Figs. 2~3”. When referring at sentence head, refer as “Figure 1”. Figures must have a caption as below.

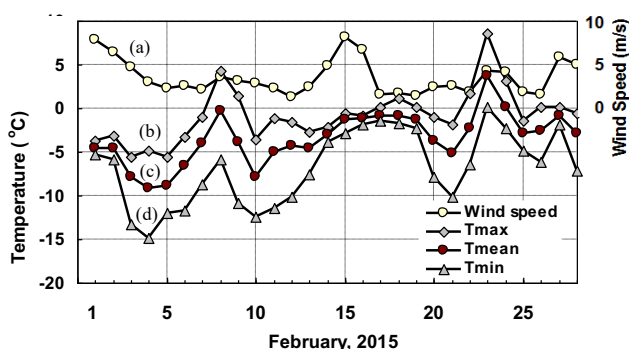


Fig. 1 Meteorological conditions of Mombetsu on February, 2015. (a) is daily mean wind speed. (b), (c) and (d) are daily maximum, mean, minimum temperatures respectively.
(10-point font)

In a printed Proceedings, graphics will be in **black and white**, but they will be in **color** on web site. Please be aware of the quality of your figures, illustrations, and photos.

5. Conclusions

A summary of your research results should be included in this section toward the end of the paper.

Acknowledgements

Acknowledgements may be made to those individuals or institutions that made an important contribution.

References

References to original (not secondary) sources for cited material is to be listed together at the end of the paper. References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible to the public. Private communications should be acknowledged within text, not referenced.

List of References shall be arranged in alphabetical order of family name of the first- author for articles with more than one author.

For more than 4 authors, the authors should be presented as “Vuille, M. and 6 co-authors (2008)”, which should be referred as (Vuille *et al.*, 2008).

Journals, conference proceedings and titles of books, should be in italics.

[Examples] (Use ‘XX and 4 co-authors’ for many co-authors)

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Weeks, W. F., and S. F. Ackley (1982): The growth, structure, and properties of sea ice. *CRREL Monograph*, **82-1**, U. S. Army Cold Research and Engineering Laboratory, Hanover, N. H., 129 pp.

Text Citation of References

Within ext of an article, references are to be cited by last name of author(s) and year of publication. Each reference to include last names of first or main authors, adding “*et al.*”, or full authors.

For example:

.....were found (Kawamura *et al.*, 2007).

Fukamachi *et al.* (2004) has estimated

Ueda and Rashed (1990) proposed that ...

Oshima (1980a) observed

It was also noted (Yamaguchi, 2007; Kim, 2008; Riska, 1980b; Kheisin, 1992) that

Summary in Japanese (If possible)

Japanese author(s) should to add a summary in Japanese at the end of the paper as following example.

(If possible)

Summary in Japanese

和文要約

1760 年前後のオランダ捕鯨船による 北極域の気象学的・地理学的観測

Gaston R. DEMARÉE¹, 田上善夫², Pascal MAILIER¹,
Astrid E.J. OGILVIE^{3,4}, 三上岳彦⁵

¹ベルギー王立気象研究所, ²富山大学, ³ステファンソン北極研究所, ⁴コロラド大学ボルダー校, ⁵首都大学東京

捕鯨とニシン漁業は、オランダ黄金時代(1600-1800)の主要な経済活動の担い手であった。とくに捕鯨は北極圏の探査に貢献した。.....

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