

76th Annual Western Snow Conference

Instructions for Authors

Hood River, OR – Best Western Hood River Inn
14-17 April 2008

Western Snow Conference Proceedings

Revised *Instructions For Authors* are included below. Note that the preferred deadline for submission of papers for the Proceedings is **15 April at the conference**. Please submit both camera-ready copy AND a “Microsoft Word” OR “Wordperfect” document on a CD. If you cannot provide a CD, a diskette might work if the document fits on it, or you might email the document to the Chief Editor at the address shown below. There are some situations that merit later submission (e.g. completing analysis, etc.). All papers must be submitted by June 1.

!!!!!!!!!!!! DROP DEAD DATE FOR SUBMISSION IS JUNE 1, 2007 !!!!!!!!!!!!!!!

Guidelines for Proceedings Publications

1. Length - The length of each oral paper submitted for publication shall not exceed a total of twelve, single-spaced, typewritten pages in the format described below or the equivalent in charts, tables, pictures, and list of references. The length of each poster paper shall not exceed four pages.
2. Format - All submissions must be an original copy. The first page is to include a title in bold capital letters centered at the top of the page followed immediately by a blank line and then by the author name(s), which is not bold but is centered. The author's affiliation is to be shown by a footnote at the bottom of the first page. All papers should be printed on 8-1/2 by 14 inch paper with the margin being: 1/2 inch at top, 3/8 inch at the left and right side, and 2-1/2 inches from the bottom. This paper will be published at an 85 percent reduction; therefore, it is important ALL written material (footnotes, author's affiliation, etc.) fall within these margins.
3. Type - Required pitch is twelve characters per inch, and the font is Times New Roman. It is the author's preference as to whether the text is left-justified only, or right- and left-justified. The Chief Editor prefers left-justified.
4. Text - The text shall be single spaced with a single line between paragraphs and before and after first-order headings. First-order headings are to be bold, centered, and typed in capital letters and underscored on a line alone. Second-order headings are to be bold, left-justified, and typed with an initial capital and lower-case letters, and underscored on a line alone. No blank line will be left after second- order headings. Third-order headings are as second-order headings except that they are italicized and are without underscoring. The first line of each new paragraph shall be indented one-half inch.

5. Illustrations - All charts and figures are to be readable when reduced to 85 percent of their original size. If illustrations contain color (plots with colored lines, dots, etc), be aware that the Proceedings is published in black and white. Use dashes, dots, or other means to distinguish between lines and symbols if color is not present. All figures are to be located as near to the place of their first mention in the text as is practicable. The figure caption should be separate from the figure and be full size. The label should left-justified, and all lines of the caption should be evenly indented. Figures will be numbered sequentially, and only the initial word in the caption will be capitalized. The word "Figure" is spelled out completely both in the text and in the caption. Please try printing your figures in black and white to see if the meaning is lost without the color.
6. Tables - Data presented in the text should appear as close to their first mention in the text as is practicable. Any reduction of tables necessary to fit between the margins must be accomplished prior to submission of the paper and remain readable when reduced to 85 percent of its submitted size. Table titles are above the table and may be included with the table text unless tables are reduced from 12 pitch to fit within the margins. If the table is reduced, the title should be separate from the table and full size. All lines of the table caption should be evenly indented from the "Table x." label, and the label should be left justified. All tables are to be numbered sequentially, and only the initial word in the captions will be capitalized.
7. Photographs - All digital photographs should be JPEG or TIFF format to allow for scaling, and the figure caption should be left-justified with all lines of the caption indented evenly. Color photos will be reproduced in black and white in the Proceedings, but PDF proceedings will be produced in the future and displayed on the web, and color will be shown in those cases.
8. Page numbers - Do not type in a page number. Place the page number in light blue pencil in the upper, right-hand corner, if necessary.
9. References - All references in the text should include the author's name and date of publication. The list of references at the end of the paper should be placed in alphabetical order according to the author's last name. Double space between references, and left justify all lines. Use references available to the general public whenever possible. Abbreviations of references should be avoided.
10. Units - The SI system of units must be used for dimensional quantities. English units may be placed in parentheses. The presentation may be made in either English or SI units.
11. Symbols and Abbreviations - Define symbols and abbreviations the first time they are used or make a list of "Symbols and Abbreviations." Adhere to standard symbols and abbreviations.
12. Abstracts - An abstract of 200 words or less must be included in the paper. It is to be located on the first page of the paper, immediately below author name(s). It should be prefaced by

the heading ABSTRACT (a first order heading) and followed by the INTRODUCTION to the paper.

13. All papers will have the following typed at the bottom of the first page:

Paper presented Western Snow Conference 2007

Below this citation will be the author's names, preceded by 1, 2, 3, etc, as a superscript and corresponding with the numbers in the title. Authors should include affiliation and address, and email if they wish. Please avoid embedding the author block in a footnote.

14. Preprints - Authors are encouraged to bring 75-100 copies of their paper to the meeting.

15. Material submitted for publication will not be returned.

16. If the above policy is not strictly adhered to, the paper will be edited without author review or will not be published.

17. Informal Papers -

- A. Informal articles in the nature of narratives, amusing anecdotes, short stories, poems, or cartoons will be considered for publication in a section of the Proceedings entitled, "Snow Notes." These papers are particularly solicited from persons engaged in the collection and recording of field data.
- B. At the discretion of the Publication Committee, informal articles may be recommended for publication in the "Snow Notes" section of the Proceedings. In special circumstances, the Program Committee may also invite authors to present their articles in a non-technical portion of the program.
- C. The length of each informal article shall not exceed five single-spaced, typewritten pages or the equivalent in pictures, tables, etc.
- D. Informal articles must be submitted to the Program Committee by April 18 in order to be considered for publication. Manuscripts submitted for publication will not be returned unless specifically requested, in writing, by the author. Again under extenuating circumstances (e.g., your Snow Cat got buried), June 1 is the drop dead date for submission.

Technical Committee Chair and Editor:

Bruce McGurk
Hetch Hetchy Water and Power, SFPUC
PO Box 160
Moccasin, CA 95347

Office: 209-989-2124
Cell: 925-698-4683
bmcgurk@sflower.org