

**Guidelines for the publication of short papers for the
11–13 November 2002 BMRC Modelling Workshop,
*Modelling and predicting extreme weather events***

- X Papers will be assumed to have been approved by your organisation.
- X Papers will be published as part of the ‘*BMRC Research Report*’ series.
- X Send your manuscript to BMRC: preferably as a Word or Word Perfect file, attached to an email to Phil Meighen (p.meighen@bom.gov.au).
- X **Deadline** for the receipt of your manuscript: **Close of business on Monday 16 September 2002.**
- X Paper page size: A4 (297 mm × 210 mm).
- X Type face for text: preferably Times New Roman or similar. For headings, please use Arial or Helvetica—see below.
- X Body text font size: 11 point preferred.
- X Number of pages: a maximum of four* or eight* pages, including all text, figures and tables. [*eight pages maximum for keynote papers, otherwise four. Please refer, also, to individually addressed email.]
- X Text line spacing: Use (in WORD’s Format – Paragraph) “exactly 12 point”.
- X Page numbering? No! (In the event that you send us hard copy, please don’t number any pages on the front; rather, write in light blue pencil on the reverse side: e.g. Larkin & Wilson, page 1 of 4, Larkin & Wilson, page 2 of 4, and so on.)
- X Numbering of sections? No—please use worded section headings instead.
- X Please use only black and white for Figures, unless absolutely essential.
- X Title of paper:

**Title should be bold, centred, upper and lower case, 16
point Helvetica or Arial**

- X Author(s):
Author(s) in Upper and lower case, 12 pt, no bold, centred Helvetica or Arial
- X Author affiliation(s):
X *Affiliation(s) in Helvetica or Arial italics, upper and lower case, no bold, centred,
12 point (use full name of organisation,
city, state/province and country)*
- X Abstract? Not essential, but OK if you wish to include one.

- X Section headings (Abstract, Introduction, Results, References, etc.):

Main section headings are bold, upper and lower case, 14 point, flush left, Helvetica or Arial

- X Figures: embed these at the most appropriate location within the body of the text if at all possible. Captions, in 11 point Helvetica or Arial type, should be placed underneath the figure and read Fig. n: <descriptive figure caption>.
- X Tables: Embed any tables at the most appropriate location within the body of the text, similar to figures. Use 9 point for the body of the table and 11 point (Helvetica or Arial) for the Table title; this should be set above the Table and read: Table m: <descriptive table caption>.
- X Citation style: when citing other work within the body of the paper, use, e.g. (Smith and Jones 1996) or Wilson (1985). If there are three or more authors of a paper, use, e.g. Johnson et al. (1977) or (Johnson et al. 1977) as appropriate.
- X Reference list: Arrange as follows:

References

- Abramson, D.L., Jones, M.D. and O'Flaherty, F.X. 1995. *Observations and meso-modelling of condensation nuclei distribution*. Aust. Met. Mag., 56, 123-144.
- Gary, M.N. and Smith, S.N. 1977. *Ozone and hydroxyl radical inter-comparison measurements*. J. Phys. Res., 123, 1124-45.

...using a hanging indent style

- X ANY QUERIES? Please contact me (Phil Meighen) without delay. Email: p.meighen@bom.gov.au phone (+61 3) 9669 4046; fax (+61 3) 9669 4660.**