

## SCU Word Manuscript Template

**Please use this template for submitting a new or revised manuscript to SCU.** Using this template and following the guidelines below, will help us expedite processing of your paper and its formatting for initial publication once it can be accepted. This template has been adapted from the publications guidelines of the American Geophysical Union (AGU).

Please use the actual template, which starts on page 2. Delete this cover page.

### Helpful links:

Additional instructions are available at <http://publications.agu.org/author-resource-center/>

For more details, see [checklists](#).

For a grammar and style guide, see [here](#).

Please use the .docx format if possible (all versions of Word after 2007). This document contains pre-set styles that apply to each manuscript element. These styles are listed below. Please keep these styles by pasting in your text when done and matching, or applying these styles in your document using the style pane or organizer.

Title

Authors

Affiliation

Key points

Abstract

Plain Language Summary

Text

Headings (Main and secondary)

Figure or Table Captions

References

More specific formatting instructions are provided in the actual template, which follows. Delete these instructions from your finished manuscript.

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## Enter Your Title Here

(A title should be specific, informative, and brief. Capitalize major words in titles, but not conjunctions and articles. Use abbreviations only if they are defined in the abstract. Titles that start with general terms then specific results are optimized in searches—delete these notes when done)

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<sup>1</sup>Affiliation for author 1.

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(Affiliations should be preceded by superscript numbers corresponding to the author list. Each affiliation should be run in so that the full affiliation list is a single paragraph.)

Corresponding author: first and last name ([email@address.edu](mailto:email@address.edu))

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### Key Points:

- List up to three key points (at least one is required)
- Key Points summarize the main points and conclusions of the article
- Each must be 140 characters or less with no special characters or acronyms.

(The above elements should be on a title page)

## **Abstract**

The abstract should be a single-paragraph of less than 250 words. A good abstract sets the general question or topic that you are studying for the general reader, provides background on the specific question or problem, briefly describes key data or analyses, and describes the key results and uncertainties. Please avoid acronyms or if used, define them.

## **Plain Language Summary**

This is optional but will help expand the reach of your paper. Information on writing a good plain language summary is available [here](#).

## **1 Introduction**

The main text should start with an introduction. Except for short manuscripts (such as comments and replies), the text should be divided into sections, each with its own heading. Sections are numbered (1, 2, 3, etc.). A maximum of four levels of heads may be used, with subsections numbered 1.1., 1.2.; 1.1.1., 1.2.1; 1.1.1.1., and so on. Headings should be sentence fragments. Examples of headings are:

## **2 Materials and Methods**

2.1 A descriptive heading about methods

## **3 Data, or a descriptive heading about data**

## **4 Results, or a descriptive heading about the results**

## **5 Conclusions**

(All figures and tables should be cited in order. For initial submission, please embed figures, tables, and their captions within the main text near where they are cited.)

References should use a name-date format, not numbers. Enclose citations in parentheses with authors in upright text (non italics) as in: (Smith et al., 2009) or Smith et al. (2009). More information on in-text citations can be found in our [Brief Style Guide](#), “Reference Formatting.”

## **Acknowledgments, Samples, and Data**

The text ends with an acknowledgment section and statement that includes:

- Any real or perceived financial conflicts of interests for any author
- Other affiliations for any author that may be perceived as having a conflict of interest with respect to the results of this paper.
- A statement that indicates to the reader where the data supporting the conclusions can be obtained (for example, in the references, tables, supporting information, and other databases).
- Funding information related to the work for all authors should be entered in the acknowledgments.

It is also the appropriate place to thank colleagues and other contributors.

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## References

<https://publications.agu.org/agu-grammar-and-style-guide/#reference>

References in supporting information should also be cited in the main text and included in the reference list of the main paper so that they will be discovered, linked, and indexed. A separate list in the supporting information is not necessary. Data sets that are not newly reported as part of this research should also be cited in the references as a reference. New data sets or software that are deposited elsewhere with a permanent identifier should be cited. SCU follows the [Joint Declaration of Data Citations Principles](#).

All references must be available to readers at the time of publication; there should be no “unpublished” or “in press” references.

An example of a reference:

Deng, A., & Stauffer, D. R. (2006), On improving 4-km mesoscale model simulations. *Journal of Applied Meteorology and Climatology*, 45(3), 361–381. doi:10.1175/JAM2341.1

More information on reference formatting with examples can be found in our [Brief Guide to AGU Style](#).

**Figure 1.** The figure caption should begin with an overall descriptive statement of the figure followed by additional text. They should be immediately after each figure. Figure parts are indicated with lower-case letters (**a, b, c...**). For initial submission, please place both the figures and captions in the text near where they are cited rather than at the end of the file (not both). At revision, captions should be placed at the end of the file, and figures should be uploaded

separately. Each figure should be one complete file (please do not upload sub-figures in separate files).

**Table 1.** Start this caption with a short description of your table. Format tables using the Word Table commands and structures. Additional information on table formatting can be found in our Style Guide, [Table Formatting](#). Do not create tables using spaces or tabs characters. Large tables especially presenting rich data should be presented as separate excel or .csv files, not as part of the main text.