

NOTES FOR CONTRIBUTORS

Submission

All authors who desire to submit contributions for publication in *Polar Record*, must send to the Editor one electronic copy of the manuscript and one hard copy with all illustrations, together with a covering letter. The electronic copy must be in WORD or RTF; for information about artwork please see below. Submissions by e-mail should be sent to the Editor at irs30@cam.ac.uk. Submissions on CD or floppy discs, and hard copies, should be sent to the Editor, *Polar Record*, Laggan Juys, Larivane Close, Andreas, Isle of Man IM7 4HD, British Isles. Submission implies that a similar manuscript has not been published nor currently submitted for publication elsewhere. Authors of articles and notes published in the journal assign copyright to Cambridge University Press (with certain rights reserved) and will receive a copyright assignment form for signature on acceptance of their manuscript.

The letter accompanying the submission should include the telephone and fax number, and e-mail address for the corresponding author, with the complete addresses of all co-authors. All articles and notes are subject to peer review and contributors are invited to suggest up to five suitable peer reviewers, who may be used at the Editor's discretion. Potential contributors who might wish for advice concerning publication in *Polar Record* are welcome to contact the Editor at any time.

Manuscripts

All contributions should be submitted in English. Papers should be divided into sections, with short headings; secondary and tertiary sections may also be used, each with short headings. A table of major headings should be included. The abstract should be approximately 200 words and be able to stand alone as a summary of the paper, its arguments, and its conclusions. *Polar Record* will not normally accept endnotes.

Contributions should follow the general style of papers in recent issues of *Polar Record*. Each paper must be internally consistent, both in spelling (according to English or American rules) and in use of measurements (using SI units, imperial units, or US customary units). When acronyms are used, the full wording must precede their first mention. Latin abbreviations should be replaced by the English equivalents.

References

References in the text are made by giving the author's name and the date of publication. Works having three or more authors are cited by the first author's name followed by 'and others'. If material is quoted directly, the page number on which it is found must be included in the citation. For personal communications, the initials and last name of the source, the title or position of the source, and the date of the communication should be given.

In the 'References' section, citations should be arranged in alphabetical order, followed by date order for a series of papers by the same author(s). In the case of various combinations of a group of authors, alphabetical order by second author should take precedence over date order. Journal titles must be completely spelled out, and the first letter of each key word is capitalised. For articles or books, only the first letter of the first word and of any proper names in the title are capitalised. Authors alone are responsible for the accuracy of the references.

Works accepted for publication but not yet released should be listed as 'in press'. Unpublished theses or dissertations must include the department and university in which they were accepted. Unpublished documents may only be cited if they are deposited in a permanent repository at which copies are accessible; such unpublished works must include the manuscript number and the location of the repository. Newspapers are not normally included in the 'References' section; the complete name (including *The* if it is officially part of the name) and date of the newspaper, with the city of publication if it is not part of the name, should be cited in the text (*The New York Herald* 16 September 1872; *The World* (New York) 20 August 1905).

Titles in languages that do not use the Roman alphabet but can be transliterated (such as Russian) should appear in the transliterated version followed by the title in English in square brackets. The following are offered for guidance:

Blanchette, R.A., B.W. Held, and R.L. Farrell. 2002. Defibrination of wood in the expedition huts of Antarctica: an unusual deterioration process occurring in the polar environment. *Polar Record* 38 (207): 313–322.

Cracroft, S. 1849. Letter to mother and sisters, 25 October 1849. Cambridge: Scott Polar Research Institute MS 248/247/21; D.

Mackinnon, C.S. 1985. The British man-hauled sledging tradition. In: Sutherland, P. (editor). *The Franklin era in Canadian Arctic history 1845–1859*. Ottawa: National Museum of Man (Mercury Series, Archaeological Survey of Canada 131): 129–140.

Wheeler, S. 2001. *Cherry: a life of Apsley Cherry-Garrard*. London: Jonathan Cape.

Some references do not fit readily into these forms. In these cases, the author must give all reference data in full, so that the Editor can rule on the form to be used. In general, URL citations should be avoided because they have only seldom been subject to peer review and may be transitory in nature.

Artwork

Figures should be supplied as either TIFF or EPS files, preferably at the approximate size in which they are to be reproduced. Line artwork should be supplied in black and white mode at a resolution of 1200 dpi; combination artwork (line/tones) at a resolution of 800 dpi; black and white halftone artwork should be saved in "grayscale" mode at a resolution of 300 dpi; colour halftone artwork should be saved in CMYK mode at a resolution of 400 dpi. All necessary permissions must be obtained.

Please avoid the use of complex or detailed tints, patterns, and symbols, as they seldom reproduce adequately for printing. Therefore, use only PostScript fills or conventional fills: solids, tints, lines, or crosshatching. Do not use a screen value above 133 lpi — 100 lpi is generally better (even when scanned at high resolution, finer tints do not reproduce satisfactorily when reduced). If possible, use just one type of screen (line angle or dot shape) and one screen value throughout the document. Do not use pattern fills from a graphics program, as these are usually bitmap patterns that do not output adequately to imagesetters. Do not use colour tints, even if the figure is intended for monochrome printing; use black/white/greyscale. Do not use 'hairline' line widths in graphics packages.

Tables must be capable of fitting onto a single page or less. Each must have a caption that will make the data in the table intelligible without reference to the text. Tables should be placed in the same word-processing program as the main text of the paper.

Other contributions

Notes are short, scholarly contributions, generally of fewer than 2500 words and can either report original research or relate to current polar issues. They have the same requirements, and are subject to the same peer review, as articles.

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COVER PHOTO

'The boats leaving the ice.' Painting by Eduard Orel. See the article by William Barr in the current issue.

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