

# 86th Annual Western Snow Conference

## *Instructions for Authors*

Albuquerque, NM – Crowne Plaza Hotel  
16-19 April 2018

### *Western Snow Conference Proceedings*

The guidelines for WSC manuscripts are included below. Note that the **NEARLY MANDATORY** deadline for submission of papers for the Proceedings is **17 April at the Conference**. Please submit both final hard copy AND a “Microsoft Word” OR “RTF” document on a CD or Flash Drive. If you cannot provide a CD, you can email the document and PDF to the Editor at the address shown below. There are some situations that merit later submission (e.g. completing analysis, etc.). Permission to not have a final paper for submission at the Conference must be granted by the Editor prior to the meeting. Late papers must be submitted by June 1.

**!!!!!!!!!!!! DROP DEAD DATE FOR SUBMISSION IS JUNE 1, 2018 !!!!!!!!!!!!!!!**

### *Author –Editor Meeting*

Authors are encouraged to contact the Editor early in the meeting to turn in a copy of their hardcopy paper and a CD or USB drive with the MS Word or RTF version of their paper. They are encouraged to also include a PDF of the paper on the CD or USB drive.

### *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. Poster dimensions are 36" tall and 48" wide, which match the standard proportions of a PowerPoint slide. Exceptions may be granted by Editor, upon request.
2. Format - All submissions must include both a digital copy and a printed 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 at the bottom of the first page. All papers should be printed on 8-1/2 by 11-inch paper with the margin being: 0.8 inch at top, 1.0 inch at the left and right side, and 1.2 inches at the bottom.
3. Type - Required font size is 10, 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 Editor prefers left-justified only.

4. Text - The text shall be single spaced with a single blank 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 with a hard or soft tab.
5. Illustrations - All charts and figures are to be readable, including axis labels and dimensions. If illustrations contain color (plots with colored lines, dots, etc), be aware that the Proceedings is published in black and white. Color features will be viewable in PDFs posted to the WSC website, so color versions should be submitted. Use dashes, dots, or other means to distinguish between lines and symbols. 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 below the figure and separate from the figure and be full size (font size of 10). Please do NOT include the caption in the JPG or PNG of the figure since the figure is often scaled to fit and the caption becomes too larger or too small. 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, and the number is followed by a period. Please try printing your paper/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. Table titles are above the table and should be included with the paper text and not be part of the table graphic. 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, PNG, 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 posted on the WSC website will benefit from color photos.
8. Page numbers - Do not type in a page number. Pages will be assigned during printing.
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. At the end of the abstract, at least four KEYWORDS should be appended following this format: (KEYWORDS: hydrologic modeling, climate change, water management, runoff forecasting)
13. All papers will have the following author block typed at the bottom of the first page:

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Paper presented Western Snow Conference 2018

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 DO NOT EMBED THE AUTHOR BLOCK IN A FOOTNOTE.#####**

14. Preprints - Authors are encouraged to bring 10-20 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 editor may revise the paper without author review, return the paper for revisions to follow the format, or decide not to publish the paper.
17. Informal Papers -
  - A. Informal articles in the nature of narratives, amusing anecdotes, short stories, poems, photos, 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 or making runoff forecasts.
  - B. At the discretion of the Editor, informal articles may be selected 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 Editor by the end of the Annual Meeting 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 and all the notes and photos you planned to include are in the cab), June 1 is the drop-dead date for submission.

Technical Editor & Proceedings Creator:

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