

## *Polar Record*

### Aims and scope

*Polar Record* is an international, peer-reviewed, scholarly journal published quarterly by Cambridge University Press. *Polar Record* publishes results from a wide variety of areas of polar research: original primary research papers in the humanities, social sciences, physical sciences, life sciences, and polar technology are included, as are papers concerning current political, economic, legal, and environmental issues in the Arctic or Antarctic. Notes, book reviews, letters to the editor, guest editorials, obituaries, and 'In Brief' items of general interest are also published.

*Polar Record* aims to provide rapid publication, normally within nine months of the initial submission. The purpose of this guide is to introduce authors to the format and style used by *Polar Record*. Authors are urged to read these instructions carefully, because following the journal's style will minimise the need for editorial change and extra communication with the authors, thus speeding up the final publication of submissions.

### 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 saved in WORD or RTF format; for information about figures, please see relevant section below. Submissions by email should be sent to the Editor at [irs30@cam.ac.uk](mailto:irs30@cam.ac.uk). Submissions on CD, 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 is 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 lead author will be supplied with a PDF of the final published article.

The covering letter accompanying the submission should include the address, telephone number, email address and fax number 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.

Books for review should be sent to Book Reviews, *Polar Record*, Cambridge University Press, The Edinburgh Building, Shaftesbury Road, Cambridge CB2 8RU, UK. Book reviews are conducted by invitation only; please don't submit unsolicited book reviews to the journal.

### Manuscript format

All manuscripts should be printed on only one side of A4 or similar paper, with double spacing and wide margins. Double spacing should also be used for references, tables and captions. Each page should be numbered.

Each of the following sections of the manuscript should begin on a separate page: title page; abstract; table of major headings; main text; references; tables (each on a separate page); and figure captions. The title page should contain the full title of the paper, the authors listed in the order in which they are to appear in print, and a complete address for each author. Due to the requirements of the review process, authors' names should not appear on any page of the manuscript other than the title page. Running heads, if used, should indicate only the title of the article.

*Title, Abstract:* The title and the abstract of the article should be concise and should reflect the content of the paper accurately. The abstract should be approximately 200 words and should be able to stand alone as a summary of the paper, its arguments and its conclusions. Because *Polar Record* publishes papers from a variety of academic disciplines, it is particularly important to ensure that abstracts avoid disciplinary jargon.

*Sectional headings:* Papers should be divided into sections, described by *short* headings; secondary and tertiary sections may also be used, each with *short* headings. No further subdivisions may be used. A table of major headings should be included, but secondary and tertiary headings should not be listed.

*Footnotes:* *Polar Record* will not normally accept footnotes, and they will be allowed only at the Editor's discretion. Places where they are considered essential should be marked in the text, and the footnotes listed at the end of the main text, before the references.

*Figures:* All figures (charts and photographs) should be submitted as TIFF or EPS files, saved at 600 dpi for artworks and 300 dpi for photographs. The figures should be saved at final size, with the size not exceeding 165 mm wide and 240 mm long. All text should be in Helvetica font. Do not include any text that you do not want to appear on the final figure. Line drawings must be made with strong black lines, with lettering of sufficient size to be legible. Avoid gross disparities in sizes of lettering. Captions should be listed consecutively, double spaced, on a separate sheet. Figures must be referred to in the text by their number (for example, 'Figure 1'); cardinal numbers are used when citing figures or tables.

*Tables:* Tables must be typed one per page, preferably in the same word-processing program as the main text of the paper. They should be capable of fitting onto a single page of the journal in portrait or landscape format. They must be numbered in Arabic numerals and referred to in the text by their number (for example, 'see Table 2').

## Manuscript style

*Spelling:* Spelling in each paper must be internally consistent, using spelling according to English, American or Canadian rules.

*Abbreviations and acronyms:* When used, the full wording must be used on the first mention, followed by the abbreviation or acronym in parentheses. Latin abbreviations should not be used, but should be replaced by the English equivalents. The abbreviation 'Fig.' is always used in citations in parentheses, but spell out 'Figure' when used in the main text. Accepted abbreviations are used for units of measurement.

*Capitalisation:* Arctic, Antarctic, sub-Arctic and sub-Antarctic are always capitalised, whether used as a noun or an adjective. Points of the compass are lower case, except as official political entities. Anglicised versions of Latin names do not begin with capitals, nor are they italicised.

*Dates and times:* Full dates are given in the text, using cardinal rather than ordinal numbers and omitting commas (for example, 23 November 1958). Abbreviated forms are used for dates in tables and figures. AM and PM are used for times of the day or night, rather than the 24-hour clock.

*Units of measurement:* Each paper must be internally consistent, using metric units following the International System of Units.

## References

References in the text are made by giving the author's name and the date of publication. Works that have 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 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 as 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-Garrand*. 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. URL citations to peer-reviewed articles are acceptable; in general, other URL citations should be avoided because they may be transitory in nature. In cases in which this is unavoidable, the date when the site was last accessed should be given.

A more detailed style sheet for references is available from the Editor.

(Revised 16/6/11)