

## **Guidelines for Workshop Reports in the *Analysis, Integration, and Modeling of the Earth System Bulletin***

January 2023

**Guidelines:** Workshop reports should be written for an interdisciplinary audience broadly composed of Earth system scientists across career stages. The text should therefore be written in a way that would be understandable and interesting to this audience. The report should address the scientific essence and motivation for the meeting i.e. why was it held and what were the scientific achievements? The logistical details (e.g. lists of names, topics, awardees and sponsors, venues, social events and field trips) do not need to be included unless particularly relevant to the science.

### *Structure*

- The title should be concise, informative and capture the reader's interest.
- The text should be structured logically with a clear take-home message.
- Subheadings are encouraged if the text is greater than 800 words.
- Include at least one scientific figure with a concise caption. A group photo is also welcome.
- Include citations (formatting defined below).

### *General Formatting*

- For workshop reports, the text should be either one page (700 words) or two pages (1400 words) including figure captions.
- Provide the text, references, and figure captions in one Microsoft Word file or Google document.
- Include your figure as a separate file, so the image can be sized for the publication.

### *Author information*

- Maximum 8 authors.
- Provide the name and email address of one corresponding author.
- Include names and affiliations of all authors

### *Figure(s)*

- Figure(s) should be relevant and well connected to the text.
- Reduce clutter in the figure: include only information relevant to the text. Labeling should be as non-technical as possible.
- The figures must be original or significantly modified from previously published versions and cited as "Figure modified from..." in the caption, or permission for reprint must be obtained.
- Figures and graphs should be submitted electronically in an editable (vector) format (e.g. pdf, eps or ai), saved or exported directly from the software used to create them. Figures made in PowerPoint can be sent in as .pptx files.

## References

- The number of references per article is limited to 10.
- We encourage the use of relevant citations and recommend using the citation style for the [One Earth](#) journal. E.g.  
Rounsevell, M.D.A., Arneth, A., Alexander, P., Brown, D.G., de Noblet-Ducoudré, N., Ellis, E., Finnigan, J., Galvin, K., Grigg, N., Harman, I., et al. (2014). Towards decision-based global land use models for improved understanding of the Earth system. *Earth Syst. Dyn.* 5, 117–137.
- Only publications that are at least “in press” (and have a DOI) will be included in the reference list. Other references can be cited in the text as “unpublished data” or “personal communication”.
- Provide a DOI-URL (<https://doi.org/DOI>) for all of the references copied beneath each reference. If the reference has no DOI, use a direct link to the abstract.