OXFORD
UNIVERSITY PRESS

AUTHOR GUIDELINES
OXFORD RESEARCH ENCYCLOPEDIA OF CLIMATE SCIENCE

Table of Contents

About Your Oxford Research Encyclopedia Article

Your article should present a narrative overview of the full scope of your topic. It should provide a balanced, synthetic summary of key topics and their development over time, and include key important contributions and contributors, debates, and controversies. The article should be oriented globally, reflecting international and/or non-English-language scholarship or research where possible. Note that the Oxford Research Encyclopedia is not a journal, and articles are **not** intended to be research-driven reviews or case studies.

Be original. Oxford Research Encyclopedia only publishes new, previously unpublished articles. Avoid reproducing text or commentary—even your own— which has already appeared or been published elsewhere.

Think long-term. Do not engage with anything that is obviously ephemeral and will cause your article to date quickly. Focus on those controversies and issues within the discipline that will sustain over time.

Your audience. Your article should be written for scientists, scholars, and university-level readers, including advanced undergraduates, graduate students, practitioners, and researchers within your field and adjacent fields, who are seeking up-to-date articles and materials on the major topics in your field. Assume that the reader is knowledgeable in the field and its discourse and terminology. Though it is always a good idea to avoid jargon, you can and should engage with the terms and ideas in circulation in the area.

Writing Your Article

Title
Your article title is listed on your contract. If you would like to suggest a new one, please confer with your OUP editor.

Length and Scope
Your article should be 6,000-10,000 words in length, including all sections described below.

Required Sections
Include the following sections, in this order: Summary, Keywords, Main Essay, Further Reading, and References.

Summary
The article summary should be a brief synopsis **of the topic, not of the article itself, and should be submitted before your complete article.** The summary should be roughly equivalent to a definition, one or two paragraphs in length. Unlike a traditional "abstract," **the summary should be able to stand on its own as a useful piece of content without reference to a larger article.**

- **Please do not include citations in the summary.**
- The summary will publish right away and serve as a preview for the full article (see Submitting Your Summary below). After the article is published, the summary will appear at the beginning.
- If you would like to make changes to your summary when you submit the final article, please include a revised copy.

Keywords
Please suggest 5-10 keywords that describe the content of your article. Keywords will ensure your article is searchable and discoverable online. Keywords are equivalent to terms in an index in a printed work.

Main Essay
Each article should present an overview of the full scope of a topic, its animating factors, and its developmental arc. Discuss the observational, theoretical, and experimental techniques used on the phenomena of focus. Below is a sample outline for an ORE article. **Note:** This outline is meant to help you organize your article, but not all topics can be organized in the same way and the sections should not be considered essential.

Introductory Paragraphs (400 – 500 words)
- Define the topic you will cover and why.
- Outline the areas of science that inform your work. Note how this work fits in the larger context of climate science.
- We prefer that this section be titled something different than "Introduction", to be more helpful and descriptive to readers.

Part One (2500 – 3500 words)
- Chart our understanding of the topic as it has developed over time: consider when and how the topic appeared and then took on its current form.
- Provide balanced coverage of the context, the controversies, and the debates that have informed and helped to form the topic, and that animate it now.
- Discuss foundational and notable discoveries or advances and those who made them within their context and current perspectives; include biographical details as needed.

Part Two (3500 – 4500 words)
- Present the current state of the science, discipline or areas of study that your article focuses on, including strengths and weaknesses. Include observational, theoretical and experimental techniques used.
- Refer to work in as many other countries as is sensible.
- You may add material from your own research in moderation.

Concluding Paragraphs (400 – 500 words)
- Draw together significant conclusions that assess the field, including strengths and weaknesses.
- Conclude with your judgment on what significant questions remain, are being pursued, or should be pursued.
- We prefer that this section be titled something different than "Conclusion", to be more helpful and descriptive to readers.

Further Reading

This section should be a list of the first 10-25 readings to which you would direct a student who wanted to read more deeply on this topic. These sources may, but need not be, cited in the text. This section is optional, but recommended.

References

Your article should end with a complete works cited list. For more information on formatting your references section, see the section Style, Spelling, and Format below.

Style, Spelling, and Format

Please follow the *Publication Manual of the American Psychological Association*, 6th edition **for both the text and the references.** Any style guidelines given in these instructions supersede those of *APA*. Spelling should follow the *New Oxford American Dictionary*.
- Use the Oxford comma: "one, two, and three" (not "one, two and three").
- **Do not reference yourself directly or use first-person pronouns** (e.g., "I believe…" or "…as we will see…").
- **Avoid directional language** ("see below" or "in the section above"). Instead, refer to specific section headings which can be cross-linked.
- **Avoid time-specific language.** Use specific dates when referring to recent events. Do not use "now" or "today" to indicate context. Instead, use timeframes like "the post-Holocene epoch" or "the early 21st century."

Headings

Headings and subheadings should be concise, consistently formatted, and clearly identifiable. This means all first-level headings should be formatted the same way, all second-level headings should be formatted the same way and differently from first-level headings, and so on. **Use no more than four levels of headings.**

Format

Your manuscript should be **double-spaced, letter-size page, typed in Times New Roman 12 point.** Please keep formatting such as bold, underlining, manual section and page breaks, to a minimum. Line and page numbers are not needed. Assign your article a file name with author name first followed by article title. **Please submit your article as a Word document.**

References and In-Text Citations

Referenced citations should be indicated in the text by author last name and year inside parentheses: e.g., (Smith, 2009). Please be sure to fully back-up every quote, statistic, etc. with a relevant citation. These citations should refer the reader to full bibliographic information in the References list at the end of your article.

The References list should contain all works directly cited in your article and **should not contain any works that you have not cited.** If you find that some core works are not referenced in your article, you may provide additional references under a "Further Reading" heading immediately following the References list.

Numbered Endnotes

List any endnotes at the end of your article, **not** as footnotes at the bottom of each page.

Non-Textual Materials (Images, Tables, etc.)

We encourage the use of images, links, equations, audio, and video in your article.

Permissions

If you decide to include non-textual materials, **we strongly suggest choosing non-copyrighted, or open access, materials that are in the public domain.** For copyrighted materials, **you must file cleared permissions** with OUP. Alternatively, you may use hyperlinks to link out to relevant materials on external websites. When using copyrighted images, audio, video, or text, it is the author's responsibility to:

- Secure nonexclusive worldwide rights to reproduce the material in **electronic and print form**, in all editions of the work present and future, and in all languages. Most publishers' websites provide details and contact information for requesting permissions.
- Pay any permissions fees.
- File permissions with your OUP editor before submitting your article (see Permission Request Form below).

Images

- Images can include artwork, photographs, graphs, charts, maps, and line drawings, etc.
- Please indicate where in your article you would like images to be placed. All images should be numbered and **should include captions and credit lines.**
  - o All reprinted or adapted images should be public domain or information about permissions should be included. Proper credit should be given in a citation or in the caption.
  - o **Example**: Figure 1. Photosynthetic light response. Reprinted from [author, title, and date of image source]"
- Images should be delivered **separate from the Word document** as individual **PNG, JPG, or GIF files**.
- Minimum requirements: **300 DPI, with 1280 pixels on the longest side** (if image contains text, the size should allow for text to be 18 pixels high). **Always send the highest resolution image that you can find.**

Tables & Text Boxes

- Tables and text boxes should be included **directly in the text** where they should be published.
- Like figures, all tables and text boxes should have brief, clear titles, captions, and be numbered separately from figures (i.e. Table 1, Box 1, etc.)

Equations

You are welcome to provide equations if they are relevant to your topic. If you do so, please number them consecutively (separate from images, tables, and text boxes), and **upload a separate PDF** for reference.

Audio and Video

You should consult with your OUP editor before deciding to include audio or video in your article. Audio and video files should be submitted in .MP4 format. For copyrighted materials, please seek permissions.

Submitting, Revising, and Publishing Your Article

To submit your article, please log in to the ORE ScholarOne site via the URL provided to you by your OUP editor. Alternatively, you can send the article and any accompanying files as attachments to your development editor's email address. **Please submit your manuscript as a Word file, and upload any image files separately.** See section Non-Textual Materials above for formatting and size requirements.

Your Contract

Please be sure you have signed your digital contract. Contact your OUP Development Editor with any questions. **If you would like to add a co-author,** please notify the OUP Development Editor before you sign your contract.

Submitting your Summary

Please submit a summary of your article before completing the full article. This summary will be published immediately to serve as a preview for your full article.

The Review Process

After submitting your full article, your OUP editor will review your manuscript for sense and scope against the parameters outlined in your contract. Barring the need for major revision at this stage, your article will be submitted to peer review, the results of which will be returned to you for response.

Revising Your Article

Once the peer review has been satisfactorily addressed, your article will be submitted to the Editor in Chief for final approval for publication.

Production and Copyediting

After your article has been approved, OUP will send your manuscript to a professional copy editor. Your copy editor will edit for style, consistency, spelling, punctuation, and grammar, but will not fact check or edit for content. Your edited manuscript will be sent to you for review in locked electronic Word files. You will be asked to review and respond in full to any and all queries. **This is your last opportunity to make changes to your manuscript before online publication.** You will then return the manuscript and production will continue, culminating with your article publishing in the ORE.

Updating Your Article

We encourage you to submit any updates to your article after it publishes. To do so, email climatescience.ore@oup.com.

Editorial Contacts

For any questions regarding the writing, formatting, or publication of your article, please contact your OUP development editors, Megan Anderluh (megan.anderluh@oup.com or climatescience.ore@oup.com) or Ian Richards-Karamarkovich (ore.clisci.editorial@oup.com), or your OUP subject editor, Sarah Kain (sarah.kain@oup.com).

Permission Request Form

To _____

To Whom It May Concern:

I am writing to request nonexclusive world rights to reproduce in my article and in its future editions, in all languages and formats, including electronic, the following material:

Author/Artist: _____
Title(s) of Work(s): _____
Publication date (if applicable): _____ Page/Figure/Table No. (if applicable): _____

This material is to appear in the following work which Oxford University Press is currently preparing for publication:

Title: _____
Editor: _____ Scheduled publication date: _____

If applicable, please provide a glossy print or high-resolution electronic file of the figure(s) for reproduction.

Oxford University Press is a not-for-profit university press and so I would be grateful if you would consider granting this use gratis or for a reduced fee.

Please indicate agreement by signing and returning this letter. By signing, you warrant that you are the sole owner of the rights granted and that your material does not infringe on the copyright or other rights of anyone. If you do not control these rights, I would be grateful if you let me know to whom I should apply.

Thank you for your consideration.

Sincerely,

_____
(Signature)   (Printed name)

Permission is granted for the use of the material as stipulated

_____
(Signature and Date)   (Printed Name)

_____
(Credit line of copyright notice to print)