Instructions for Authors

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1. Introduction

he layout of this text is an example of how your manuscript should look like (not, however, in this html-version! This refers only to the rtf and doc versions!) In addition, all the instructions are given explicitly below. We will also place this text as a Word for Windows and a Rich Text File document on the WWW site, so that you can download it and use it as a template for your own contribution. We hope that with a little delay we can also provide Latex templates.

2. Margins

If you are using A4 paper, please leave a margin of 25 mm on all the sides (top, bottom, left, right). If you have to use other (e.g., the US "letter") paper, leave a 25 mm margin on the top and on the left side while making the printed text 160 mm wide and 247 mm high.

3. Fonts

Please use a sans-serif typeface (Arial, Helvetica, etc.) with font size 10 pt (points), except title and authors (see below).

4. Title

The title is to be printed in 14 pt size, bold letters, centred. The authors' names are to be printed 12 pt size, bold, centred. The authors' affiliations are to be printed 10 pt, not bold, centred. Leave 1 empty line after the title and after the authors' names, and 3 empty lines after the affiliations. The affiliations should be connected to the authors using small superscript numbers, and at least the first author's affiliation should include postal and eHeadings-mail address.

5. Headings

Headings should be printed in the same size as the text, in boldface. Leave a 12 pt (1 line) space before a heading. Headings should be numbered.

5.1 Subheadings

Subheadings should be numbered decimally and be printed in italics, not bold.

6. Paragraphs

Text paragraphs should be printed with single line spacing and a justified right margin. Use hyphenation where appropriate. Leave a 6 pt (1/2 line) space after all paragraphs (text and headings).

7. Figures and Tables

Number all the figures and tables and place them directly on the page. Use italics for the legends. The manuscript will be printed in full size and thus figures will not be further reduced. To save space, you may put two figures side–by–side, or continue with the text along a small figure (see Fig. 1). In the short abstracts, only black–and–white figures should be used.

Space for a figure

Figure 1: Average range of the sodar as a function of the time of the day. The switching times for the acoustic power reductions are indicated by dotted lines.

8. References

References should be made by name and year. The list of references should be ordered alphabetically and its layout should follow the sample given below.

9. Submission

Please, submit short abstracts until 20 November 2000. Paper submissions should be ready for printing and arrive until the date given. For electronic submissions, we can accept postscript, Latex.dvi, and RichTextFormat (rtf). This is the format we prefer for your MS-Word documents: use the 'Save as' command and select the file type accordingly. If you send a .doc file, we will try our best but often there are hassles with different versions etc., so it is better to use rtf if possible.

The address for submission is: IWS–MET–VER, Institute of Meteorology and Physics, Türkenschanzstr. 18, A-1180 Wien, Austria, or via e-mail: iws-met-ver@imp1.boku.ac.at

10. Full proceedings on CDROM

Proceedings containing extended abstracts as well as recommendations formulated at the workshop will be published after the workshop on CDROM. There will be no strict page limit for these extended abstracts. They should follow the same style and layout as the short abstracts, but more technical specifications related to CD production might be given later. They must be received until 31 December 2000.

Acknowledgements

Acknowledgements should be inserted before the list of references.

References

Crescenti, G.H., 1997: A look back on two decades of Doppler sodar comparison studies. *Bull. Amer. Meteor. Soc.*, **78**(4),651-673.

Monna, W.A.A., van der Vliet, J.G., 1987: *Facilities for research and weather observations on the 213 m tower at Cabauw and at remote locations.* KNMI scientific report WR-nr87-5, 27 pp.

Seibert, P., Langer, M., 1996: Deriving characteristic parameters of the convective boundary layer from sodar measurements of the vertical velocity variance. *Bound.-Layer Meteor.*, **81**, 11-22.