

## Instructions to Contributors Guidelines

### Submission of new manuscript:

1. IMD has tie-up with NISCAIR and implemented an Online Publishing platform based on Open Journal System (OJS) for online publication and automation of editorial process of MAUSAM journal.
2. The submission of manuscript and review process has been made online for quarterly journal MAUSAM since 15<sup>th</sup> January, 2021. The authors should submit their manuscript online using "Submission" in the MAUSAM web portal [mausamjournal@imd.gov.in](mailto:mausamjournal@imd.gov.in). IMD publishes all research articles free of cost in MAUSAM.
3. The journal "MAUSAM" publishes Article, Full length paper, Shorter Contribution, Letters, Review articles in English. Authors should send only their original research contributions for publication in MAUSAM. No manuscripts should be submitted for publication if they have already been published, accepted or submitted for publication elsewhere. Authors are requested to provide three potential reviewers/referees from different parts of the globe.
4. The manuscripts should be concise, well written and in double space only with wide margin, pages marked serially in Times New Roman (12pt) and in A4 paper size (21 × 29.7). Manuscripts in a language other than English cannot be considered for publication in MAUSAM.
5. The manuscript should be arranged in the following order:
  - (i) Title including authors' names and affiliation,
  - (ii) Abstract,
  - (iii) Introduction
  - (iv) Data and methodology or Study area
  - (v) Results and discussions
  - (vi) Conclusions
  - (vii) Acknowledgements
  - (viii) Author statement (Disclaimer)
  - (ix) Reference list
  - (x) Tables
  - (xi) Figures and Figure captions
  - (xii) Appendix and Research highlights, if any.
6. Standard abbreviations in vogue only should be used in the paper. The names of month may be normally given in full, but these can also be written in three letter form, such as, Jan, Feb, Mar etc. the dates should be given as 23 January or 23 Jan. Time should be given as 0300 UTC or 0830 hr (IST). Only standard units, in force, should be used in the paper, e.g. hPa (not mb), UTC (not GMT).
7. The manuscripts of Research Contributions should contain Title (in upper and lower case); Name(s) of the author(s) (in capital letters); Address (in upper and lower case); Abstract : (not exceeding 300/100 words); Key words (not exceeding ten); Text (with headings and sub-headings of separate section, viz., Introduction, Data Methodology, Results & Discussion, Conclusion, Acknowledgement) and Appendix, if any. "Letters" may be prepared without using headings/subheadings in the text.
  - *Abstract* - Abstract is to summarise the objectives of the investigation and the important conclusions in English only. Set the abstract as a single paragraph of not more than 300 words. Do not include references in the abstract.
  - *References* - A complete list of all references quoted in the text and arranged alphabetically may be given at the end of the paper indicating clearly the name of the author (surname preceding the initials); year of publication; title of the paper (within inverted commas); name of the journal in customary abbreviation form, volume and number of the journal and page numbers, e.g., Sud, Y.C. Lau, K.M. Walker, G.K. and Kim, J.H., 1995, "Understanding biosphere-precipitation relationship : Theory, model simulations and logical inferences", *Mausam*, **46**, 1, 1-14.
  - *Tables* - All tables may be given on separate sheet of paper at the end of the paper in portrait format. The legends of tables should be precise. Details about the tables, if any, should be given in the text of the paper.
  - *Figure* - Line diagrams should be made neatly and of high resolution (300dpi) in PNG, TIFF, JPEG format. Maps, if any, should depict only the geographical boundaries without making the international boundaries. The size of the drawing should in no case be bigger than twice the page size of the journal so that the figures on reduction come within a page (16 cm or 8 cm). The legends of all figures should be given on a separate sheet of paper. The legends should be precise. Details about the figures, if any should be given in the text of the paper.
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- The authors are themselves responsible for the statements and opinions advanced by them in their contributions published in “MAUSAM”. The Editor & Director General of Meteorology does not hold himself responsible for any such statement and opinions expressed by the authors in their papers.
- *Text* - The paper must be divided into sections starting, preferably, with 'Introduction' and ending with 'Discussion' or 'Conclusions'. The main sections should be numbered 1, 2, 3 etc., subsections 1.1, 1.2, etc., and sub-sub-sections (if necessary) (1.1.1, 1.1.2), (1.2.1, 1.2.2) etc.
- *Mathematical material/equation* - Equations must be clearly written, each on its own line, well away from the text. All equations must be numbered consecutively in Arabic numerals with the equation number in parentheses near the right hand margin; number displayed equations consecutively within the article, not within the section. Use italic for variables, bold for vectors and matrices, script for transforms, and sans serif for tensors. Use superscripts and subscripts in superior or inferior position; do not use raised and lowered fonts. Extend fraction bars under the entire length of the numerator. Use the "degree" symbol instead of superscript lowercase "o." Use "exp" rather than "e" if the argument of an exponential is complicated or lengthy. Avoid awkward fractional composition by using negative powers. Use solidus fractions (l/r) in text. Use the following to avoid ambiguity: parentheses, brackets, and braces, in this order {{( )}}. Add one extra line space above and below all displayed equations.
- *Author statement (Disclaimer)* - Author statement (Disclaimer) should be mandatory, viz., “The contents and views expressed in this research paper/article are the views of the authors and do not necessarily reflect the views of the organizations they belong to”.
- *Research highlights* - Authors may include four to five listed points (not more than 100 words) of main conclusions of the paper.
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### **Submission of modified manuscript:**

1. The manuscript should be modified with careful attention to the referee’s comments/remarks accordingly as per suggested by the peer reviewer. Authors have to provide the modified manuscript as suggested above in the “Submission of new manuscript”.
2. In the modified manuscript, authors should provide an annotated version that highlights the changes made to the earlier version of the manuscript. This can be done easily with the "track changes" or "record changes" option available in modern word processors.
3. The author should give point-by-point reply to the reviewers' comments. Reply to each reviewer's comments separately and include the reviewer's comments in the reply. The reply should be framed as follows.

Comment 1: [Text of comment 1 from reviewer 1.]

Reply 1: [Text of your reply.]

Comment 2: [Text of comment 2 from reviewer 1.]

Reply 2: [Text of your reply.]

### **After Acceptance of the paper**

Authors have to provide the final (accepted) version manuscript and figures as electronic files. Research paper/shorter contribution/letter is appearing in the MAUSAM, final formatted research paper/shorter contribution/letter as appearing in “MAUSAM” will be sent to corresponding author for final checking by author(s). The same will be returned by the author within two days for further action in due course.

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