

Global Climate System Review — Publishing requirements

Text

Do not send completed layouts; simply send the texts and graphics, and the WMO Secretariat will prepare the layout for the Chair's review.

Text should be in word-processor files with the minimum of formatting. The use of DTP Software is not helpful. Illustrations should not be incorporated within the word-processor files; they should simply accompany text and have clear references to them. Boxed text, tables, legends, etc. can be included, but clearly labelled. Positions of graphics etc., should be marked with the file name used for the illustration.

Naming the files descriptively is a help (such as *CSRch1*).

Tables

Information in Word or Excel tables can be incorporated directly into the publication files for reformatting as required.

Formulae

Formulae prepared in Microsoft Equation are readily available for use in the publication. WMO can convert most other word-processor equation files except FrameMaker.

Graphics

To convey their information, graphics need to be consistently scaled and coloured throughout the book. Where it is impossible to create a series of graphics with identical scales, the information is better conveyed in a table. WMO will need to restyle the graphics to provide identical line-widths, colours and typography throughout the book. This is much quicker and simpler with vector-format (postscript) files than with any form of Bitmap.

Supply .eps files from the original graphing software, if they are available. If not, .eps or .tif files from recognised graphics software (preferably Adobe Illustrator or Macromedia freehand). Wherever possible, avoid simulating complex colours with a reduced palette. Use solid colours instead; they are more easily changed to provide a uniform range within the book.

The major cause of delay on the previous edition stemmed from problems with certain graphics formats. These problems should be reduced with faster, more powerful graphics computers, but in case of any doubt as to the suitability of a format, send samples to WMO as soon as possible to avoid potential delays in production.

Where suitable graphics are unavailable, send data files with a sketch of the graphic presentation suggested.

If the graphics are available only in page-ready documents, a .pdf (Acrobat) file preserves .eps images as postscript, but complicates working with the picture file.

Maps

Use consistent projections for series of maps, preferably being consistent throughout the book. Equal-area projections (but NOT Peters) are better than Mercator-based ones, but are not always available. WMO can work with MapInfo files, but prefers the final plot as a graphics file.

Photographic illustrations

Photos need to be saved with at least 300dpi resolution at the final printed size. That is, 120 pixels per centimetre of final image, after any selection of part of a photo. (Any raster-image graphics need to be a minimum of 600dpi, preferably 1200.) All such material is best saved in a raster-image format (.bmp .jpg, .gif, etc): .eps files of photo-style images are usually much larger with no advantage. Using computer software to simulate higher resolution of a low-res original from the web or a digital camera is not helpful; the subject needs to have been scanned or recorded at least the final bit size. Where only low-resolution images are available, send them to WMO for appraisal as soon as possible.

Moderate compression (JPEG, preferably or Tiff) can reduce file sizes, but has to be used with care, especially with high-resolution subjects, such as masts against the sky.

Pictures of inherently low-resolution subjects—computer screens, low-resolution plots, satellite images etc. should remain at their original resolution.

The following recommendation on standardization was adopted, to be applied wherever it could be done without holding back contributions beyond their respective deadlines:

Time Series

- 1) Scaling of the plots, particularly of the vertical scales should be optimized to avoid blank spaces.
- 2) Horizontal lines from ordinate values assist interpretation.
- 3) Plotting individual monthly/annual values should use bars and histograms, as opposed to joined up lines or dots/crosses.
- 4) Smooth lines on time series plots should use Gaussian or binomial filtering functions, as opposed to running means which should be avoided. The degree of filtering should be stated. [An exception to this would be time series where specific smoothing has been undertaken for many years, e.g. the SOI].
- 5) Yearly axes should be labelled at 5 or 10-year intervals.

Smooth lines can be extended to the ends of time series by padding time series with sufficient values (equal to the average values of the first/last n years) required for the filter.

- It was agreed events should be set in a historical perspective.
- It was agreed that standardized colouring schemes should be used for hot/cold (red/blue) and wet/dry (green/brown).
- It was agreed to carry on the practice of compiling a bibliography from the submitted references, with the Co-ordinating Lead Authors adding items from a search of recent literature.
- Adequate text must be provided by authors with each diagram, together with lead-ins and summaries. Lengthy captions should be provided together with credits.
- It was agreed that authors should endeavour to provide photographic material, again with credits and caption).