

ETHIOPIAN METEOROLOGICAL SOCIETY

**POLICY AND GUIDELINES FOR PUBLISHING THE
JOURNAL OF THE ETHIOPIAN METEOROLOGICAL
SOCIETY (JETMS)**

JUNE 2010

1. Purpose:

The purpose of JETMS is to publish original papers of scientific discoveries and new findings, and review papers of advances of understanding in meteorology and related sciences. With the enhanced reputation as an international journal in the meteorological science community, the journal is committed to ensure peer review and to develop world-wide distribution. The types of manuscripts accepted are Scientific Articles, Notes and Correspondence, and Invited Review Articles.

Scientific Articles are scientific reports of original findings with complete discussions

Notes and Correspondence is short reports of original findings intended to be published rapidly. Comments on papers published in JEMS and replies to them are included in this article type. Editorial decisions of acceptance/rejection for publication will be made within four months after submission.

Invited Review Articles are original comprehensive reviews of scientifically important subjects designated by the *Editor-in-Chief*.

2 Name of the Journal:

- Journal of Ethiopian Meteorological Society (JETMS).

A. Editorial Policy

1. Editorial Committee:

In order to edit and publish the journal, the Ethiopian Meteorological Society has established an Editorial Committee comprising the **Editor-in-Chief**, **Co-Editor-in-Chief** and **Editors**. All members of the Editorial Committee shall be nominated by the Society's Executive Board members. The JETMS Editorial Committee meets every two months, and its decision regarding publication is final. The Manager of the Society is responsible for management of the journal.

2. Publication:

- **Regular issue: *Annually***

The Editors in charge discuss manuscripts in an Editorial Committee meeting that

is held **bimonthly**. Through editing and printing, the selected articles are published within about **four months**.

- **Special edition or issue: *Special occasion as decided by Board of the Society***

The selected articles in specific subjects are published as and when decided by the Editorial Committee. The Editorial Committee of Special Issues is organized, and the members select manuscripts and perform paper reviews. Technical editing and all other operations are the responsibility of the Editorial Committee of Special Issues. All expenditures are completely independent from a regular Issue. The scientific level of the articles should be more than that of a Regular Issue. Scientific papers presented in the Society's General Assembly and scientific conference can be published as special edition or issue.

3. Copyright:

The copyright of manuscripts published in the journal belongs to the Ethiopian Meteorological Society. For each manuscript, all authors must ensure a copyright transfer to the Ethiopian Meteorological Society by submission of a Copyright Agreement Form. As an exception, authors whose work is created by official employees of any government should certify that the government has the copyright, and that the Ethiopian Meteorological Society can copy the manuscripts freely. In quoting a part of the article published in JETMS, the author must clarify the reference. In reproducing a part of the article or figure in JETMS, it is necessary to follow the Ethiopian Meteorological Society's regulations, which is formulated separately.

B. Peer review and Editorial Procedures:

The submitted manuscripts can be withdrawn at any time at the author's request. The final decision on acceptance/rejection of the manuscript will be made at the bimonthly held Editorial Committee meeting. Under normal circumstances, manuscripts are published within four months after the final decision.

1. Submission:

Manuscripts are submitted to the Editor-in-Chief of JETMS as both hardcopy (mail) and soft copy (e-mail). The Copyright Agreement Form must be sent by postal mail or faxed to the Editor-in-Chief. The Copyright Agreement Form can be signed by all authors or it can be divided into two or more sheets.

2. Assignment of Editor in charge:

The Editor-in-Chief examines the content and assigns one Editor in charge to process the manuscript. The Editor-in-Chief informs the authors of the date of receipt, the assigned manuscript number, and the name of the Editor in charge.

3. Preliminary Evaluation:

The Editor in charge has the right to propose the rejection of the manuscript in the Editorial

Committee before the review process when the manuscript does not follow the Submitting

Regulations or the contents and language do not meet the scientific standards of JETMS. Both the authors and the Editor-in-Chief are notified of the rejection proposal. The Editor in charge may request corrections before peer review in case the manuscript does not meet the standards of JETMS or the text expression is not clear.

4. Editor's proposal:

After reviewing the revised article from the author the Editor in Charge communicates his/her proposal on whether to accept or reject the manuscript to the Editorial Committee. To be accepted, the manuscript must be written properly to show its scientific value with accurate logical structure. When the

scientific value is low or a logical mistake is found, or the appropriate level cannot be reached in the provided period, the Editor may propose rejection. The Editor in charge may inform the authors of his/her proposal before the Editorial Committee.

5. Final Decision at the Editorial Committee Meeting:

The Editorial Committee members discuss the Editor in charge's proposal during the Editorial

Committee meeting and they make the final decision regarding publication of the manuscript. The notice of final decision is sent to the author from the Editor-in-Chief through mail or e-mail. The date of receipt of the manuscript is assumed to be the day on which the Editor in charge receives the final form.

6. Final File Submission:

The authors are requested to submit the source file of the final form to the Editor-in-chief in soft copy. After submitting the final form, as a rule, the author should not correct it except for any part noted by the Editorial Committee.

7. Technical Editing:

The language, proof-reading and logical flow of the manuscripts should be edited by Editorial office so that the printed lay-out is set to the JETMS print format. The manuscript is then ready to be printed in the journal.

8. Publication in the Journal:

JETMS articles are published within six months after the final decision of acceptance.

9. Publication of Corrected Manuscript:

If a mistake is found in a published article, the author, the Editorial Office, or the print company prepares a corrected manuscript, and submits it to the Editor-in-Chief. After the Editor-in Chief decides that the corrected manuscript should be published, it will be published as a Corrigendum.

C. Submission Guidelines:

1. Submission of Manuscripts:

Authors are encouraged to submit manuscripts via e-mail. They should prepare their manuscript and a cover letter according to the instructions in JETMS Submission Guidelines. Authors who are unable to submit electronically should send four hard copies of their manuscript and copyright Agreement Form to the following ETMS Office address : :

1. By mail : Ethiopian Meteorological Society

P.O.Box 24137/1000, Addis Ababa, Ethiopia

2. Hand delivery: Addis Ababa, Lideta Subcity, Kebele 07/14

House no. 900, NMA building A, room no. 16

Tele. No. +251-11-5527356

2. Manuscript to be Published:

Authors who wish to publish manuscripts as original article, case study and scientific review paper are encouraged to submit their work as a Scientific Article or a Note. Authors who wish to comment on a manuscript published in the journal are encouraged to submit it as a Comment, and the authors of commented manuscript are requested to submit a Reply. Submission of Invited Review Articles is requested by the Editor-in-Chief based on the decision of the Editorial Committee. The author who is requested to submit a manuscript as the Invited Review Article can add his/her co-authors if it is needed, after obtaining an approval of the Editorial Committee. The Editorial Committee reserves the right to decide on acceptability for publication and is responsible for the final editing of all accepted manuscripts.

3. Criteria for acceptability of Manuscript for publication:

All manuscripts (except Invited Review Articles) should meet the following requirements.

- a. It should satisfy minimum standards such as observation, data analysis, methodology, numerical model/ theory concerning the basis and application of meteorology or related sciences.
- b. Original articles must contain new findings with scientific value that is obtained by the authors themselves.
- c. The conclusion must be explained logically.
- d. The manuscript must be written in understandable English.

4. Copyright Agreement Form and Prohibition of Duplicate Submission:

The copyright of manuscripts published in the journal belongs to the Ethiopian Meteorological Society. The Copyright Agreement Form must be sent by postal mail or faxed to the ETMS Office. Copyright Agreement Forms can be signed by all authors or divided into two or more sheets. As an exception, an author whose work is created as an official employee of any government must send a Certification Form. The author must not have submitted the article to another journal before the decision of acceptance or rejection at the Editorial committee. The authors can submit their manuscripts to another journal freely after withdrawal or rejection is decided by the Editorial Committee.

5. Electronic Format:

The authors are strongly recommended to submit their manuscripts via e-mail as attached document. The graphics, tables, and the abstract should be included in the same file. During the review process, publication quality resolution is not needed; higher resolution files will be required upon acceptance for publication. The final text should be a Word file and, the tables and figures should be TIFF, JPEG, GIF, or XLS files.

6. Cover letter:

The manuscript file must be submitted with a cover letter, which contains the full title of the manuscript, the full names and affiliations of all authors, the name and an e-mail address with telephone and fax numbers of the corresponding author. The Editorial Committee has the right to select paper reviewers.

7. Page limitation:

The length of the manuscripts including figures and tables should not exceed 25 pages for a Scientific Article and 10 pages for reviews, case studies and comments. The manuscript should be double spaced in 12 point type.

8. Manuscript style:

a. Title page:

The title, author's name, affiliation, and corresponding author's address should be on the title page. Abstract is assumed to be the second page. The title concisely expresses topics of research. As a rule, the authors should use the general vocabulary understood in the meteorology field and avoid the usage of uncommon abbreviations.

b. Abstract:

A short and concise abstract should be placed at the beginning of each manuscript (less than or equal to two hundred fifty words). For a case study, the authors should avoid redundant descriptions of particular phenomena, and instead describe a universal mechanism obtained from the case study. Explanations should be given when using peculiar technical terms. If the authors use abbreviations, they should be written in full at the beginning of the Abstract, and then used in their abridged form. In principle, the authors should not quote other papers except those important papers that preface their research.

c. Text:

The text should be divided into sections, each with a separate heading and consecutive numbering. Section headings should be written on a separate line, e.g.

1. Primary heading

1.1 Secondary heading

- a. Tertiary heading
 - 1) Quaternary heading
 - (i) Quinary heading

Mathematical formulas and equations should be written clearly in the text with ample space above and below.

d. Acknowledgment:

e. Appendix:

Lengthy mathematical analysis or list of symbols should normally be put into an appendix. When there are two or more appendices, they should be identified as Appendix A, Appendix B, and so on.

f. References

References should be arranged alphabetically by authors' names, without numbering. The first author's name is described with family-name-first style (Given name in the case of Ethiopians or based on the article published) and the second or later is described with first-name-first style. Selected journal abbreviations should be used for the names of journals in the references. If the article is written in a language other than English, it should be described in *Italic* (e.g., *in Amharic*). Quoting the papers under review or before submission is discouraged. It should be written as "Submitted" after the journal's title in case that the paper has not been accepted, and "in press" is used when the paper has already been accepted. In the list of references, each reference must be complete in the following form. For an article: author(s), year: title of article, title of journal (abbreviated), volume number, pages. For a book: author(s), year: title of book, publisher, and pages. For a book (collectively-written or partially-written): author(s), year: title of chapter, title of book ed., by editor(s), publisher, country (abbreviated), pages. The prototype of citation of reference is decided Editorial Committee and then communicated to the authors by Editor-in-Chief before the manuscript is sent to the reviewers.

g. Figure legends:

All figure legends with numbering, which adequately explain the figures, should be typed on one or more pages and placed after the reference list. Submitted manuscripts include figure legends at the bottom of respective figure pages for reviewers' convenience. When the final manuscript is submitted, the explanations have to be deleted from the figure pages, and only the figure number is printed in the upper right corner such as Fig. 1. When the figure is quoted in the text, it must be written as the shortened form (e.g., Fig. 1), except at the beginning of the sentence (e.g., Figure 1). If the figure is divided into several parts, the author should identify them as Fig. 1a and not Fig. 1(a). It should be written as Figs. 1a and 1b in quoting two or more figures. In the Appendix, the figures should be identified as Fig. A1, Fig. B3 and so on.

h. Table legends:

All table legends with numbering, which adequately explain the tables, should be typed on one or more pages placed after the figure legend. Submitted manuscripts include table legends at the bottom of respective table pages for reviewers' convenience. However, when the final manuscript is submitted, the explanations have to be deleted from the master table, and only the table number is printed in the upper right corner such as Table 1. They should be quoted in the text as Table 1 and should not be shortened. The table in an Appendix should be identified such as Table B3.

Writing the manuscript:

i. Mathematical formula:

In using a complex formula, the author should describe it as independent line. When the formula is a part of the sentence, a comma or a period at the end of the formula is needed. When the formula is quoted, parentheses should be applied to its number, and marked like Eq. (1), (1), Eqs. (1)-(3), (1)-(3). The author can omit Eq. and Eqs., but he/she should be consistent throughout his/her manuscript. It should be written as "Equation" at the

beginning of a sentence. In Appendix, the author should write Eq. (A1), Eq. (B3).

ii. Date and time:

Do not use the shortened form to express months except in figures. Coordinated Universal Time (UTC) is used to express Universal Time; Greenwich Mean Time (GMT) and (Z) are not used. To show the daily variation in a particular region, the use of Local Standard Time (LST) is permitted.

iii. Unit:

As a rule, international units (SI) are to be used. However, using units commonly used in meteorology and oceanography is permitted. The unit should be roman, and do not use a slash but an index, and put a space between different units (e.g., do not use m/s but $m\ s^{-1}$)

D. Procedures after acceptance decision:

1. Submission of Electronic Format of the Final Form:

The Editor-in-Chief will inform the author of the acceptance through the appropriate channel, preferably by e-mail. The author should correct the manuscript according to the Editor-in-Chief's instruction, and should submit the electronic format of the final form immediately. After the final form, the author should not correct it except for any part pointed out by the Editorial Committee.

2. Submission of Author's Form:

The Editorial Office sends a notification of acceptance and Author's Form to the author. The author should mail the Author's Form to indicate the formal postal mailing address and reprint order, which are necessary for accounting in the office of the Ethiopian Meteorological Society.

3. Page and Color Charges

Page and color charges are free for ETMS members.

Other authors are requested to pay a publication charge of ten (10) Birr per printed page. For authors who submit only a hard copy of the manuscript, an additional three (3) Birr per page will be charged for typesetting. For color photos and drawings, an additional charge of two (2) Birr per page at maximum will be imposed. Invited Review Articles of up to 20 printed pages are exempted from the page charge. Authors who can demonstrate their inability to pay the above charges could be exempted by the Editorial Committee.

4. Reprints:

Authors will receive two *reprints free of charge*. Additional reprints with/without the Journal cover may be ordered at the price listed using the Author's Form, which is sent from the Office of ETMS when the manuscript is accepted for publication in JETMS.

5. Contents of the journal

- *General meteorology*
- *Weather forecasting and climate prediction (Statistical, Dynamics, NWP)*
- *Climate change (Scientific background, projection, impact, extremes, adaptation and mitigation)*
- *Applied meteorology (Agro-meteorology, Aviation meteorology, hydrometeorology, Urban-climatology, air-pollution, Bio-climatology, Water Resources, Tourism meteorology)*
- *Economic and social value of meteorology*
- *Environmental related-issues*

6 Architecture and format of the Journal

- Cover page, front and back, color
- Contents on the cover page
- Number of scientific articles to appear in each issue
- Paging format: continue from the previous issue, volume, number and pp

7. Price and dissemination policy

- Individual copies: Hard copy Birr 50 (fifty) per copy
Soft copy Birr 25 (twenty five) per copy
Online (password protected) Birr 15 (fifteen) per copy
- Annual subscription is 25 % less of the above prices

8. Revision of charges and prices

The charges and prices in D3 and D7 will be revised by the Journal Committee and approved by the Executive Committee of ETMS, as appropriate, after making a study on actual costs.