Latex submission guidelines

The current version of the main CLS file is agujournal2019.cls

You are not required to use the newest template, but it is strongly recommended.

Zip Contents:

- agujournaltemplate.tex
  - This is a "sample" manuscript. It contains commented out instructions and pre-defined sections to add your work.
- agujournal2019.cls
  - This is the primary class file. It corresponds to agujournaltemplate.tex
- si_template_2019.tex
  - A "sample" supporting information readme. Like agujournaltemplate.tex, it contains a framework to fill with information about your supplemental files.
- agutexSI2019.cls
  - The class file for the supporting information readme file, si_template_2019.tex
- trackchanges.sty
  - a third-party package that facilitates manuscript annotation, usually for tracking changes. Set package options to "inline" to show annotations, "finalnew" to compile an unmarked paper. Complete documentation is here.
- a directory, trackchanges-0.7.0
  - contains python scripts for automated removal of change tracking commands, if needed
  - also includes documentation and authorship info for the package above

[Using agujournaltemplate.tex](#)

1. enter the journal's name in plain text `\journalname{`here`}`
2. enter your paper's title `\title{`here`}`
3. List all authors `\authors{`here`}`

   List authors by first name or initial followed by last name and separated by commas. Use `\affil{}` to number affiliations, and `\thanks{}` for author notes. Additional author notes should be indicated with `\thanks{}` (current addresses, for example). Example:
   `\authors{A. B. Author\affil{1}\thanks{Current address, Antartica}, B. C. Author\affil{2,3}, and D. E. Author\affil{3,4}\thanks{Also funded by Monsanto.}}`

4. Next, define affiliation name footnotes with `\affiliation{`affiliation number`}{`Affiliation name & address`}`

   Example:
   `\authors{W. Bowie\affil{1}}`
   `\affiliation{1}{American Geophysical Union}`
   Produces:
   W. Bowie[1]
   [1]American Geophysical Union

5. Define one corresponding author with `\correspondingauthor{`Name`}{`email`}`

   The review process uses only one corresponding author. We can facilitate additional corresponding authors after acceptance, if applicable.

6. List between one and three key points. Key Points convey the main points and conclusions of the article. Format them like this:
   `\begin{keypoints}`
   `\item` enter point 1 here
   `\item` enter point 2 here
   `\item` enter point 3 here
   `\end{keypoints}`

7. Enter your abstract in the Abstract environment, like this:
   `\begin{abstract}`
   Abstract goes here
   `\end{abstract}`

8. Add your Plain Language Summary in its own unnumbered section. Its purpose is to explain the study to the public. A good summary should state the general problem, what was done, and the result. Suggestions for writing a plain-language summary are [here](#). Format the section like this:
   `\section*{Plain Language Summary}`
   Enter Plain Language Summary here

9. Now you can input the body of your paper.
   - Use the `\section` command to add new sections and subsections as appropriate.
   - Add your figures and tables where they are mentioned in the text.
   - Please don't use subfigure.sty to combine multiple figure parts. Figures with many parts must be consolidated into a single figure file.

- Use `\cite{}` for parenthetical citation and `\citeA{}` for in-text citations. Use <> for pre-notes and [] for post-notes, like this: `\cite<e.g.>[and others]{Turing1938}`
- Don't use `\input` to refer to external tex files – include all text and markup within the primary article file.

10. Include an unnumbered Open Research section at the end of your paper but before the bibliography. This section points readers to the data, software, and other research objects (e.g. notebooks) used to reach your conclusions. See the Availability Statement section of Data and Software for Authors for examples.

    - use the type bibtex field to tag data references. Options are Dataset, Software, ComputationalNotebook, Collection

    ```
    @misc{https://doi.org/10.7283/633e-1497,
    doi = {10.7283/633E-1497},
    url = {https://www.unavco.org/data/doi/10.7283/633E-1497},
    author = {de Zeeuw-van Dalfsen, Elske and Sleeman, Reinoud},
    title = {KNMI Dutch Antilles GPS Network - SAB1-
    St_Johns_Saba_NA P.S.},
    publisher = {UNAVCO, Inc.},
    year = {2019},
    type = {dataset}
    }
    ```

    ```
    \section{Open Research}
    Enter data, software, and other research object information here
    ```

11. Optional: an Acknowledgments section goes after the body but before the bibliography. Format it like this:

    ```
    \acknowledgments
    Enter acknowledgments here.
    ```

12. Add your bibtex bibliography.

    ```
    \bibliography{name of your bib file}
    ```

    - Don't specify a file extension.
    - Make sure you upload your BIB file into the peer review software *or* incorporate the bbl code into the manuscript.

Latex Tips

- You are not required to use agujournal2019.cls. If your paper was written with a previous template, you are not obligated to update it if it is legible.
- Agujournal2019 uses the apacite package to format the bibliography and citations. Apacite uses `\cite{}` for parenthetical citations (previously `\citep{}`) and `\citeA{}` for in-text citations (previously `\citet{}`)

- o Apacite uses angled brackets for pre-notes (<i.e.>, <e.g.>). Earlier templates used square brackets ([i.e.], [e.g.]). Post-notes remain unchanged ([for instance], [emphasis added]). Example: `\cite<e.g.>[page 43]{Turing1938}` → (e.g. Turing 1938 page 43)
  - o Complete documentation for Apacite is here: http://mirrors.ctan.org/biblio/bibtex/contrib/apacite/apacite.pdf
- Add line numbering with the lineno package
- You may use other packages to write your paper provided that they are available to our typesetters or are uploaded as "latex supplemental files". Common and well-known packages don't need to be uploaded (ie amsmath, lineno, soul, etc.)
- Use the sidewaystable package to display wide tables
- Avoid vertical lines in your tables. The table padding is set to facilitate Wiley's typesetting of an accepted paper. Their style guide does not allow vertical lines, and vertical lines might not be spaced correctly in the compiled PDF.
- Use the textcomp package and `\textperthousand` command to produce a per mille (‰)
- The trackchanges package has several useful options:
  - o finalold - Reject all edits.
  - o finalnew - Accept all edits (for submitting a "clean" revision for review)
  - o inline – display markup in the text
  - o complete documentation is here: http://trackchanges.sourceforge.net/help_stylefile.html

Bibliography file tips

- You have two options –
  - o Upload your bibtex file as a "Latex Bib File" or "Bibliography" file type alongside your submission.
  - o You can also incorporate your bibliography directly into the .tex manuscript if you prefer:
    1. Run LaTeX on your LaTeX file.
    2. Run BibTeX on your LaTeX file.
    3. Open the newly created .bbl file containing the reference list and copy all of the contents into your LaTeX file after the acknowledgments section.
    4. Comment out the old \bibliographystyle and \bibliography commands.
    5. Run LaTeX on your new file before submitting.
- References in supporting information must also be included in the reference list of the main paper, or in a designated section in the main paper so that they will be discovered, linked, and indexed.
  - o *Please do not* use crossreferences (xr package) between documents; our submission system's latex engine can't navigate references between tex files.

- You can use \nocite to include the supporting information references in your bibliography without citing them in the body of the text.
- It is not necessary to have a second bibliography specifically for the supporting information references (though it is also not forbidden)
- Our cls file modifies the apacite package to render bibliographies exactly to our style. This includes:
  - initials to disambiguate authors with similar names (Michael Jordan, Michael B. Jordan)
  - Extending in-text citations to differentiate papers with similar author lists
  - using "et al" in subsequent references to papers with 3 authors, and so on.

This formatting might appear unorthodox, but it does meet our expectations

AGU Submission Platform Software Tips

- Upload the primary TEX file as an "Article" file type
- Upload bibtex BIB files as "Latex Bib File" type or as "Bibliography" file type
- Remember to remove any subdirectories from your figure paths (ex. \images\figure1.eps)
- You can upload a PDF you compiled yourself with the "PDF Upload" button on the "Review Manuscript Files" screen:

File Name	Files	Approve	Tools
Merged PDF ☐ Contains 1 Article File *Updated: 07/24/2019 2:25 pm by Nick R Violette*	PDF	☐	⬆ pdf
Article File *Updated: 07/24/2019 2:25 pm by Nick R Violette*	PDF TeX		✏ edit ⬆ pdf

- Supporting Information is not copyedited and it is recommended that you upload your own PDF of the supporting information file, if applicable.
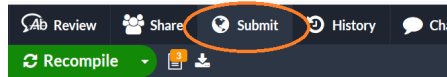
Word Count & Page Length evaluation

There are a variety of ways to count the words in your LaTeX submission.

Word count **includes** abstract, text, in-text citations, figure captions, and appendices. Word count **excludes** title, author list and affiliations, plain language summary, text inside the table, Open Research Section, references, and supporting information.
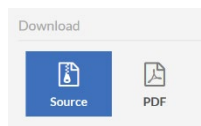
- TeXCount offers a web service. You will need to remove the sections that do not count toward AGU's page length considerations.
  - https://app.uio.no/ifi/texcount/online.php
- Adobe Acrobat and other PDF readers offer Word Count functionality. Consult the user guide for your reader.
- Several other options are described in this StackExchange thread:
  - https://tex.stackexchange.com/questions/534/is-there-any-way-to-do-a-correct-word-count-of-a-latex-document

[Overleaf submission transfer tips](#)

- Overleaf templates are here: https://www.overleaf.com/gallery/tagged/agu
- A submission written with an AGU template in Overleaf can be instantly transferred to JGR Space Physics, Geophysical Research Letters, JGR Atmospheres, and Journal of Advances in Modeling Earth Systems (JAMES).

- An Overleaf article intended for a journal not mentioned above can easily be submitted manually. Click Menu, then choose Source under the Downloads header. You can upload the ZIP file into AGU's submission platform, and it will automatically extract the files.

[Troubleshooting and known bugs](#)

- References appear as "??" and/or bibliography is missing
    1. Double check the file name of your bibtex file, and compare to the file name specified in your \bibliography command
    2. Make sure your bibliography command is not pointing to a subdirectory (ie \documents\references.bib)
    3. Confirm that the BIB file is labeled as a "Latex Bib File" type in the submission software
    4. Confirm that you are using apacite command syntax - \cite or \citeA, and angled brackets for prenotes. See "Latex Tips" above.
    5. If you uploaded the BIB file after the TEX file finished compiling, you will need to delete the TEX and re-upload it when the BIB is uploaded
- Figures appear as placeholders, as empty borders, or as paths to files
    1. Double check the file name of affected figures, and compare to the file name of the uploaded figure file
    2. Make sure your includegraphics command is not pointing to a subdirectory (ie \documents\figure1.pdf)
    3. If the missing figure(s) are EPS, confirm that the uploaded version is viable. If it became corrupted during the upload, try replacing it with a PDF version.
- Trackchanges fails when used inside citation commands
    1. This is a known bug in the TrackChanges package
    2. [A couple of solutions are here](#)
- Please direct any questions to the respective journal inbox. Here is a complete list:

Advances: advances@agu.org

Earth & Space Science: earthspacescience@agu.org

Earth's Future: earthsfuture@agu.org

GeoHealth: geohealth@agu.org

Geophysical Research Letters: grlonline@agu.org

Global Biogeochemical Cycles: gbc@agu.org

G^3: g-cubed@agu.org

JAMES: james@agu.org

Paleoceanography: paleoceanography@agu.org

Radio Science: radioscience@agu.org

JGR-A (Space Physics): jgr-spacephysics@agu.org

JGR-B (Solid Earth): solidearth@agu.org

JGR-C (Oceans): jgr-oceans@agu.org

JGR-D (Atmospheres): jgr-atmospheres@agu.org

JGR-E (Planets): jgr-planets@agu.org

JGR-F (Earth Surface): earthsurface@agu.org

JGR-G (Biogeosciences): jgr-biogeosciences@agu.org

Reviews of Geophysics: reviewsgeophysics@agu.org

Space Weather: spaceweather@agu.org

Tectonics: tect@agu.org

Water Resources Research: wrr@agu.org