

The copernicus.cls User Manual

How to produce L^AT_EX manuscripts
for journals published by
Copernicus Publications

Copernicus Publications
Max-Planck-Str. 13
37191 Katlenburg-Lindau, Germany
production@copernicus.org
<http://publications.copernicus.org>

Version 1.1 from June 2007

Contents

| | | |
|----------|---|----------|
| 1 | Introduction | 3 |
| 2 | Using the Copernicus L^AT_EX package | 4 |
| 2.1 | L ^A T _E X Preamble – copernicus.cls or copernicus2.cls | 4 |
| 2.2 | Title and authors | 5 |
| 2.3 | Abstract | 7 |
| 2.4 | Introduction | 7 |
| 2.5 | Sectioning | 7 |
| 2.6 | Conclusions | 7 |
| 2.7 | Acknowledgements | 8 |
| 2.8 | References | 8 |

| | | |
|----------|--|-----------|
| 3 | Extra features | 11 |
| 3.1 | Figures | 11 |
| 3.2 | Tables | 12 |
| 3.3 | Alternative texts for one or two columns | 13 |
| 3.4 | Chemical formulas and physical units | 14 |
| 3.5 | Itemization and numbering | 14 |
| 3.6 | Literature citations | 15 |
| 3.7 | BibTeX | 16 |
| 3.8 | Times Roman fonts | 16 |
| 3.9 | Italic fonts | 16 |
| 3.10 | Miscellaneous | 16 |
| 4 | Journal-specific considerations | 17 |
| 4.1 | Considerations for two-stage journals | 17 |
| 4.2 | Considerations for journals with German text | 18 |
| 5 | Reference sheet | 19 |

1 Introduction

Copernicus Publications provides the Editorial Office and/or Production Office for a number of journals. These are:

Advances in Geosciences (ADGEO)
Advances in Radio Science (ARS)
Advances in Science and Research (ASR)
Annales Geophysicae (ANGEO)
Atmospheric Chemistry and Physics (ACP)
Astrophysics and Space Sciences Transactions (ASTRA)
Biogeosciences (BG)
Climate of the Past (CP)
eEarth (eE)
Hydrology and Earth System Sciences (HESS)
Natural Hazards and Earth System Sciences (NHES)
Nonlinear Processes in Geophysics (NPG)
Ocean Science (OS)
Social Geography (SG)
Surveys and Perspectives Integrating Environment and Society
 (SAPIENS)
The Cryosphere (TC)

In addition to these journals, Copernicus Publications also publishes books consisting of collections of articles, each by different authors. Their production is very much like that of a single journal issue.

Manuscripts should be written in British English and the authors are responsible for correct spelling and grammar.

The goal is to achieve fast and inexpensive production of the articles. In order to maintain a high quality, all manuscripts accepted for publication are typeset in the Copernicus journal style by the Publication Production Office in L^AT_EX.

The manuscript must be prepared in accordance with the rules on the layout. For those authors with access to the document preparation system L^AT_EX, the `copernicus.cls` class files are provided containing these requirements. Manuscripts must be submitted as electronic files via the Electronic Editorial Support Office. Further information on how to prepare figure files, supplemental material, service charges, etc. can be found on the individual journal webpages.

No further support for the obsolete L^AT_EX version 2.09 is provided. The old syntax will still function, but only with L^AT_EX 2_ε in its “compatibility” mode. Since this mode is only meant for processing old documents, that syntax is deprecated today. Here L^AT_EX means L^AT_EX 2_ε.

General information on how to write papers in L^AT_EX is provided in the basic manuals by Lamport (1994) and Kopka and Daly (1999).

2 Using the Copernicus L^AT_EX package

Authors who are familiar with L^AT_EX should have no problems using the copernicus L^AT_EX package. Even if the manuscript has already been written using standard L^AT_EX without the `copernicus.cls` class files, it will be easy to adapt it. The most important changes are inserting extra information to the title page and to the header of each page.

The copernicus L^AT_EX package contains the following files:

- `copernicus.cls` or `copernicus2.cls`
- `copernicus.bst`
- `template.tex`
- `Copernicus_Latex_Manual.pdf`

The `template.tex` file consists of all important commands which are supported by the `copernicus.cls` and the `copernicus2.cls`.

The meaning of the individual elements is explained in the following sections. Text printed in upper case letters should be replaced with your own.

2.1 L^AT_EX Preamble – `copernicus.cls` or `copernicus2.cls`

The Copernicus L^AT_EX package is identified by giving its name in the `\documentclass` command:

```
\documentclass[journal abbreviation]{copernicus} or
\documentclass[journal abbreviation]{copernicus2}
```

The journal abbreviation must be inserted in square brackets.

The following possibilities should be used:

- `copernicus.cls`

| | |
|--|--------------------|
| Advances in Geosciences | <code>adgeo</code> |
| Advances in Radio Science | <code>ars</code> |
| Annales Geophysicae | <code>angeo</code> |
| Atmospheric Chemistry and Physics | <code>acp</code> |
| Astrophysics and Space Sciences Transactions | <code>astra</code> |
| Biogeosciences | <code>bg</code> |
| Climate of the Past | <code>cp</code> |
| eEarth | <code>ee</code> |
| Hydrology and Earth System Sciences | <code>hess</code> |
| Natural Hazards and Earth System Sciences | <code>nhess</code> |
| Nonlinear Processes in Geophysics | <code>npg</code> |
| Ocean Science | <code>os</code> |
| Social Geography | <code>sg</code> |

- `copernicus2.cls`

Advances in Science and Research `asr`
 Surveys and Perspectives Integrating Environment and Society `sapiens`

As the journal “SAPIENS” is divided into “Surveys”, “Analyses” and “Perspectives” please insert `\documentclass[sapiens]{copernicus2}` and additionally `\bartext{Surveys}`, `\bartext{Analyses}` or `\bartext{Perspectives}`.

Please find instructions how to insert two-stage journals in Sect. 4.1.

To prepare a L^AT_EX file in manuscript one-column style the following should be inserted (only for journals using the `copernicus.cls`):

```
\documentclass[journal abbreviation, ms]{copernicus}
```

The tables will be placed in the back together with the figure captions. The command `\printfigures` is used to also include the figures in the back.

The style files `amssymb.sty`, `array.sty`, `color.sty`, `fix2col.sty`, `german.sty`, `graphicx.sty`, `ifthen.sty`, `lineno.sty`, `multicol.sty`, `textcomp.sty`, `times.sty`, and `url.sty` are automatically included, if they are available. The functionality of `natbib.sty` and `authblk.sty` is also available in the Copernicus L^AT_EX package. Any additional macros or packages of the authors may be employed with the `\usepackage` command as usual, provided that they do not change the page layout. However, the style files must be submitted to the Publication Office along with the L^AT_EX file.

2.2 Title and authors

As in standard L^AT_EX, information for the title block is entered by means of the commands:

```
\title{...}
\author{...}
```

to which the Copernicus L^AT_EX package adds:

```
\affil{...}
```

The text of the title should be entered with usual English sentence style: capitalize only the first word and any word that is normally written capitalized.

There are two ways to enter the list of authors depending on the number of affiliations and other notes.

If there is only one affiliation, enter each author’s name singly with the `\author` command. Add the affiliation with the `\affil` command after all authors:

```
\author{I. M.~First}
\author{U. R.~Second}
\affil{Institute for Physics}
```

This results in:

I. M. First and U. R. Second

Institute for Physics

If there are two or more affiliations, or if some additional note is required, then superscripts can be given in square brackets, as for example:

```
\author[1]{I. M. First}
\author[2]{U. R. Third}
\author[1,*]{U. R. Second}
\affil[1]{Institute for Physics}
\affil[2]{School of Chemistry}
\affil[*]{now at:}
```

This produces:

I. M. First¹, U. R. Third², and U. R. Second^{1,*}

¹Institute for Physics

²School of Chemistry

*now at:

If the list of authors and affiliations is larger than the allocated space, you can increase the height of the title block with the `\titleheight{...}` command. The default is `\titleheight{7.5cm}`.

Some additional pieces of information are necessary:

`\runningauthor{...}` and `\runningtitle{...}` are the abbreviated list of authors and a short title for the running heads, respectively. For the `\runningauthor{...}` the following options are possible:

- The author list consists of two authors:
I. M. First and U. R. Second
- The author list consists of more than two authors:
I. M. First et al.

`\correspondence{...}` contains the name and email address of the author to be addressed for correspondence and proofs. Please include the email address in round parentheses, e.g.:

I. M. First (imfirst@xyz.org)

As usual, the actual title is produced with the command `\maketitle` which must be issued after all the above has been given.

2.3 Abstract

For journal articles, an abstract must be inserted into the `abstract` environment.

For the `copernicus.cls`:

```
\begin{abstract}
  TEXT
\end{abstract}
```

For the `copernicus2.cls`:

```
\abstract{
  TEXT
  \keywords{TEXT}}
```

There is no abstract for articles in books.

Keywords are only used for *Annales Geophysicae* and *Surveys and Perspectives Integrating Environment and Society* and not necessary for all other journals.

2.4 Introduction

The introduction must be part of every manuscript. To ensure this, the command `\introduction` is used. If you want to use a slightly different title, you can add it in square brackets, e.g.:

```
\introduction[Motivation]
```

2.5 Sectioning

The sectioning commands of the L^AT_EX `article` class may be used as normal, although their effects are somewhat different.

`\section` produces a bold heading, flush left, in the normal font size.
For books, the title is bold, 12 pt.

`\subsection` produces a flush left heading in plain type. For books, the title is bold, 11 pt.

`\subsubsection` is the same as `\subsection` except for the numbering.
For books, the title is bold, 10 pt.

2.6 Conclusions

The conclusions must be part of every manuscript. To ensure this, the command `\conclusions` is used. If you want to use a slightly different title, you can add it in square brackets, e.g.:

```
\conclusions[Summary and conclusions]
```

2.7 Acknowledgements

Acknowledgements are to be included with the `acknowledgements` environment, as

```
\begin{acknowledgements}
  TEXT
\end{acknowledgements}
```

There is also a corresponding `acknowledgement` environment for a singular acknowledgement.

2.8 References

The references must be put into the `thebibliography` environment, e.g.:

```
\begin{thebibliography}{}

\bibitem[Jones et al.(1990)]{jones90}
  Jones, J. K., Thomas, P. R., and
  Peters, R. F.: The best results
  of fitting curves, J. Math. Dev.,
  12, 1245--1261, 1990.

\bibitem[Jones and Thomas(1991)]{jones91}
  Jones, J. K. and Thomas, P. R.:
  More results of fitting curves,
  J. Math. Dev., 13, 335--339, 1991.

\bibitem[Helliwell(1965)]{helliwell65}
  Helliwell, R. A.: Whistlers and
  related ionospheric phenomena,
  Stanford Univ. Press, California, 1965.

\end{thebibliography}
```

The argument in square brackets (e.g. “[Jones et al.(1990)]”) is the citation that will appear in the text when you cite this article, as explained in Sect. 3.6.

Alternatively, if you are using Bib_TE_X, you can use the Bib_TE_X style file `copernicus.bst` that is provided as part of the Copernicus L^AT_EX package, as explained in Sect. 3.7.

Reference categories, their required elements and examples:

1. Article in Journal

Author(s) (Initials always after last name!)

Article title

Journal title abbreviation

Volume
Page numbers
Year

Punge, H. J. and Giorgetta, M. A.: Differences between the QBO in the first and in the second half of the ERA-40 reanalysis, *Atmos. Chem. Phys.*, 7, 599–608, 2007.

2. Article in Journal with doi number

Author(s) (Initials always after last name!)
Article title
Journal title abbreviation
Volume
Page numbers or article number
doi number
Year

Felder, M., Poli, P., and Joiner, J.: Errors induced by ozone field horizontal inhomogeneities into simulated nadir-viewing orbital backscatter UV measurements, *J. Geophys. Res.*, 112, D01303, doi:10.1029/2005JD006769, 2007.

3. Book

Author(s), Editor(s) (Initials always after last name!)
Book title
Series title and volume (if any)
Editors (if not authors)
Publisher
Location
Total pages (optional)
Year

Singh, O. N. and Fabian, P. (Eds.): *Atmospheric Ozone: a Millennium Issue*, Copernicus Publications, Katlenburg-Lindau, Germany, 2003.

4. Article in Book

Author(s) (Initials always after last name!)
Article title
Book title
Edition (if any)
Editors (if any)
Publisher
Location
page numbers of article in book
Year

Eagleson, P. S.: Physical composition of the oceans and lakes, in: Dynamic Hydrology, EGU Reprint Series 2, Copernicus Publications, Katlenburg-Lindau, Germany, 2003.

5. Presented Paper

Author(s) (Initials always after last name!)
 Paper title
 Name of Meeting/Conference
 Location of Meeting/Conference
 Date of Meeting/Conference
 Abstract number
 Year

Keppler, F., Hamilton, J., Braß, M., and Röckmann, T.: An overlooked major source of atmospheric methane: in situ formation in plants, EGU General Assembly, Vienna, Austria, 2–7 April 2006, EGU06-A-08188, 2006.

6. Presented Paper published in Conference Proceedings

Author(s) (Initials always after last name!)
 Paper title
 Proceedings title Name of Meeting/Conference
 Location of Meeting/Conference
 Date of Meeting/Conference
 Abstract number or page numbers
 Year

Iwata, M., Matsumoto, H., and Kojima, H.: Computer experiments on the plasma wave generation in the vicinity of Earth's bow shock, in: Proceedings of the 6th International School/Symposium on Space Plasma Simulation Overview, Garching, Germany, 3–8 September 2001, 4 pp., 2001.

7. Report, Map, Thesis, Dissertation

Author(s) (Initials always after last name!)
 Title
 Report designator (M.S., Ph.D., etc.)
 Issuing Organisation/University
 Location
 Page numbers
 Year

Monger, J. W. H. and Journeay, J. M.: Guide to the geology and tectonic evolution of the southern Coast Mountains, Geol. Surv. of Can., Ottawa, Ont., Open File Rep. 2490, 77 pp., 1994.

Brown, R. J. E.: Permafrost in Canada, Geol. Surv. of Can., Ottawa, Ont., Map 1246A, 1967.

Kronberg, E. A.: Dynamics of the Jovian Magnetotail, Ph.D. thesis, International Max Planck Research School at the Universities of Braunschweig and Göttingen, Germany, 133 pp., 2006.

If an article is available via the internet, an url address can be inserted before the year, e.g. “available at: <http://www.copernicus.org/>, 2007.”.

3 Extra features

3.1 Figures

Authors must provide electronic versions of all their figures. Vector graphics in the file formats **eps** and **pdf** are preferred. For pictures, **png** and **jpg** are also possible. Colour illustrations are accepted at **no additional charge**. Authors are encouraged to make use of this feature. Figures are included into the document with the figure environment. As an example, if a figure exists as an encapsulated PostScript file named **sample-figure.eps**, then it could be included directly with the commands

```
\begin{figure}[t]
  \vspace*{2mm}
  \begin{center}
    \includegraphics[width=8.3cm]{sample-figure}
  \end{center}
  \caption{TEXT}
  \label{fig:sample-figure}
\end{figure}
```

For this to work, you must have the **graphicx** package, which is included in recent L^AT_EX versions. If you use pdfL^AT_EX instead of L^AT_EX, you must provide the orbit plot as either **sample-figure.pdf** or **sample-figure.jpg**. You should give the graphics file name in the `\includegraphics` command without an extension.

Figures stretching over both columns can be produced with the starred version, i.e. the **figure*** environment:

```
\begin{figure*}[t]
  \vspace*{2mm}
  \begin{center}
    \includegraphics[width=12cm]{sample-figure}
  \end{center}
  \caption{TEXT}
  \label{fig:sample-figure}
\end{figure*}
```

It is possible to scale figures to the full text width or to the width of one column with the `\includegraphics` command:

```
\includegraphics[width=\textwidth]{orbit}
\includegraphics[width=\columnwidth]{orbit}
```

If a figure is very large and split over two pages, the command `\addtocounter{figure}{-1}` can be used between the figure environments to ensure that both parts get the same figure number, e.g.:

```
\begin{figure*}[t]
  \vspace*{2mm}
  \begin{center}
    \includegraphics[width=12cm]{sub-figure1}
  \end{center}
  \caption{TEXT}
  \label{fig:sub-figure1}
\end{figure*}

\addtocounter{figure}{-1}
\begin{figure*}[t]
  \vspace*{2mm}
  \begin{center}
    \includegraphics[width=12cm]{sub-figure2}
  \end{center}
  \caption{Continued.}
  \label{fig:sub-figure2}
\end{figure*}
```

If the figures should be labeled with a, b etc., the following should be inserted:

```
\addtocounter{figure}{-1}
\renewcommand{\thefigure}{\arabic{figure}a}
```

3.2 Tables

Tables are created with the `tabular` environment and included in the text within a `table` or `table*` environment. The former is used for a table of single-column width, while the latter is for tables of two-column width. The tables should be horizontally centered. The `\caption` command comes at the top. For horizontal rules at the top, in the middle and at the bottom of the table, the commands `\tophline`, `\middleline`, and `\bottomhline` should be used, e.g.:

```
\begin{table}[t]
  \caption{TEXT}
  \vskip4mm
  \centering
```

```

\begin{tabular}{ll}
\tophline
COLUMN      & COLUMN\\
\middlehline
COLUMN      & COLUMN\\
COLUMN      & COLUMN\\
\bottomhline
\end{tabular}
\end{table}

```

If a table is very large and must be split over two pages, the command `\addtocounter{table}{-1}` can be used between the `table*` environments to ensure that both parts get the same table number, e.g.:

```

\addtocounter{table}{-1}
\begin{table}[t]
\caption{Continued.}
\vskip4mm
\centering
\begin{tabular}{ll}
\tophline
COLUMN      & COLUMN\\
\middlehline
COLUMN      & COLUMN\\
COLUMN      & COLUMN\\
\bottomhline
\end{tabular}
\end{table}

```

3.3 Alternative texts for one or two columns

Mathematical formulas often have to be fiddled with to fit them into the narrow confines of a single column in two-column format, whereas they will fit with no problem into the wide columns of the one-column layout. This often results in the author having to modify his formulas when changing between these layouts. The new command `\iftwocol` allows both versions of the text to be included in one document, for automatic selection depending on whether two-column mode is active or not. Its syntax is:

```
\iftwocol{yes}{no}
```

where *yes* is the text that is inserted if two-columns are in effect, and *no* the text that is otherwise taken. For example, a line break may be necessary for the two-column layout where a space is sufficient for the longer lines of the one-column layout:

```
\iftwocol{\\}{ }
```

This command may be used in other situations, but the main application is this mathematical one.

3.4 Chemical formulas and physical units

Chemical formulas and physical units often contain superscripts and subscripts. It is thus desirable to use the \LaTeX math mode for them. However, according to the IUPAC recommendations by Mills et al. (1993), they must be typeset using the normal upright font whereas the \LaTeX math mode produces italics. Therefore the Copernicus \LaTeX package provides the new commands `\chem` and `\unit` that should be used for chemical formulas and physical units:

```
\chem{HSO_4^-}      prints  HSO4-
\unit{mol\,dm^-3}    prints  mol dm-3
```

Several arrows are provided by \LaTeX for chemical reactions:

```
\rightarrow          prints  →
\rightleftharpoons   prints  ⇌
\leftrightharpoons   prints  ↔
```

`\rightarrow` should be used for normal (one-way) chemical reactions and `\rightleftharpoons` for equilibria. Note that `\leftrightharpoons` is reserved for resonance structures.

Using the `equation` and `eqnarray` environments, \LaTeX automatically numbers the equations as (1), (2), (3), and so on. Articles in the geosciences often contain chemical reactions as well as physical equations. For this purpose, the `copernicus.cls` provides the new environments `reaction` and `rxnarray` which create labels including the letter R, i.e. (R1), (R2), (R3), and so on. The numbering of equations and reactions is independent of each other. These new environments can be used in the same way as `equation` and `eqnarray`, e.g.:

```
\begin{reaction}
  \chem{O_3} + h\nu \rightarrow \chem{O_2} + \chem{O}
\end{reaction}

\begin{rxnarray}
  \chem{O_3} + h\nu
  & \rightarrow
  & \chem{O_2} + \chem{O} \\
  \chem{O} + \chem{O_2}
  & \rightarrow
  & \chem{O_3}
\end{rxnarray}
```

3.5 Itemization and numbering

To itemize or enumerate text parts the following commands should be used. Each textpart should start with `\item\verb` to insert a – or a number.

```
\begin{itemize}
```

```

\item TEXT
\item TEXT
\item TEXT
\end{itemize}

\begin{enumerate}
\item TEXT
\item TEXT
\item TEXT
\end{enumerate}

```

3.6 Literature citations

| L ^A T _E X command | example result |
|--|-----------------------------------|
| <code>\citet{jones90}</code> | Jones et al. (1990) |
| <code>\citep{jones90}</code> | (Jones et al., 1990) |
| <code>\citep{jones90,jones93}</code> | (Jones et al., 1990, 1993) |
| <code>\citep[p.~32]{jones90}</code> | (Jones et al., 1990, p. 32) |
| <code>\citep[e.g.,][]{jones90}</code> | (e.g., Jones et al., 1990) |
| <code>\citep[e.g.,][p.~32]{jones90}</code> | (e.g., Jones et al., 1990, p. 32) |
| <code>\citeauthor{jones90}</code> | Jones et al. |
| <code>\citeyear{jones90}</code> | 1990 |

The Copernicus journals use the author-year system of literature citation, which is not supported by standard L^AT_EX. The Copernicus L^AT_EX package does support it, with and without the BibT_EX program. All commands explained here are also listed in the table above.

Since there are two ways of making a citation in the author-year system, either as “Jones et al. (1990)” or as “(Jones et al., 1990)”, there are two variants of the original `\cite` command. Suppose the key for the above reference is `jones90`, then use

`\citet{jones90}` for Jones et al. (1990)

and

`\citep{jones90}` for (Jones et al., 1990).

Optional arguments can be used to add notes inside the citation: a single argument behaves as in standard L^AT_EX, i.e. it produces a note *after* the citation. However, with two optional arguments (non-standard), the first goes *before*, the second *after* it. Two other citation commands are available. `\citeauthor{jones90}` prints the author and `\citeyear{jones90}` prints the year of a citation.

For the above examples to function properly, either the bibliography style `copernicus.bst` must be used with BibT_EX, or the `thebibliography` environment must be formatted accordingly.

If you want to cite a web page (URL), you should use the `\url` command. This has two advantages. First, no hyphen will be added

if a line break appears within a long URL. Second, characters that appear often in an URL but have a special meaning in \LaTeX like `~` and `_` can be used directly within the `\url` command. For example, `\url{http://www.xyz.org/~jones/idx_g.htm}` will produce `http://www.xyz.org/~jones/idx_g.htm` and the direct link from the pdf file to the webpage.

3.7 Bib \TeX

The Copernicus \LaTeX package provides the Bib \TeX style file `copernicus.bst`. If you use Bib \TeX , you can enter the following two lines instead of writing the `thebibliography` environment manually:

```
\bibliographystyle{copernicus}
\bibliography{bib_file}
```

Here, *bib_file* refers to your bibliography file with the suffix `bib`.

A reference often contains a link to a web page (URL) or a digital object identifier (doi). If you use Bib \TeX with the `copernicus.bst` style file, you can enter an URL or DOI in your `bib` file as e.g.:

```
URL = {http://www.xyz.org/~jones/idx_g.htm}
DOI = {10.1029/2001JD000942}
```

3.8 Times Roman fonts

If the `times` package with the Times Roman fonts exists in your \LaTeX installation, it will be used automatically. This package also replaces the sans serif font with Helvetica. If you do not have access to PostScript fonts through \LaTeX , then you must use the Computer Modern fonts that are standard. On no account should you select one of the other PostScript fonts!

3.9 Italic fonts

Accentuations should be avoided, but if really necessary, the text should be identified with italics, using the command `\textit{highlight}\verb.`

Latin names of plants, creatures, etc. should be identified in italics, but latin phrases like “in situ”, “versus”, “a priori”, “et al.”, “i.e.” should stay in an upright font.

3.10 Miscellaneous

The Copernicus macros `\permil` and `\degree` produce the permil and the degree sign, respectively, which are not part of standard \LaTeX . The command `\vec` has been changed to produce a bold-face italics symbol that is used for **vectors** (instead of the arrow over the symbol). To

obtain the bold-face upright font for **matrices**, use the standard L^AT_EX command `\mathbf`.

| | | |
|----------------------------------|--------|----------|
| <code>\permil</code> | prints | ‰ |
| <code>42\degree\,N</code> | prints | 42° N |
| <code>100\unit{\degree C}</code> | prints | 100°C |
| <code>\vec{x}</code> | prints | x |
| <code>\mathbf{A}</code> | prints | A |

In general, all units are separated from the number using `\,` to create a small space.

Please remember that it is necessary to add “`\`”, i.e. a backslash and a space, if one of these commands is directly followed by a space, e.g. “5 `\permil\` or less” prints “5 ‰ or less”.

For multiplication the L^AT_EX command `\times` should be used. The character `*` or `\cdot` must not be used for this purpose.

4 Journal-specific considerations

4.1 Considerations for two-stage journals

To prepare a paper in the two-stage journal style, the following journal abbreviations and commands should be inserted in the square brackets:

```
\documentclass[journal abbreviation, hvmath, online]{copernicus}
```

The following journals consist of a two-stage part:

| | |
|---|--------------|
| Atmospheric Chemistry and Physics Discussions | acpd |
| Biogeosciences Discussions | bgd |
| Climate of the Past Discussions | cpd |
| eEarth Discussions | eed |
| Hydrology and Earth System Sciences Discussions | hessd |
| Ocean Science Discussions | osd |
| Social Geography Discussions | sgd |
| The Cryosphere Discussions | tcd |

For the two-stage journals, the following differences apply:

- The sections created with `\introduction` and `\conclusions` are mandatory because in the online version of the paper there are buttons linking to these sections.
- Authors are strongly encouraged to use the commands `\label` and `\ref` when referring to figures, tables, and sections. For citations, the commands `\bibitem` and `\citep` (or `\citet`) should always be used. If done correctly, they will automatically be converted into hypertext links when the online pdf file is produced.
- There is no special numbering of sections, equations, figures and tables in the appendix. Therefore, please do not use the `\appendix` command.

- It is possible to produce the correct URL of the electronic supplement of your paper with the `\supplement{suffix}` command. The *suffix* can be any of the file name extensions that are allowed for an electronic supplement, i.e.: `pdf` and `zip`.

4.2 Considerations for journals with German text

For journals with German text, e.g. Social Geography, two abstracts are required: one in German and one in English. The first abstract is in the main language, the second in the other one. Simply put the two texts into two separate `abstract` environments. The heading switching (and word division rules) will change automatically.

The package `german.sty` should exist on your system, and will be loaded automatically if it can be found. This simplifies the typing of German texts, and selects German word divisions, if installed. To activate the German text the following must be inserted in the command

```
\documentclass[journal abbreviation, german]{copernicus}
```

All environment names are the same as for English text. Thus the environments `acknowledgement` and `acknowledgements` produce the headings *Danksagung* and *Danksagungen*, respectively. Similarly for `figure` and `table`.

References

- Kopka, H. and Daly, P. W.: A Guide to L^AT_EX—Document Preparation for Beginners and Advanced Users, Addison Wesley Longman, Reading, MA, 3rd edn., 1999.
- Lamport, L.: L^AT_EX—A Document Preparation System, Addison-Wesley, Reading, MA, 2nd edn., 1994.
- Mills, I., Cvitaš, T., Homann, K., Kallay, N., and Kuchitsu, K.: International Union of Pure and Applied Chemistry: Quantities, Units and Symbols in Physical Chemistry, Blackwell Science, Boca Raton, 1993.

5 Reference sheet

`\accepted{date}` enters the date that the paper was accepted for publication (to be inserted by the Publication Production Office).

`\affil{address}` enters the affiliation that applies to all the previous authors since the last `\affil` entry.

`\affil[num]{address}` enters an affiliation with the explicit superscript *num*.

`\author{name}` enters the name of one author.

`\author[num]{name}` enters the name of one author with the explicit affiliation superscript *num*.

`\begin{acknowledgement}...`

`\end{acknowledgement}` is a new environment for entering the text of one acknowledgement.

`\begin{acknowledgements}...`

`\end{acknowledgements}` is a new environment for entering the text of several acknowledgements.

`\begin{reaction}...\end{reaction}` is a new environment similar to equation for entering a chemical reaction.

`\begin{rxnarray}...\end{rxnarray}` is a new environment similar to `eqnarray` for entering several chemical reactions.

`\bottomhline` prints a horizontal line in a table with some space above it. It should be used at the bottom of a table.

`\chem{formula}` prints a chemical formula using the correct upright font.

`\citeauthor{key}` prints the author of a citation as “Jones et al.”.

`\citep{key}` prints a citation in parenthetical form as “(Jones et al., 1990)”.

`\citep[after]{key}` prints a citation including a note after the main citation.

`\citep[before][after]{key}` prints a citation including two notes before and after the main citation.

`\citett{key}` prints a citation as “Jones et al. (1990)”.

`\citeyear{key}` prints the year of a citation as “1990”.

`\conclusions[title]` starts the conclusions section (optionally using the title *title*).

`\correspondence{name (email)}` enters the name and email address of the author to be addressed for correspondence and proofs. Include the email address in round parentheses.

`\degree` prints the degree sign.

`\firstpage{page_number}` enters the page number of the first page (to be inserted by the Publication Production Office).

`\iftwocol{yes}{no}` prints alternative text depending on whether or not the two-column mode is active. This is useful for alternative formatting of math formulas.

`\introduction[title]` starts the introduction section (optionally using the title *title*).

`\middlehline` prints a horizontal line in a table with some space above and below it. It can be used in the middle of a table.

`\permil` prints the permil sign.

`\printfigures` anywhere in the text will ensure that figures are printed out at the end of the manuscript. The captions will always be printed on a separate page. `\printfigures` is only used for the traditional layout, not for the two-stage journals.

`\pubdiscuss{date}` enters the date that the manuscript was published in the discussion stage (to be inserted by the Publication Production Office).

`\published{date}` enters the date that the manuscript was published in its final form (to be inserted by the Publication Production Office).

`\received{date}` enters the date that the manuscript was submitted (to be inserted by the Publication Production Office).

`\revised{date}` enters the date that the revised manuscript was received (to be inserted by the Publication Production Office and omitted if there were no revisions).

`\runningauthor{text}` enters the abbreviated list of authors that appears at the top of all pages (except for the first page).

`\runninghead{name}` is an obsolete command. Please use both `\runningauthor{text}` and `\runningtitle{short_title}` instead.

`\runningtitle{short_title}` enters the short title that appears at the top of all pages (except for the first page).

`\title{title}` enters the title of the manuscript.

`\titleheight{height}` increases the height of the title block (default = 7.5 cm).

`\tophline` prints a horizontal line in a table with some space below it. It should be used at the top of a table.

`\unit{phys_unit}` prints a physical unit using the correct upright font.

`\vec{...}` prints a bold-face italics symbol used for vectors.