

Guidelines for Authors

The Meteorological Bulletin is published by the Czech Hydrometeorological Institute (“CHMI”), the publisher, as a bimonthly periodical focusing on expert essays and informative articles from the fields of **meteorology, climatology, air quality and hydrology**. More detailed information on the Meteorological Bulletin and abstracts from its individual issues can be found at casmz.chmi.cz.

The CHMI Publishing House also releases publications within the editorial series of the CHMI’s Collection of Works, the CHMI’s Works and Studies, the National Climate Programme of the Czech Republic, other serial publications (yearbooks, etc.), monographs, and related materials (conference proceedings, etc.).

GENERAL FORMATTING REQUIREMENTS

- A4 page format
- Margins set at 2.5 cm on all four sides
- Times New Roman font, size 11
- 1.5 line spacing
- Breakdown of the text into sections (a maximum of two numbered levels)

SCOPE OF ARTICLES

The scope of articles for the Meteorological Bulletin shall be specified by the number of standard pages, (a standard page is defined as 1,800 characters, including spaces). Expert essays, informative articles and personal reports shall have no more than 10, 4 and 2 standard pages, respectively.

Manuscripts of publications issued by the CHMI Publishing House shall have a scope as approved by the CHMI Editorial Committee. It is recommended that a publication within Works and Studies has no more than 50 pages. A publication within the CHMI Collection of Works should have 50 to 150 pages. The Publishing House shall be consulted about submissions with a scope longer than those listed above.

RECOMMENDED ARTICLE OUTLINE

The manuscript shall be submitted in electronic form (MS Word) and shall be factually and linguistically correct. The manuscript must be complete, including all attachments. The title, abstract, keywords, and figure and table captions must be in Czech and English, (if necessary, the English translation will be ensured by the editorial team).

- **Title of work** – apposite and concise, should not exceed 90 characters
- **Author(s)** – full name(s) of author(s) (without degrees or titles), name and address of the organization(s) where the author(s) work
- **Abstract** – in the case of the Meteorological Bulletin, no more than 1,200 characters (including spaces)
- **Keywords** – designated for indexing a document, shall consist of no more than 7 words or collocations (presented in alphabetical order)
- **Introduction** – shall include objectives of the work, working hypotheses, work-related issues
- **Methodology, input data and method of solution**
- **Outcomes and evaluation thereof** – presentation of work outcomes by the author(s)
- **Discussions** – comparing the outcomes with outcomes of similar works published in the Czech Republic and abroad, putting the outcomes in a broader context, methodology weaknesses, etc.
- **Conclusion** – generalization of outcomes, concise and clear expression of the work’s benefits, possibility of practical application, suggestions for further research
- **Bibliographic citations** – in alphabetical order, according to the surname of the first author (without numbering)

In addition to such parts of a typical manuscript, there are also other complementary parts, such as **a list of abbreviations, acknowledgments** (for example, to a grant agency, the Czech Hydrometeorological Institute for using its data, etc.), **and supplements**.

Tables and **figures** must be self-explanatory and shall be referred to in the text. They shall be delivered in separate files and shall not be put in any manuscript. However, it is appropriate to mark places in the text where the author wishes to place them.

Tables. These can be incorporated into the text as per their numeric referencing. They shall be designated using Arabic numerals. A table's title shall be written above the table, in Czech and English in the format of *Tab. 1 xxx* and *Table 1 xxx*, respectively.

Figures. Each figure caption shall be written below the figure, in Czech and English in the format of *Obr. 1 xxx* and *Figure 1 xxx*, respectively.

Publishing articles in English. In the Meteorological Bulletin, it is possible to publish selected high-quality articles in English. Manuscripts of articles submitted in English must be accompanied by an extensive Czech or Slovak abstract (1 to 2 standard pages).

FIGURES

Figures shall be delivered in digital form, where line drawings and photographs shall have a minimum resolution of 600 dpi and 300 dpi, respectively, at a size of 1:1, (the higher the resolution, the better; however, there is no need for a resolution higher than 1,200 dpi). The figures shall be delivered in a common graphic format (EPS, JPEG, TIFF, PNG, WMF, BMP, AI or CDR). Graphs shall be in (XLS) format, but if you need to use a different format consult the editorial team about this issue in advance. Graphical figures must contain clearly marked axes with the relevant symbols of quantities. Units of measurement shall be specified in the figure's caption.

EQUATIONS

Equations inline with the text and in separate lines shall be written using the MS Word equation editor. Equations shall be numbered at the right margin, and the meaning of individual symbols shall be explained below the formula or equation. When editing any formula on the computer, it is necessary to pay special attention to the proper use of indices, exponents and other characters (e.g. °C). Formulas must include correctly used italics, boldface, capitals and Greek font. When using mathematical tools, it is necessary to respect the relevant ISO standards and Czech National Standards (ČSN).

LITERATURE CITATIONS

In-Text Citations

The author's name and the year of publication of the cited source shall be written in the text as the name and year in parentheses. If the author's name occurs naturally in the text, then only the year shall be mentioned in parentheses. If two or more sources have the same author and year of publication, they shall be distinguished from each other by using a small-case letter assigned to the year of publication. In such a case, letters shall also be written in the final list of bibliographic citations. If it is necessary to mention two or more sources, they shall be written in parentheses and separated by a semicolon. In the case of three or more authors, only the first author's name shall be written in parentheses followed by the abbreviation et al. In the event that no author is mentioned, the publisher's name shall be given (in chronological order, according to the year of publication).

Citation Examples:

The totals are lower particularly in winter (Vavruška 2011), which is also confirmed by Coufal (1973) and can be verified on the CHMI portal (CHMI 2013). More details are included in the first part of the evaluation of meteorological elements in the research area of the Jizerka Stream (Balcar et al. 2012) and other studies (Balcar, Slodičák 2005; Vacek 2003).

Bibliographic Citations

- The list of cited literature shall be placed at the end of the article (publication) below the title "Literature". The list shall be sorted alphabetically and shall not be numbered.
- Bibliographic citations shall usually be expressed as follows: Author's/editor's surname, year of publication. Title: Subtitle. Order of release. Series title and numbering. Place of publication: Publishing house. Scope. Standard identifier.
- Guiding principles: The authors' names shall be capitalized (in the case of multiple authors, a maximum of five authors shall be noted and followed by et al.). The titles of serial publications, i.e. journals, yearbooks, collections, etc., shall be unabridged and italicized, and, in addition, the ISBN and ISSN shall be specified. Pages shall be noted using the abbreviation pp. It is only obligatory to mention an edition number if it is not the first edition. The number of pages for the whole publication shall not be indicated. If a book and its titles are written in multiple languages, all of these shall be noted. We recommend that such titles be separated by commas.

Citation Style Examples:

Monographs

KRŠKA, K., ŠAMAJ, F., 2001. Dějiny meteorologie v českých zemích a na Slovensku. History of Meteorology in the Czech Republic and Slovakia. Prague: Karolinum Publishing House. ISBN 80-7184-951-0.

HÁJKOVÁ, L., VOŽENÍLEK, V., TOLASZ, R., KOHUT, M., MOŽNÝ, M. et al., 2012. Atlas fenologických poměrů Česka, Atlas of the Phenological Conditions in Czechia. Prague, Olomouc: Czech Hydrometeorological Institute, Palacký University in Olomouc. ISBN 978-80-86690-98-8 and ISBN 978-80-244-3005-8.

MOŽNÝ, M., HÁJKOVÁ, L., STALMACHER, M., BAREŠ, D., NOVÁK, J. et al., 2012. Monitoring Phenology by Use of Digital Photography. In: V. KOŽNAROVÁ, S. SULOVSKÁ, L. HÁJKOVÁ, etc., Bioclimate 2012 – Bioclimatology of Ecosystems, International Scientific Conference, Conference Proceedings. Ústí nad Labem, 29 – 31 August 2012. Prague: Czech Bioclimatological Society, pp. 74–75. ISBN 978-80-213-2299-8.

Serial Publication

KŘIVANCOVÁ, S., VAVRUŠKA, F., 1997. Základní meteorologické prvky v jednotlivých povětrnostních situacích na území České republiky v období 1961–1990. *Národní klimatický program České republiky*, sv. **27**. Basic Meteorological Elements in Different Weather Situations in the Czech Republic in 1961–1990. *National Climate Programme of the Czech Republic*, Vol. **27**. Prague: CHMI. ISBN 80-85813-52-1, ISSN 1210-7565.

Serial Publication – Journal

RACKO, S., SIMON, A., SOKOL, A., 2002. Niektoré z príčin búrok v zimnom období. *Meteorologické Zprávy*, roč. **55**, č. 3, s. 69–81. Some of the Causes of Winter Storms. *Meteorological Bulletin*, Vol. **55**, No. 3, pp. 69–81. ISSN 0026-1173.

TALAGRAND, O., 1997. Assimilation of Observations, an Introduction. *Journal of Meteorological Society of Japan*. Special Issue. Vol. **75**, 1B, pp. 191–209. ISSN 0026-1165.

Serial Publication – Collection

VAVRUŠKA, F., 1999. Porovnání měření teploty vzduchu na klasických a automatických meteorologických stanicích. In: *Sborník prací Českého hydrometeorologického ústavu*, sv. **47**, Praha: ČHMÚ, s. 53–56. Comparison of Air Temperature Measurements at Conventional and Automatic

Weather Stations. In: *Collection of Works of the Czech Hydrometeorological Institute*, Vol. **47**, Prague: CHMI, pp. 53–56. ISBN 80-85813-65-3, ISSN 0232-0401.

Electronic Citation

APPEL, K. W., GILLIAM, R. C., 2008. Overview of the Atmospheric Model Evaluation Tool (AMET). 7th Annual CMAS Conference, Chapel Hill, NC, 6 – 8 October 2008. [online]. [cit. 14 February 2011]. Available from the website: [http:// www.cmascenter.org/conference/2008/slides/appel_amet_cmas08.ppt](http://www.cmascenter.org/conference/2008/slides/appel_amet_cmas08.ppt).

SETVÁK, M., 1999. Tornáda na území České republiky a Slovenska [online]. Český hydrometeorologický ústav [cit. 30. 11. 2000]. Tornadoes in the Czech Republic and Slovakia [online]. Czech Hydrometeorological Institute [cit. 30 November 2000]. Available from the website: <http://www.chmi.cz/meteo/sat/torn/>.

CHMI, 2002. Hlásné profily povodňové služby [online]. [cit. 10. 10. 2002]. Flood Warning Water Gauging Profiles [online]. [cit. 10 October 2002]. Available from the website: <http://hydro.chmi.cz/inetps/main.php>.

STANDARDS USED

The standards used include: Czech National Standard ČSN 01 6910 Editing Documents Prepared by Word Processors, ČSN ISO 80000-1 Quantities and Units – Part 1: General, ČSN ISO 80000-2 Quantities and Units – Part 2: Mathematical Signs and Symbols to Be Used in Physical Sciences and Technology, ČSN 88 0410 Proof Correction Symbols for Printing and Their Rules, etc. (and related standards). The validity of these standards can be verified at the editorial office.

LINGUISTIC CORRECTNESS

CORRECTIONS

The author shall be obliged to perform an author's proof of his/her article by making notes on the margins of the printed text, which he/she shall sign and date. Any corrections shall be carried out using a ballpoint pen or a felt tip pen. The author shall use correction symbols in accordance with the applicable Czech National Standard ČSN 88 0410. Proofreading shall be used to correct major typesetter errors (poorly placed figures, text duplication, etc.). During the proofreading phase, it is not possible to modify the structure of the work or to significantly change its scope. **The author's proof shall be sent back immediately. Corrections received too late cannot be taken into account!**

TEXT PROCESSING AND COMMON ERRORS

OTHER

- **Contributions** shall be sent to the editorial office address: hanka.stehlikova@chmi.cz, suvarinova@chmi.cz or shall be submitted on an electronic medium (CD, DVD, flash disk).
- **The fees** for a reviewed article, informative article, and review shall be determined by the editorial office.
- **The author's copy** shall be sent to all the article's author(s) after a relevant journal or work has been published.
- **The final version of an article (publication)** shall be sent by the editorial office to the author(s) in PDF format only upon request.
- The editorial office shall return any work that fails to comply with the abovementioned conditions. In other cases, the editorial office reserves the right to abridge a manuscript, (for example, for reasons of space), make corrections, or return the manuscript to the author for appropriate modification based on the reviewer's comments.

We request all authors strictly follow these guidelines.