**AUTHOR INSTRUCTIONS**

# GENERAL

1. APPLY carefully the typesetting instructions below to prepare your manuscript (this will save both your time and ours)
2. The total number of pages in a chapter may be 20-30 plus 10-15 Figures (in 12 Times New Roman, 1.5 line spacing). The total number of words may be around **15,000 words**.
3. Figures can be in colour but must be of high quality
4. Chapter leaders are the only point of contact with editors
5. Leading authors are free to sort out who they want on board (co-authors)
6. Titles can be modified, provided that they still reflect the subject
7. Cross reading of chapters for cross referencing is encouraged. Authors are invited to supply useful cross-references to each other's chapters when possible. The citation should be “see chapter by XXX et al., this volume”

# WORK FLOW

1. The leading author submits (or import) file containing all stuff (main text, captions, figures, tables) to Elsa System
   1. Text (including references, captions of tables/figures)
   2. Tables
   3. Figures separately in EPS (preferred for vector graphics) and TIFF (preferred for halftones)
2. Editors assign reviewers to the chapter (via Elsa)
3. The reviewers review the chapter (via Elsa)
4. Based on the reviewers' comments, editors make a decision to request revisions
5. Authors revise the chapter and submit the revision to Elsa
6. Editors accept or request additional revisions
7. Editors send the complete book to Elsevier
8. Elsevier produces a proof of each chapter
9. Authors check proof
10. Editors send corrected proof to Elsevier
11. Work in progress can be followed at (to be confirmed)

# ABOUT ABBREVIATIONS

Abbreviations and Acronyms that appear in the text must be defined the first time they are used, and a list supplied in the section named “Abbreviations”

# ABOUT CITATION OF SECTIONS

In the text sections may be cited as follows:

(Sect. 1) - to refer to Section 1

(Sects. 1 and 2) - to refer to two sections

(Sects. 1, 2 and 3) - to refer to more sections Sect. 1 - at beginning of a sentence

# GUIDELINES FOR HARMONIZATION OF KEY TERMS

Editors like that some altimetric terms are harmonized throughout the chapters

=== ALTIMETRIC MISSIONS ======

GEOS-3

Seasat

Geosat

ERS

ERS-1

ERS-2

TOPEX/Poseidon [T/P]

Geosat Follow-On [GFO]

Jason-1 [J1]

Jason-2 [J2]

Jason-3 [J3]

Envisat

CryoSat (mission) and CryoSat-2 (spacecraft)

Sentinel-3 (mission) Sentinel-3A (1st spacecraft in the mission), Sentinel-3B (2nd...)

SARAL

HY-2 (mission), HY-2A (1st spacecraft in the mission), HY-2B (2nd....)

GFO-2 SWOT

=== ALTIMETER INSTRUMENT NAMES =====

Poseidon-2 (altimeter on Jason-1)

Poseidon-3 (altimeter on Jason-2)

RA (altimeter on ERS-1 and ERS-2)

RA-2 (altimeter on Envisat)

SIRAL (altimeter on CryoSat-2)

SRAL (altimeter on Sentinel-3)

AltiKa (altimeter on SARAL)

KaRIN (altimeter on SWOT)

=== OTHERS ====

DORIS

GRACE

GOCE

# REFERENCES

In the text references may be cited as follows:

one author: (Miller 1991), two authors: (Miller and Smith 1994), three authors or more: (Miller et al. 1995)

When several references in brackets, please follow chronological order: (Miller 1991; Miller and Smith 1994; Miller et al. 1995)

Each chapter should contain a reference list of its own. Entries in the list must be listed alphabetically. Author should ensure that all references can be recovered somewhere. Editors recommend to limit at minimum non peer-reviewed references. Each peer-reviewed article needs authors, year, title, journal, issue, pages, doi (when available). Each book needs editors, year, title, publisher, number of pages, doi (when available). Chapter in the book needs authors, year, title of the chapter, editors, title of the book, publisher, chapter pages, doi (when available). Articles in conference proceedings need authors, year, title of the article, date and place of the conference, article pages, publication reference, doi (when available). Each technical report needs authors, title, internal reference including organization, laboratory name, info how to get it (web site in the form http:// )

Some examples on how references should be listed are as follows:

Birkett CM (2000) Synergistic remote sensing of lake Chad: variability of basin inundation. Remote Sens Environ 72:218–236 (typical article)

Kagan BA, Romanenkov DA (2007) Effect of the nonlinear interaction of tidal harmonics on their spatial structure as applied to the system of the White and Barents seas. Izvestiya Atmos Ocean Phys 43(5):655–662. doi:10.1134/S0001433807050131 (article with doi) Vignudelli S, Kostianoy AG, Cipollini P, Benveniste J (Eds) (2011) Coastal Altimetry. Springer-Verlag Berlin Heidelberg, 578 pp, doi:10.1007/978-3-642-12796-0 ( typical book)

Woodworth PL, Horsburgh K (2011) Surge Models as Providers of Improved Inverse Barometer Corrections for Coastal Areas. In: Vignudelli S, Kostianoy AG, Cipollini P, Benveniste J (Eds), Coastal Altimetry, Springer-Verlag Berlin Heidelberg, 177-189, doi:10.1007/978-3-642-12796-0\_10 (typical chapter in book)

Benveniste J, Menard Y (Eds) (2006) Proceedings of the “15 Years of Progress in Radar Altimetry” Symposium. 13-18 March 2006, Venice, Italy, ESA Special Publication SP614. (typical whole proceeding)

Fellous JL, Wilson S, Lindstrom E, Bonekamp H, Ménard Y, Benveniste J (2006) Summary of the Future of Altimetry Session. In Benveniste J, Ménard Y (Eds), Proceedings of the "15 Years of Progress in Radar Altimetry" Symposium, 13-18 March 2006, Venice, Italy, ESA Special Publication SP-614. (typical article of proceedings)

Mercier F, Rosmorduc V, Carrère L, Thibaut P (2010) Coastal and Hydrology Altimetry product (PISTACH) handbook, CLS-DOS-NT-10-246, SALP-MU-P-OP-16031-CN

01/00, Issue 1.0, 64 pp (typical report)

Marshall TG, Marshall FE (2003) Example of report downloadable at web site. Publisher name, 245 pp, http://www.domain.com. Accessed 24 June 2004

# TABLES

Table should be oriented as below. Large tables should be set sideways on the page, reading up. Please ensure that all letters and numbers in the table are legible. The tables should be labeled as Table (n) where n corresponds to the number of the Table. The table should be cited as “Table 1” or “Table 1 and 2”. Tables should be placed in the section named “Tables”. Captions to tables should each start with the word "Table n:" and be placed in the section named “Captions of tables”

Example of cited table:

(Table 1)

Table 1 shows (at beginning of sentence)

Example of table in the section “Captions of tables”: Table 1: Specifications A, B and C values

Example of table in the section “Tables”:

Table 1.

|  |  |  |
| --- | --- | --- |
| **A Value** | **B value** | **C Value** |
| 1 | 6 | 3 |
| 2 | 9 | 5 |
| 3 | 8 | 6 |
| 4 | 7 | 7 |

# FIGURES

Figures at this stage should be copied/pasted in the same file containing text, and uploaded in Elsa. At the time of acceptance of the chapter for publication, authors will be asked for separate high-quality figures in EPS (preferred for vector graphics) and TIFF (preferred for halftones) format. These should be uploaded in Elsa. The figures should be labeled as Fig. (n) where n corresponds to the Figure number. The figure should be cited as “Fig. 1” or “Fig. 1a” or “Fig. 1a and b” or “Fig. 2 and 3”. Figures should be placed in an appended section named “Figures”. Captions to Figures should each start with the word "Fig. n:" where n corresponds to the Figure number. They shall be placed in an appended section named “Captions of figures”.

Example of cited Figure:

(Fig. 1)

Fig. 1 shows (at beginning of sentence)

Example of figure in the section “Captions of figures”:

Fig. 1: Cost units versus evaluation number for the two pump power failure

Example of figure in the section “Figures”:

5000

4000

3000

2000

1000

0

**Evaluation Number**

400000

440000

480000

520000

560000

600000

**Cost (unit)**

**Fig. 1**

Some helpful recommendations for preparing figures:

1. Indicate latitude and longitude on maps
2. Do not include in the figure any information that could easily be included in the caption
3. Use lowercase letters to label parts of the figure; do not use Arabic or roman numerals
4. When possible, include the figure label in the top left corner of each plot
5. Keep labels, symbols, and other callouts in proportion to the figure size
6. Choose fonts carefully and embed all fonts used. Helvetica is preferred for its readability.
7. Resolution for figures must be 300–600 dots-per-inch resolution (dpi) for color, gray scale, or continuous tone images and 1200 dpi for black and white bitmap line art.
8. Please check yourself the readability of figures by printing them on high quality paper.

# EQUATIONS

All equations must be set or clearly typed. When referring to equations in the text, preface the number with the word "Eq.". Displayed equations should be numbered simply (1), (2). The numbers should appear at the extreme right of the line in brackets.

Equations should be placed at 1.5 cm from the start of the line and provided consecutively with equation numbers in parentheses flushed to the right margin, as in (1). You must use Microsoft Equation Editor.

Be sure that the symbols used in your equation have been defined before the equation appears or immediately following.



The equations must be the following sizes (Microsoft Equation Editor):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| - | Full text |  | 12 | pt |
| - | Subscript/Superscript |  | 7 | pt |
| - | Sub-Subscript/superscript |  | 5 | pt |
| - | Symbol |  | 18 | pt |
| - | Sub-Symbol |  | 12 | pt |

The style of the text is Times new Roman.

TYPESETTING INSTRUCTIONS

# **Title of Chapter**

**First A. Author1, Second B. Author2, and Third C. Author3**

1. First author Affiliation (organization name, Lab name, mail address, e-mail)
2. Second author Affiliation (organization name, Lab name, mail address, e-mail)
3. Third author Affiliation (organization name, Lab name, mail address, e-mail)

## Table of Contents

1. Heading 1
   1. Heading
   2. Heading
      1. Heading
      2. Heading

1.2.2.1 Heading

1. Heading
2. Heading

(no need to apply any specific sub-heading format as it will be done by publisher

– feel free to apply one to your draft)

**Keywords:** list of keywords separated by comma

## Abbreviations

Acronym Explanation

Acronym Explanation

(in alphabetic order)

## 1. Main Heading

The text following a main heading should start here and have one blank line above and one blank line below it. The text font is 12pt Times New Roman. These instructions are typeset according to the basic guidelines and desired layout for the book.

### 1.1 Secondary Heading

The text following a secondary heading should start here and have one blank line above and below it. The text font is 12pt Times New Roman.

#### 1.1.1 Third grade Heading

The text following a third heading should appear like this and have one blank line above and below it. The text font is 12pt Times New Roman. If you need to use more sub-headings, please continue to apply this simple typesetting.

## 2. Main Heading

The text following another main heading should start here and have one blank line above and one line space below it. The text font is 12pt Times New Roman. The choice of the number of headings and subheadings is left to authors. Headings and subheadings have to be numbered properly in a progressive numbering structure. Do not use your chapter number in the numbering structure, start with 1.

## Acknowledgments

The text following should appear like this and have one blank line above it and below it. The text font is 12pt Times New Roman.

## References

The text following should appear like this and have one blank line above it and below it. The text font is 12pt Times New Roman. References must be listed in alphabetical order. Please precisely follow the instructions above.

## Captions of tables

The text following should appear like this and have one blank line above it and below it. The text font is 12pt Times New Roman. Please precisely follow the instructions above.

## Captions of figures

The text following should appear like this and have one blank line above it and below it. The text font is 12pt Times New Roman. Please precisely follow the instructions above.

**Tables**

The tables should appear here sequentially. Please precisely follow the instructions above.

## Figures

The figures should appear here sequentially. Please precisely follow the instructions above.