

Short guide for authors

This document includes some instructions for preparing a manuscript to be sent to **Tethys** journal. It is an open access publication that allows the users to read, download, copy, distribute, print, search, or link to the full texts of all articles, according to the definition of the Budapest Open Access Initiative. There is another document (*Sending Instructions for Accepted Articles*), which includes the directions that should be addressed before the manuscript is sent to the edition phase, that is, once it has been accepted by **Tethys** director for publication.

- The work cannot have been previously published. Abstracts, reports, theses or similar documents are exempt from this condition. It cannot be in a revision phase for any other publication, nor can it be sent to any other publication in the case of being accepted by **Tethys**.
- All authors of a manuscript should know and agree with its content.
- Manuscripts must be sent in a unique file in PDF format and must contain the full text, figures, tables, etc.
- Manuscripts must be clear, brief and written in English. The correct use of the language is the responsibility of the author, however, editors and reviewers have the right to suggest linguistic improvements.
- Manuscripts must adhere to the normal organization and style of scientific literature. Manuscripts must be properly structured in sections, paragraphs, and sentences. Furthermore, all manuscripts should include an introductory section and conclusions.
- The following indications must be considered when preparing a manuscript:
 - It must include an abstract with a maximum of 300 words, which must explain the contents of the manuscript and incorporate the most relevant results of the study.
 - Manuscript extension, including the Abstract but not bibliography or figure captions, cannot be longer than 5000 words. For a manuscript intended to be published as a "research letter", the maximum length is 3000 words and a total of 5 figures/tables.
 - On the first page of the manuscript, together with the title, each author's full name, adscription, e-mail address, and postal address must be specified.
 - All figures and tables must be referenced in the text. All figures must be consecutively numerated and have a figure caption explaining the content.
 - If tables and figures are not originally from the author(s), the source must be detailed and in if they have *copyright*, the author(s) must be ready to ask for permission to reproduce them.
 - All equations and mathematical expressions must be consecutively numerated, indicating the number,

in brackets, on the right side of the line where the equation appears.

- With regard to units, **Tethys** prefers the International System (IS) for units. However, other units will be accepted if they are commonly used in the field. For instance, the use of degrees centigrade (°C), knots (kt), Dobson units (DU), etc., is permitted.
- Every scientific manuscript must give enough acknowledgements to previous research in the same field and to immediate antecedents to the present research. To achieve this, all previously published work must be properly referenced. The following advice must be considered:
 - All referenced work (at the end of a manuscript) must be referred to in the text, and every study referred to in the text must be included in the references list. The reference must contain the authors' surnames and year of publication. In case there are more than two authors, the surname of the first one, followed by "et al." must be quoted as well as the year of publication. These are some examples of correct references:
 - * ...according to the study by Long (2008), pressure on this level...
 - * ...Pressure on this level (Long, 2008) is higher than...
 - * ...This affirmation is justified by Short and Long (2008), where it is indicated...
 - * ...Finally, Short et al. (2008) assure that pressure...
 - References at the end of the manuscript must be complete and enable the document to be located. All authors, year of publication, title, journal or book where the document is compiled, volume and/or number, and number of pages of the document must be indicated. Whenever possible, the DOI (*digital object identifier*) of the referenced articles or books must be also indicated. In case of doubt, please check other articles published by **Tethys** to confirm the style adopted for references.
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- All papers, before going into the peer-review process, will be screened by a plagiarism searching tool, in order to avoid this kind of misconduct.