

## **Checklist to be completed by authors after paper is accepted for JOM**

If any of these items are not completed, the paper may be returned to the authors prior to technical editing, thus delaying publication.

1. Ensure all figures have been cited, and all figure citations refer to a relevant figure.
2. Use “Fig.” as an abbreviation for “Figure”, unless at the beginning of a sentence.
3. Remove all html links to figures in the paper. Instead, html links will be included from the actual figures to higher-resolution images during the layout stage.
4. Ensure all tables have been cited, and all table citations refer to a relevant table.
5. Ensure all references in the reference list have been cited, and that all citations in the manuscript point to a reference in the reference list.
6. Make sure the reference list is sorted alphabetically in order of single-author, two-author, and multiple-author papers. Cite papers in the text chronologically.
7. Ensure only the first word of the section headers is capitalized, unless it is a proper noun.
8. Ensure all abbreviations and acronyms are defined when they are first used in the main body of the paper (the abstract is treated independently), except for commonly used items such as UTC, mb, and km.
9. Ensure serial commas are used (e.g., moisture, instability, and lift). Commas also are required after “i.e.” and “e.g.”—per the previous sentence.
10. Ensure MKS units are used throughout the text with English units in parentheses (if desired). However, surface and upper-air charts may display units commonly used in operational practice.
11. Use en dashes when denoting a range of values and hyphens for compound adjectives (e.g., the 0–1-km shear was favorable for tornadoes).
12. Ensure that knots are abbreviated as “kt”, nautical miles as “n mi”, pounds as “lb”, feet as “ft”, and inches as “in”.
13. Ensure that when denoting a complete date/time group, the hour-day-month-year is in ascending order with the month spelled out, such as 1200 UTC 25 December 1995.
14. Please include each figure at full resolution in its own separate file (.png/.jpg/.tif/.gif) to facilitate final layout. It's usually easiest to put all of the figures and manuscript in a single zipped archive file.