Keywords: template, article structure, blindtext, dummy data

Title:

A sample manuscript not really under consideration for submission to MetZet

Short title:

Optional shortened title for the running head

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Affiliation:

1First Affiliation

2Second Affiliation

3Third Affiliation

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First name surname, affiliation, contact information / address, e-mail

Abstract

This article is primarily meant as an example how authors should provide their manuscript. It contains examples of quite common elements and some general hints are provided as well.

1. Introduction <apply FormatStyle “MetZ\_section”> to this

An article is structured by means of FormatStyles describing its logical structure. These styles are named by function like *title*, *section*, *subsection* etc. starting with the common prefix “MetZ\_”, e.g. “MetZ\_superscript” In fact the styles are there only for assigning and highlighting logical structure, not for actual formatting.

1. Organizing your manuscript’s files

In order to support the speedy processing of your manuscript after it is accepted, we urge you

* to put your entire manuscript into one suitably named subdirectory (ms-folder) e.g. doe\_metz\_cirrus.
* Either put all .tex (and optional style files you might use, see also sec. 7) into the ms-folder, if you have a large number of figures (tables), please put them into a subdirectory (folder) named figures (resp. tables), i.e. doe\_metz\_cirrus/figures.
* please name the figure and table files analogous to their names in your paper (for example: fig4.eps, fig5a.tif, fig23b.tif, table22.tex).

This allows the MetZ typesetting team to process your files most quickly, thus speeding up publication of your MetZ paper.

1. Elements in the body

3.1 Citations <apply FormatStyle MetZ\_subsection> to a heading of this level

The bibliography is to be formatted according to established styles at the end of this article, marking the DOI of a cited work (if known) with the “MetZ\_extdoi” style. As examples we cite Dee et. al (2004), only to go on citing Zhang (1999); Albert and Yegorov (2010). See authors instruction for citation.

3.2 Links

External links (weblinks) employ the “MetZ\_url” style as in <http://www.google.com>.

Avoid purely visual markup (color, underlining, italics …) for marking links as it cannot be processed properly.

1. Formulae

For display formulae use of the MathType Add-In is supported und encouraged. So we might write



or in a slightly more convoluted fashion:



Numbers of formulae are always assigned to the appropriate section number. Always the Add-In MathType to markup and numbering tokens, to fit formulae into the column as well.

Sample:

(3.1) (3.2) (3.3) etc. belong to section 3

(4.1) (4.2) (4.3) etc. belong to section 4

1. Floats – figures and tables

Pictures have to be provided as separate plain graphic files (preferably EPS), not embedded into a Word or similar other document. Place the figure captions in a separate Word file.

Tables are created using Excel or Word’s table functionality (not by tab stops to emulate a table layout) and always assigned a caption above. The standard table layout structure with horizontal lines is shown in the sample below.

Sample:

Table 1: Apply FormatStyle Metz\_caption for the caption of the table and MetZ\_table\_content for the body of the table.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Site | Location | Parameter B | Parameter C | Remarks |
| Longyearbyen | far north | 0.55 | ≤ 0 | Beware of the bears! |  |
| Yakutsk | northern woods | 4.33 | 1.7±1.4 | quite cold in winter |  |
| Dimona | desert | – | −4.3±2.7 | rather hot in summer |  |
| Quito | high up | 8.12 | 54.3±7.1 | thin air |

1. Formatting

Apply the FormatStyles “MetZ\_superscript” and “MetZ\_subscript” when formatting textual subscript or superscript to achieve predictable results.

Acknowledgments

J. Doe and J. Dee thank everyone who made this work possible. Furthermore the authors feel obliged to thank, in advance, the readers for paying close attention.

1. Appendix 1

Appendices will be available in online and print version. For electronic appendices please make sure that the paper is intelligible without electronic appendix.

References

Albert, F., I. Yegorov, 2010: Predictions of Future Events. – published online: <http://www.google.com> (accessed at 1.1.1900)

Dee J., J. Doe, X. Schmidt, Y. Fukuda, 2004: Conclusions. – J. Global Concerns **1**, 1–20, DOI: 9876.5432.

http://www.schweizerbart.de/journals/metz (2014): accessed at 1.1.1900

Zhang J., 1999: Deep Thoughts. – J. Sci. Progress. **9**, 1–200

Please use DOI for each publication if available.