

**Guidelines for the Content and Formatting of National Reports
for the 6th WMO/UNEP Ozone Research Managers Meeting
Vienna, 19-21 September 2005**

National Report Content Guidelines

*The following headings are suggested . The recommended length of the report is 1-6 pages.
Colour figures will be accommodated but black and white figures of high quality are preferred.*

- 1. OBSERVATIONAL ACTIVITIES**
 - 1.1 Column measurements of ozone and other gases/variables relevant to ozone loss.**
(e.g. Dobson, Brewer, DOAS, FT-IR)
 - 1.2 Profile measurements of ozone and other gases/variables relevant to ozone loss**
(e.g. ozonesondes, ozone lidar)
 - 1.3 UV measurements**
 - 1.3.1 Broadband measurements**
(e.g. Solar Light, Yankee, Robertson Berger)
 - 1.3.2 Narrowband filter instruments**
(e.g. GUV, NILU-UV)
 - 1.3.3 Spectroradiometers**
 - 1.4 Calibration activities**
- 2. RESULTS FROM OBSERVATIONS AND ANALYSIS**
(e.g. trend analyses, UV doses (annual, monthly etc.), UV maps)
- 3. THEORY, MODELLING, AND OTHER RESEARCH**
(e.g. 3-D CTM modelling, data assimilation, use of satellite data, UV effect studies)
- 4. DISSEMINATION OF RESULTS**
 - 4.1 Data reporting**
(e.g. submission of data to the WOUDC and other data centres)
 - 4.2 Information to the public**
(e.g. UV forecasts)
 - 4.3 Relevant scientific papers**
- 5. PROJECTS AND COLLABORATION**
(e.g. national projects, international projects, other collaboration (nationally, internationally))
- 6. FUTURE PLANS**
(e.g. new stations, upcoming projects, instrument development)
- 7. NEEDS AND RECOMMENDATIONS**

Formatting Guidelines

Preferred File Type: MS Word or equivalent (no PDF)

Paper Size: A4

Font: Arial 11

Margins (left, right, top 2cm, bottom 1.5)

Tabs: every 1.27cm

Page numbering: bottom centre (font Arial 10)

Headings:

2. GASES (Caps & bold)

2.1 Greenhouse Gases (Lowercase & bold)

2.1 Carbon Dioxide (Italics & bold)

2.1.1.1 (Italics)

Full justification

Table legends should be in Bold and Italics, and centred at the top of the Table (Arial 10).

Figure legends should be in Bold and Italics, and centred below the Figure (Arial 10).

Figure format preferably high resolution JPG and in black and white.

References: Arial 10 and in italics