

Manuscript Checking List before Submission

1. Title (**required**): Title should be concise and attractive.

Generally, a good title follows the following rules: 1) The title should not be too long or too short. Generally it is not more than 12 notional words. 2) "Waste" words such as "Studies on," "Investigations on," and "Observations on" should not be included. An opening A, An, or The is also a "waste" word. Certainly, such words are useless for indexing purposes. 3) Titles should almost never contain abbreviations, chemical formulas, proprietary (rather than generic) names, jargon, and the like. 4) The title should be useful as a label accompanying the paper itself, and it also should be in a form suitable for the machine-indexing systems used by various kinds of Abstracts databases. The meaning and order of the words in the title are of importance to the potential reader who sees the title in the journal table of contents. The terms in the title should be limited to those words that highlight the significant content of the paper in terms that are both understandable and retrievable

2. Author (**required**): The family names should be capitalized.
3. Author affiliation (**required**). Countries or regions are a must. zip code is better to be added.
4. All authors' email addresses (**required**): Provide every author's email address.
5. Abstract (**required**): Abstract is the mini-version of the fulltext. It should include the research objective, materials and methods, the major and important results, and then a conclusion. Jargons should be avoided. Reference should not to be included. The acronym should only follow its fullname or be followed by an explanation. Equations or formulas should be explained in words.

Usually an abstract for a science paper needs to include these parts:

- 1) Why do you want to do this research? Briefing the research background and purpose;
- 2) How do you do this research? Narrating research contents including study time, place (site), methods (experimental design, sampling numbers, replicates, important facility or analysis software or models, interviewee, questionnaire, etc..),
- 3) What have you obtained from this research? Stating what important results you get from this research but not listing all the results.
- 4) What is important or valuable conclusion can you draw from this research?

Keep the story in a logic wording with no misspelling, no grammatical mistakes. No equation, no reference. No difficult jargons are included in the abstract. Acronym or abbreviations mentioned first in the abstract should be explained.

6. Both the Abstract and the Conclusions should be free from citations, equations, references or other numerical indications.
7. Key words (**required**): Some basic rules to select key words: 1) usually choose 6 key words; 2) Please only use notional words in the key words, do not include propositions such as at, of, in and articles the, a, an in the key words. 3) Capitalize the first letter of the first word in each key word, such as Land use change, the exception is proper noun such as Yellow River. 4) Acronym should be avoided except it is publicly well-known term such as DNA, RNA, UNESCO, ect.. 5) hypha should be avoided, for example, Land-use should be written as Land use. 6) Several words can be used to express one complete concept, such as, Climate change, Land use change; 7) Key research

areas, study methods, database names, key study objects (animals, plant species, ect.) should be included in the key words.

8. Main body (required).

Numbering each section except the Introduction. The subtitle also should be numbered. The format is like this: 1, 1.1, 1.1.1...; 2, 2.1,2.2, 2.3, ...

It is generally arranged in this sequence: Introduction, Study Area and Methods or Materials and Methods, Results, Discussion, Conclusion, Acknowledgement, References. Please number each section **AFTER Introduction**. Check the sequence of the figures and tables mentioned in the text, which should be mentioned sequentially in the text.

9. Figures should be in high quality. Check whether the figures and the words in the figures are clear enough and the words are correct, and whether the words and the lines are in proportion.

Words in the figures must be in Times New Roman and **CANNOT be in BOLD**. If possible, try to avoid the use of red and green colors in drawing figures for the convenience of those readers with color blindness. Suggested figure sizes are 7-8 cm or 14-16 cm wide with font size in the final print version at 8-9 point. Figures should be saved at a minimum resolution of 600 dpi (dots per inch) at final size. Save all figures in Tiff format and number them sequentially.

10. Tables should be in 8cm or 16.5cm in width. Table header should be clear and concise. Tables should be printed on one page. Tables are preferred to be aligned vertically. Check whether the table heads are correct and can be shortened or condensed (to save space).

11. For using Abbreviations: Full names should be given for all abbreviations when they are firstly mentioned in the abstract and in the text of the main body.

12. **Put all the tables and figures behind References Section**. Figure caption and table caption should be put in the same place, but Figure captions should not be inserted in the figure. Tables and Figure caption should be editable.

13. Use *italics* for the variable symbol throughout the paper. However, please do not use italics for words or initials of several words even they represent variables.

14. Acknowledgement (**Funding source should be provided**).

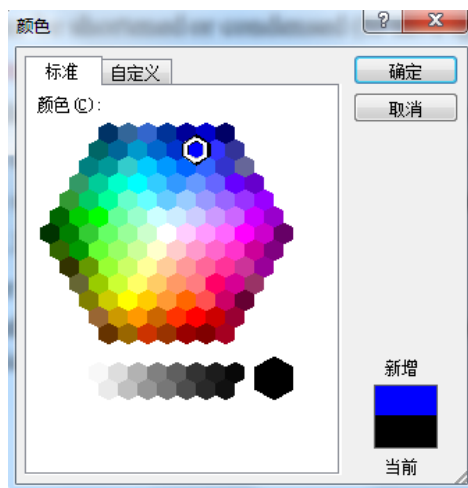
Generally the acknowledgement should contain these parts: (1) the names of the people or the organizations you want to show your appreciation (if not a specific people, it can be a group of people); (2) the affiliation of the acknowledged people; (3) the concrete contents that you want to show your appreciation to them. Don't just say thanks for their help (assistance, guidance). Try to be more specific. It can be fund support, material providing, field investigation, assistance in experiment (or data analysis), manuscript improvement, language editing, and so on.

15. Reference (required). DOI should be added if that item of reference has one. Language in literature published in other languages outside English should be marked at the end of that item of reference. See the journal Reference style at Guides to Authors at <http://jms.imde.ac.cn/for-authors>)

16. Supplementary materials can be provided, including documents, videos, pictures, etc.. In the

main body, the supplementary materials are mentioned in Appendix 1, Appendix 2, and so on.

18. Use **bright blue color** for the cited literature, Figures, Tables and Equations mentioned in the text, and the DOI numbers or URL links in the Reference. (required). See the published sample paper at http://jms.imde.ac.cn/c/document_library/get_file?uuid=0488cf00-9465-4a41-bc23-4dda177d10c2&groupId=21915



19. Read through the article after you make all the revision to make sure every word and sentence is grammatically and semantically correct, the whole paper is in a logical flow!

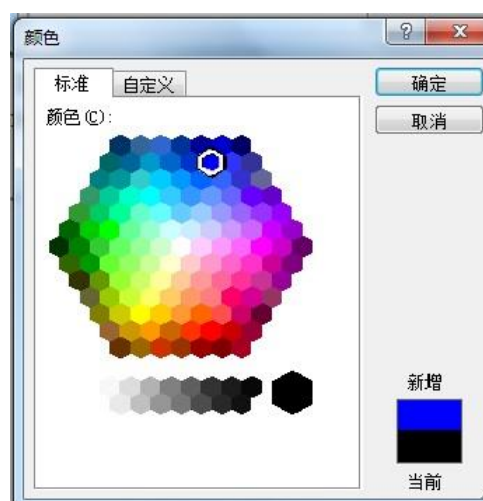
1. 检查期刊要求的所有项目是否齐全：标题，作者（及 orcid, email），通讯作者（可选项），机构，摘要，关键词，正文，致谢，参考文献。
2. 作者的姓要全部大写；
3. 作者头上的数字标注与机构顺序是否对应？（如, 是否标注了三个机构，而实际只有两个机构，或者作者头上标注了两个机构，而却写了三个机构名称）
4. 标题：标题中不能用缩写，标题的含义要清楚明白无歧义，而且要简练，标题要能够代表文章的研究内容。标题不宜太长，超过 18 个单词的要考虑删减或者采用分标题。
5. 摘要：摘要是文章的重要内容，摘要一般包括以下几部分：研究背景和目的，研究方法（研究区域，试验设计，采用的主要方法，重要的实验仪器，重要的统计分析方法或者软件）。研究结果（不要罗列，只简述得到的重要结果或者观察到的重要现象），研究结论（从该研究中得到什么启发，该研究有什么意义或者应用价值）。整个摘要要求句法通顺，无语法错误，无拼写错误。第一次提到缩写时要先给出全称。摘要中不能有公式、参考文献、引文；如用缩写，需提供全名。
6. 关键词的选取原则：结合过去的编辑经验和阅读相关文献的文章，总结出选择关键词的一些基本原则：1) 一般每篇文章选用 6 个关键词； 2) 关键词一般用实词，不用“or”，“and”，“not”等连词，也不用“at”，“in”，“of”，“with”等介词或者“a”，“an”，“the”等冠词； 3) 关键词的第一个字母大写。如果关键词是一个句子，只大写第一个单词的首字母，如 Landuse change； 如果关键词是一个专有名词，则需要大写该专有名词的

每个单词的首字母，如, Yellow River; 5) 关键词中避免使用缩写，除非是人们公知的缩写词，如 DNA, RNA 等; 6) 关键词中避免使用公式和公式符号，上下标, 连字符(如 land-use, high-tech, 要用 land use 和 high tech); 7) 要表达一个完整的概念，一个关键词可能需要几个单词，如，land use change(土地利用变化); 8) 一个关键词只能表达一个概念, 不能表达复合概念, 如, Science and technology innovation, 要拆分为两个关键词: Science innovation; Technology innovation. 9) 选取与文章 20% 的内容相关的词作关键词。关键词是从全局的角度对一篇文章进行概括，一些细节的内容则不需要选作关键词。10) 主要研究区域、主要方法、重要数据名称、主要研究对象(如动物和植物名称)等应该列入关键词。

7. 检查文章的图、表、文字是否存在重复，如果有重复的，只保留其中的一种。
8. 图：1) 是否有必要用图？如，只在地图上画一个点表示研究区域，这个可以删除，可在文字中说明。2) 采用何种图形更能展示文章的内容而且更美观？尽量不用饼图。数据超过 4 个而且数据之间的差异不大，不宜用饼图。3) 一个图应包含尽量多的信息。多个图是否可以合并为一个图？(可以将多个有共同的横坐标和纵坐标并且线条均较简单的图合并成一个图(用不同颜色或者不同标识符表示)。4) 图的颜色选择：颜色不宜过杂过多；颜色搭配清新自然，不宜太深太重；为了照顾色盲读者，尽量避免使用红色和绿色；5) 检查图的图像是否清晰，线条是否平滑，大小是否得当，保证图在 7-8cm (占单栏) 和 14-16cm (占通栏) 两种规格下字号在 7-9pt；图中文字用 Times New Roman, 字体不要加粗；6) 地图问题：注意地图的基本要素(比例尺，方向，图例)是否齐备；要特别注意中国地图的南海诸岛表示是否正确；对涉及多个国家的地图，要注意是否存在边界纠纷问题，为了避免不必要的麻烦，涉及多国争议区的地图，建议不标示国境线，只标示河流、道路等自然要素；对涉及台湾的地图，不能将台湾与周边国家如日本、韩国等并列出现；7) 坐标图：坐标系的横坐标和纵坐标上均要标出坐标系所代表的含义，并加上单位，单位放入括号内；8) 图要有自明性，在不看全文的情况下能够让读者明白作者想要表达的内容。如果图上不能清楚地展示要表达的内容，可以在图题中加上详细的说明。图题上的缩写要标注全称。
9. 表：1) 是否有必要用表？可以用一句话说明的，不必用表进行展示。2) 多个表是否可以合并为一个表？3) 表要有自明性，检查表题和表头的意思是否清楚明了；4) 表头文字切忌太多，尽量做到简洁直观，表头上无法清晰显示的，可以在表题中进行更详细的阐述，或者采用缩写形式呈现并在表下面添加表注(Notes)加以说明；5) 表中的数据单位如果全部是一样的，将单位放在表头后面，用(Unit:XXX)表示，如果各列数据的单位不统一，将单位放在每列的表头上，用(XXX)表示。6) 如有可能，尽可能采用纵向表；尽可能让表格能够在一页内排完；7) 表格宽度分别设置为：单栏 8cm, 通栏 16.5cm。8) 表格采用全框表，线条为白字，表头用 20% 的灰度，表的其余部分用 10% 的灰度(设置方法：表格属性-边框和底纹)。设置后的表格见如下示例：

Studies	Area of Karakoram (km ²)
Bolch et al. (2012)	117883.3
RGI Consortium (2017)	104010.4
Rankl et al. (2014)	79606.7
Wala (1990)	43045.5
Present study	44546.0

10. 检查全文的图表个数与文中提及的图表个数是否相同。检查文中提及的图表顺序是否正确。检查文中提及图表时的文字叙述与图表的内容是否贴合。
11. 请将图及图题以及表和表题全部放到参考文献后面，不要插入正文中。
12. 缩写：文中的缩写在第一次提到时要先给出全称（摘要中给出了全称的，在正文中还要重新给出）
13. 单位：要尽量采用国际标准单位（[International System of Units](https://en.wikipedia.org/wiki/International_System_of_Units), https://en.wikipedia.org/wiki/International_System_of_Units）。
14. 文中的变量符号请用斜体，但是采用单词缩写或者几个单词的首字母缩写的不要用斜体。
15. 结论中不要有引用，公式，参考文献。
16. 地图制作要求：凡涉国界图件（国内部分地区、全国、世界部分地区、全球）必须使用国家测绘局地理信息局标准地图底图（下载网址：<http://bzdt.ch.mnr.gov.cn/index.jsp>），所用底图边界要完全无修改（包括南海诸岛位置），为适应排版时图的缩放，比例尺一律用线划比例尺，而不用数字比例尺。并在图题下注明“注：该图基于国家测绘地理信息局标准地图服务网站下载的审图号为GS(2016)xxxx 号的标准地图制作，底图无修改”。
17. 致谢：提供本文研究的基金资助来源，一定要用规范的基金名称。
18. 参考文献：检查文内引用是否正确？文内引用的参考文献和文后参考文献是否一一对应？文后参考文献的著录是否遵照期刊的规范要求？是否在参考文献中加上了文章的DOI？(DOI的标准写法：<https://doi.org/XXXXXXXXXX>)，将DOI放到浏览器中，查找该篇原文，检验DOI和参考文献著录是否正确。各类参考文献的著录规则，请遵照JMS网站上的作者指南（<http://jms.imde.ac.cn/for-authors>）
19. 正文中引用的参考文献以及提及的图、表、公式的文字均使用亮蓝色。



20. 生物名称学名的拉丁文是否正确，应该用斜体的是否没有用斜体？
21. 通读全文，是否存在逻辑不清、上下衔接不当的情况？消除语法错误和拼写错误。