

**Guidelines for the Content and Formatting of National Reports
for the 11th WMO/UNEP Ozone Research Managers Meeting
Online meeting, 19 - 23 July 2021**

Content Guidelines

The following headings are suggested. The recommended length of the report is 1-6 pages.

1. OBSERVATIONAL ACTIVITIES

1.1 Column measurements of ozone and other gases/variables relevant to ozone loss.

(e.g., Dobson, Brewer, DOAS, FT-IR, Satellite; also include any measurements of meteorological parameters that are critical to the interpretation of your ozone and ozone-relevant data)

1.2 Profile measurements of ozone and other gases/variables relevant to ozone loss

(e.g., Satellite, OMI, aircraft, ozonesondes, ozone lidar etc; also include any measurements of meteorological parameters that are critical to the interpretation of your ozone and ozone-relevant data)

1.3 UV measurements

(e.g., broadband, narrowband, Spectroradiometers, etc)

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 OZONE RELATED 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, COLLABORATION, TWINNING AND CAPACITY BUILDING

(e.g., national projects, international projects, other collaboration (nationally, internationally))

6. IMPLEMENTATION OF THE RECOMMENDATIONS OF THE 10th OZONE RESEARCH MANAGERS MEETING

(e.g., specifics on progress towards such implementation, difficulties encountered, near-term plans, etc.)

7. FUTURE PLANS

(e.g., new stations, upcoming projects, instrument development)

8. 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)

2.1.1 *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 should preferably be in high resolution JPG.

References: Arial 10 and in italics.