

There are a few topics where the Editorial Board (EB) feels a need for augmenting Springer's general *Instructions for Authors* for the Journal of Geodesy (JOGE). The following *Guidelines for JOGE Authors* are meant to aid in the submission and enhance transparency of the editorial and review process.

Manuscript submission

Submission of a manuscript implies that the work described has not been published before and that it is not under consideration for publication anywhere else.

The EB wishes to clarify that publication in electronic (online or media-distributed) conference volumes, unless significantly revised, counts as prior publication in the above mentioned sense. In case of doubt, please contact the EiC.

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Authorship

Authorship implies a significant intellectual contribution to the work, some role in writing the manuscript and reviewing the final draft of the manuscript. A significant intellectual contribution requires that the following conditions are met: 1) substantial contributions to conception and design, acquisition of data, or analysis and interpretation of data; 2) drafting the article or revising it critically for important intellectual content; and 3) final approval of the version to be published. Acquisition of funding, collection of data, or general supervision of the researchers alone does not constitute authorship. "Honorary" authorship (when authorship is granted as a favor to someone powerful or prestigious who would not have qualified for it otherwise) is not allowed.

All authors are responsible for the quality, accuracy, and ethics of the work, but the corresponding author is the one who will reply if questions arise or more information is needed, and who will take responsibility for the work as a whole. For all manuscripts, the corresponding author is required to provide information on the specific contributions each author has made to the article. The description of author contributions is printed with the article (see below).

The corresponding author needs to indicate that she or he had full access to all the data in the study and takes responsibility for the integrity of the data and the accuracy of the data analysis.

Change in authorship after submission is only allowed under particular circumstances, e.g. in order to comply with reviewer suggestions the author(s) had to involve an additional expert. Authors will have to sign an authorship change form, and approval by the EiC is sought.

Author Contribution Statement

As from January 1, 2019 on, all original articles submitted to JOGE must include an author contribution statement (ACS).

The ACS should follow the conclusions or discussion section of the manuscript. An *example* would be:

Author contributions: A.B. designed research; C.D. and E.F. performed research; G.H., I.J., and K.L. analyzed data; A.B., C.D., and G.H. wrote the paper.

Non-Author Contributions

All contributors who do not meet the criteria for authorship should be listed in the acknowledgements section. Examples of those who might be acknowledged include a person who provided purely technical help, writing assistance, or a department chairperson who provided only general support. Financial and material support should also be acknowledged. Groups of persons who contributed materially to the paper but whose contributions do not justify authorship should be acknowledged as 'served as scientific advisors', 'collected data', etc.

Research Data Policy

The EB supports the move of IAG towards open data, but recognizes that JOGE authors have their data sitting on multiple scattered repositories, with the result that it would be impractical for the journal to define preferred 'established research community mandate' repositories and check whether they are being used (as with other journals in data sciences). The EB encourages authors to provide access to their data but understands that in some situations this may not be practical or possible. Yet, it will be mandatory for the authors to actively clarify if and why certain data are not accessible to the public (see below).

Data Availability Statement

As from January 1, 2019 on, all original articles submitted to JOGE must include a data availability statement (DAS).

DAS should include information on where data supporting the results reported in the article can be found including, where applicable, hyperlinks to publicly archived datasets analysed or generated during the study. By data we mean the minimal dataset that would be necessary to interpret, replicate and build upon the findings reported in the article. In exceptional cases where data is not publicly available, the DAS should still state the data owner and any conditions for access. DAS can take one of the following forms (or a combination of more than one if required for multiple datasets):

1. The datasets generated during and/or analysed during the current study are available in the [NAME] repository/repositories, [PERSISTENT WEB LINK/LINKS TO DATASETS]
2. The datasets generated during and/or analysed during the current study are available from the corresponding author on reasonable request.
3. Data sharing is not applicable to this article as no datasets were generated or analysed during the current study, or all data generated or analysed during this study are included in this published article [and its supplementary information files].
4. The data that support the findings of this study are available from [DATA OWNER/THIRD PARTY] but restrictions apply to the availability of these data due [REASON WHY DATA ARE NOT PUBLIC], and so are not publicly available. Data are however available from the authors upon reasonable request and with permission of [DATA OWNER/THIRD PARTY].

Peer reviewers are encouraged to check the manuscript's DAS where applicable. They should consider if the authors have complied with the journal's policy on the availability of research data, and whether reasonable effort has been made to make the data that support the findings of the study available for replication or reuse by other researchers. Peer reviewers are entitled to request access to underlying data (and code) when needed for them to perform their evaluation of a manuscript.

The DAS should follow the ACS of the manuscript. An *example* would be:

Data availability: The multi-GNSS datasets analysed during the current study are available from <ftp://igs.bkg.bund.de/IGS/obs/>. All data generated during the current study are available in this published article and its supplementary information files.

Manuscript Types

Apart from regular articles, JOGE publishes short notes, review papers, and Special Issue contributions.

Short Notes should be brief and of exceptional appeal to a broad readership.

Review Papers should discuss the state of the art. Authors should clarify why a review is required (e.g. as compared to earlier reviews on the same subject).

JOGE encourages Special Issues. Special Issues are topical collections that may be organized along different formats. Special Issue contributions will be placed on Online First as soon as accepted, but will have to wait for the print volume until the entire Special Issue is completed. For Special Issues, page limitations may apply. Special Issue organizers should confer with the EiC in an early stage.

Resubmissions

Rejected manuscripts can be resubmitted after revising the content, but we encourage this only if resubmission has been suggested in the rejection decision of the previous manuscript. In case of resubmission, a rebuttal letter and a color-coded (or similar) version of the manuscript showing the modifications must be provided.

Complaints Procedure

Complaints must be made written in an email, preferably via the EM system. All complaints will be handled in a timely manner.

Complaints against general procedures should be sent to the EiC.

Complaints against editorial decisions should be sent to the person who made the decision, normally the AE or the EiC. If the AE is not able to deal with the complaint he or she will refer it to the EiC. Complaints against the Editor-in-Chief will be investigated by the Publisher in the first instance, but may be referred to COPE (<https://publicationethics.org/>) for advice if appropriate.