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## The *Journal of Glaciology* publishes three types of paper:

- Articles - concerning new findings and theories, or new instruments and methods, in glaciology; or review articles that offer an up-to-date, coherent account of a glaciological subject that is developing rapidly or has been neglected
- Letters - identical in form and general content to Articles, but of reduced length, and carrying substantially reduced processing charges
- Communications - short pieces without abstracts that could be, e.g., comments on published articles/letters, book reviews, or short correspondence on topics of interest to the community

## Papers submitted should be:

- of high scientific quality
- complete and clear
- substantially different from previously published work.

## Length

Papers should be concise. Lines and pages should be numbered. Letters are limited to five *Journal* pages and Correspondences to two (one *Journal* page = about 1000 words).

## Original submission

Submit your paper via the *Journal of Glaciology* online submission system at <https://mc.manuscriptcentral.com/jog>

## Review process

Your paper will be peer reviewed by at least two reviewers. The Scientific Editor will discuss any alterations required to the paper. The Associate Chief Editor will inform you if and when your paper is accepted for publication. Papers written in poor English, not appropriate for the journal, or of inferior quality will be rejected without review.

You will be sent a proof of your text and illustrations to check and correct in advance of online publication.

## Final submission

The final accepted version of the paper should be in electronic format.

- Acceptable formats are
  - Text (including tables and figure captions) – Word, rtf or LaTeX (the IGS class file should be used; downloadable from the website). Please also supply a final PDF
  - Figures – ideally in tif or eps format (or otherwise in the format in which they were created)
- Responsibility for the accuracy of all data (including references) rests with the authors

## Supplementary material

The *Journal of Glaciology* accepts and makes available online appropriate supplementary material. It should be clearly named and labelled and provided in standard file formats.

## General points

- Title should be concise
- Abstract should be less than 200 words

- Papers should be divided into numbered sections with short section headings
- Use SI units
- Use internationally recognized systems of abbreviation
- Illustrations should
  - be one or two column widths: up to 85 mm or up to 178 mm
  - not be in boxes
  - use strong black lines (avoid tinting if possible)
  - use SI units in labels
  - use Optima, Arial or a similar sans serif font in labels
- TeX authors: please provide a pdf of the whole paper (text, tables, figures and captions) as well as the individual LaTeX and graphics files
- Equations should
  - be set in MathType or advanced equation editor
  - NOT be embedded as graphics in the text
- Tables should
  - be numbered in Arabic
  - be referred to in text (as Table 1 etc.)
  - NOT be submitted as illustrations
- All citations in text should include the author name(s) and the year of publication (e.g. Smith, 2010; Smith and Jones, 2012; Smith and others, 2014) and must have an entry in the reference list
- Reference lists should
  - be concise
  - be complete and accurate, including doi numbers
  - be provided in precise *Journal* format, including punctuation and emphasis (see past papers for style)
  - be arranged in alphabetical order by first author's surname
  - include works accepted but not published as 'in press'
  - not include personal communications, unpublished data or manuscripts in preparation or submitted for publication (these should be included in the text)

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# Journal of GLACIOLOGY

CONTENTS Vol 66 No 258 2020

**523–529 High-resolution distributed vertical strain and velocity from repeat borehole logging by optical televiewer: Derwael Ice Rise, Antarctica**  
Bryn Hubbard, Morgane Philippe, Frank Pattyn, Reinhard Drews, Tun Jan Young, Carine Bruyninx, Nicolas Bergeot, Karen Fjøsne, Jean-Louis Tison

**530–542 Explaining mass balance and retreat dichotomies at Taku and Lemon Creek Glaciers, Alaska**  
Christopher McNeil, Shad O'Neel, Michael Loso, Mauri Pelto, Louis Sass, Emily H. Baker, Seth Campbell

**543–555 Comparison of turbulent structures and energy fluxes over exposed and debris-covered glacier ice**  
Lindsey Nicholson, Ivana Stiperski

**556–566 Strengthening of columnar-grained freshwater ice through cyclic flexural loading**  
Andrii Murdza, Erland M. Schulson, Carl E. Renshaw

**567–576 The Red Rock ice cliff revisited – six decades of frontal, mass and area changes in the Nunatarssuaq area, Northwest Greenland**  
Jakob Abermann, Jakob F. Steiner, Rainer Prinz, Matthias Wecht, Peter Lisager

**577–590 Formation, flow and break-up of ephemeral ice mélange at LeConte Glacier and Bay, Alaska**  
Jason M. Amundson, Christian Kienholz, Alexander O. Hager, Rebecca H. Jackson, Roman J. Motyka, Jonathan D. Nash, David A. Sutherland

**591–602 Firn cold content evolution at nine sites on the Greenland ice sheet between 1998 and 2017**  
B. Vandecrux, R. S. Fausto, D. van As, W. Colgan, P. L. Langen, K. Haubner, T. Ingeman-Nielsen, A. Heilig, C. M. Stevens, M. MacFerrin, M. Niwano, K. Steffen, J.E. Box

**603–617 Glacier mass and area changes on the Kenai Peninsula, Alaska, 1986–2016**  
Ruitang Yang, Regine Hock, Shichang Kang, Donghui Shangguan, Wanqin Guo

**618–626 Anti-icing performance of hydrophobic material used for electromechanical drill applied in ice core drilling**  
Pinlu Cao, Zhuo Chen, Hongyu Cao, Baoyi Chen, Zhichuan Zheng

**627–642 Mass-balance observation, reconstruction and sensitivity of Stok glacier, Ladakh region, India, between 1978 and 2019**  
Mohd Soheb, Alagappan Ramanathan, Thupstan Angchuk, Arindan Mandal, Naveen Kumar, Sonam Lotus

**643–657 Viscous and elastic buoyancy stresses as drivers of ice-shelf calving**  
Cyrille Mosbeux, Till J. W. Wagner, Maya K. Becker, Helen A. Fricker

**658–666 Angle of repose experiments with snow: role of grain shape and cohesion**  
Carolin Willibald, Henning Löwe, Thiemo Theile, Jürg Dual, Martin Schneebeil

**667–684 The age of surface-exposed ice along the northern margin of the Greenland Ice Sheet**  
Joseph A. MacGregor, Mark A. Fahnestock, William T. Colgan, Nicolaj K. Larsen, Kristian K. Kjeldsen, Jeffrey M. Welker

**685–697 Non-surface mass balance of glaciers in Iceland**  
Tómas Jóhannesson, Bolli Pálmason, Árni Hjartarson, Alexander H. Jarosch, Eyjólfur Magnússon, Joaquín M. C. Belart, Magnús Tumi Gudmundsson

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