

Notes to assist authors planning to submit items for publication in the Scottish Journal of Geology

Aim: The primary aim of the Journal is to publish papers relevant to the geology of Scotland and adjacent areas including the surrounding seas. Papers of general or specialist interest as well as short communications, letters to the editor, and discussions of earlier papers are welcome, together with reviews and thematic sets publishing the results of relevant meetings and conferences.

Submission: All contributions must be original. Papers, including figures and references should not normally exceed 12 printed pages. A pdf or Word file of the typescript should be sent to: sally.oberst@geolsoc.org.uk. No hard copy is required. Joint authors should indicate to whom proofs and correspondence should be sent.

Format: A pdf of the paper may be submitted for review purposes. On acceptance, MS Word files of the text, captions and tables are required. The text file should include: Title: brief and specific. Name(s) and address(es) of author(s) (including an e-mail address for the corresponding author). Synopsis: must be intelligible without reference to the paper and should not exceed 200 words. Main body of paper, subdivided into 1st, 2nd, and 3rd order headings (see recent issue for styles). Acknowledgements. Appendices. References: NAME, A. B. Year. Title. [*In* Name, C. D. & Name E. F. (eds) *Title*. Publisher, place, pages] *Journal*, vol, pages. Tables. Captions for figures. Figures.

Text: Authors should ensure consistency in their use of capitals, hyphens and punctuation. Underlining should be used only to indicate words in italics, e.g. fossil names. Footnotes should be avoided. References in the text should be separated by a semicolon and appear in chronological order (Hutton 1795; Hutton & Smith 1805; Werner 1874). Reference in the text to papers with more than two authors should be made thus: (Smith *et al.* 1975) but cited in full in the reference list.

References: List all references cited in text, figures and tables. They should be double spaced, in alphabetical order of the authors' names with '*et al.*' entries listed chronologically. Repeated author names and journal titles should be given in full. Unpublished material and manuscripts submitted to a journal but not yet accepted should not be cited. Personal communications are preferable to inaccessible unpublished reports.

Figures: Page size is 252 x 176 mm; column width is 85mm. Figures should be prepared to fit either a page or column width leaving space for the caption. They must be numbered consecutively and referred to in the text in that order. Make sure that scales and north arrows are included where

appropriate. Acceptable graphics packages are Corel Draw, Adobe Illustrator and Aldus Freehand. Ensure that fine lines are saved as actual line widths of at least 0.5 pt. Do not use fine-line default settings (minimum width or hairline) or fine shading; on a high-resolution output device such as a film-setter they may be too fine to show up in print. This problem cannot be detected in proofs, which are produced with a laser printer. No letters, after reduction, should be less than 1mm high.

Figures should be supplied as EPS files with fonts embedded and a tiff preview. If EPS files are not an option, we can accept high resolution (1000 dpi) bit map TIFFs (or JPEG, GIF).

Photographs or halftones can be provided as EPS or greyscale TIFF files (recommended resolution of >300dpi). A scale bar should be used on photographs.

Colour may be used, but authors wishing to do so must contact the editors. Authors are expected to contribute towards the cost of colour reproduction. Similarly, folded figures are expensive, and editors must be consulted. Colour must be saved as CMYK (not RGB).

Tables: Tables should go across single or double column width. Vertical and horizontal rules should be avoided. Tables must be provided as Word, Excel or .rtf files.

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