Scottish Journal of Geology

The primary aim of the Journal is to publish original papers on Scottish geology, but original papers of general or specialist interest are acceptable. Short communications, and discussions of earlier papers are invited and will be published quickly; other contributions should not normally exceed 12 published pages in length. Review papers will also be considered, but it is suggested that authors contemplating submitting these should at an early stage contact the editorial board to discuss content, suitability and date of publication. Invited reviews are also published.

Instructions for Contributors

Detailed instructions for contributors are published in the Scottish Journal of Geology Volume 29, Part 1, pp. 107–11, 1993. Intending authors must ensure that the format of their contributions complies with these instructions, as this will enable processing of their contributions with the minimum possible delay. All correspondence, manuscripts and proofs should be addressed to The Editors, Scottish Journal of Geology, c/o Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath BA1 3JN.

Copies of the instructions can be obtained by writing to The Editors, Scottish Journal of Geology, c/o British Geological Survey, Murchison House, West Mains Road, Edinburgh EH9 3LA.

Abbreviation of Titles of Periodicals

Periodical titles are now printed in full.

Certain back numbers of the Transactions of the Edinburgh Geological Society, the Transactions of the Geological Society of Glasgow and the Scottish Journal of Geology are still available. A list of the prices and parts may be had on application to the secretaries of the Societies.

Book Reviews

As space permits, the Journal will publish independent reviews of printed works that have a clear relevance to the geology of Scotland.
Notes for the guidance of authors submitting papers for publication in the Scottish Journal of Geology

Aim

The primary aim of the Journal is to publish papers on Scottish geology, but others of general or specialist interest are acceptable. Short communications and discussions of earlier papers are welcome. From time to time invited review papers will also be published. Contributions must be original.

Manuscripts

The Journal has an A4 page size with two printed columns each 85 mm wide. The text area of a single page is 245 × 176 mm.

Papers including figures and references should not normally exceed 12 Full Page Equivalents (FPE). A Full Page Equivalent comprises:

1. approximately 800 words of text, or
2. approximately 34 references, or
3. appropriate tables or figures, including captions, within the text area of a single page.

Attention is drawn to the Supplementary Publication Scheme as an aid to brevity (see below).

Papers are normally published in order of receipt of the final manuscripts, bearing in mind that the volume of individual parts of the Journal is fixed. Short communications will be given priority if the editors decide that such treatment is merited.

Publication will be more rapid if authors follow the suggestions in this guide. Authors should bear in mind potential delays in refereeing of papers during the summer months. Authors of potentially long or expensive papers are asked to consult the editors at an early stage and to seek financial help towards publication costs.

The editors will be pleased to give assistance on editorial matters to intending contributors.

Two good quality copies of the text, references and illustrations should be submitted. Typescripts should be on one side of the paper only with double spacing throughout, including references, and margins of at least 30 mm on all sides. A4-sized paper is preferred. The text should be carefully checked for conciseness and correctness and should be in its final form. Authors are advised always to retain a copy of their manuscript and illustrations. Typescripts which do not meet the standards and requirements outlined in these notes, or are otherwise judged to be unsuitable for presentation to referees, editing or proofmaking, will be returned to the author for resubmission.

Supplementary publication scheme

Material (text, figures and tables) supplementary, but still of importance to the paper should be put into the Supplementary Publication Scheme (SUP), where it will be stored and on call at the British Library Document Supply Centre, Boston Spa, Wetherby, Yorkshire. Text to be deposited should be submitted separately and clearly headed SUPPLEMENTARY PUBLICATION No. 000000. Figures and tables should also have SUP clearly marked on them and should be numbered separately from those in the paper.

The matter intended for SUP should be referred to in the text as e.g. Figure 4 of SUP 000000. Supplementary material will be subject to refereeing, and matter undesignedated by the author may be considered to be SUP material by either the referee or the editor but deposition will be subject to the author’s agreement.

Guidelines for the preparation of copy for SUP are:

(a) Maximum page size for text or table in typescript or computer print-out: 33 cm high × 24 cm wide, including margins. Optimum page size is A4.
(b) Tabular matter should be headed descriptively on the first page, with column headings recurring on each page.
(c) Pages should be clearly numbered to ensure the correct sequence is retained.
(d) Some prefatory text should be included, such as the author’s abstract from the parent paper.
(e) Characters, whether typescript, manuscript, or computer print-out, should be in black on white paper, with good contrast. Coloured originals, especially blue copies, are not suitable for reproduction, nor are under-toned (i.e. pale grey) xerographic copies. Colour-striped computer stationery should be avoided.
(f) Half-tones and photographs cannot be reproduced adequately by the processes employed, and such material should not be deposited for its own sake, but only if it forms an integral part of other supplementary material.
(g) Computer print-out should not be reduced more than 35%.

Lay out

Manuscripts should be set out in the following order:

- Title
- Name of author
- Address
- Synopsis
- Main text of paper
- Acknowledgements
- References
- Tables
- Captions to illustrations
- Illustrations

Title page

The title should be concise and informative, and ‘Scotland’ need not be stated. The name and address of the author and the title should be placed on a separate sheet. Authors wishing to select a running head (the abbreviated title which appears at the top of the page) for a paper may do so but it must not exceed 40 characters and spaces. This should be placed towards the foot of the title page and clearly labelled, thus: Running head:

A. N. OTHER
MESOZOIC ROCKS IN MORAY FIRTH

Synopsis

‘This is of the utmost importance, for it is read by 10 to 500 times more people than hear or read the entire article. It should not be a mere recital of the subject covered, replete with such expressions, as “discussed” and “is described”. It should be a condensation and concentration of the essential qualities of the paper’ (Landes 1950). It should be intelligible without reference to the paper and should not exceed 200 words in length.

Text

This should concentrate on the contribution of the paper avoiding long introductory reviews. The difference between fact and inference should be made clear. Authors should ensure consistency in their use of capitals, hyphens and punctuation. Style should follow the recommendations of The Oxford Dictionary for Writers and Editors (revised, London 1986) in which ‘-ize’ endings are preferred. ‘Palaeosol’ etc. and ‘stratigraphical’ are the preferred spellings of the Journal. Footnotes should be avoided.

Headings of three kinds are recommended:

First order

- Third order which run on into the text. Nothing should be underlined unless it is to appear in italics e.g. Homo sapiens and other fossil names. Authors should indicate in the text, by means of a new line and spacing, whereabouts they wish figures and tables to come in the text, e.g.

   Figure 3 here

According to Verbiage (1984) references in the text may be used thus (Hutton 1795) and reference to the actual page number made (Lyell 1838, p. 99) whenever it is appropriate. More than two references (Werner 1774; Hutton 1795) are separated by a semicolon and appear in chronological order.

Abbreviations should omit the full-stop unless they form another word, e.g. 2 mm, 2 km but no. 2.

Formulae, wherever possible, should be typed with special care for upper and lower case symbols and sub-and superscripts.

Compass points should be written in full only if a single point is mentioned, otherwise abbreviate without a full stop after the last letter, e.g. NNW, NW–SE.

Large numbers should have a space but omit comma, 2400 but 24 000.

Map references should be placed in square brackets and broken into their components [NP 0421 0196].

For particular treatment of palaeontological specialities consult Notes for Authors, Palaeontology 28, 793–800.

Measurements should be cited in SI units following the recommendations of the Royal Society Conference of Editors’ pamphlet Metrication in Scientific Journals (1968).

Cross references in the text should be set out ‘see p. 000’ and the manuscript page pencilled into the margin.

References

These should be double spaced and arranged in alphabetical order of the authors’ names. Journal titles should be given in full.

It is the authors’ responsibility to ensure the accuracy and correctness of all references and that all and only those references cited in the text are listed. In titles of papers capitals should be used only where they would normally occur, as in proper names.

The first and last pages of references to papers should be included. Personal communications are preferable to inaccessible unpublished reports. Pagination should use the least number of numerals possible consistent with
NOTE FOR THE GUIDANCE OF AUTHORS

clarity of meaning—see examples below. Punctuation should also follow the examples below. Do not underline any part of a reference, this will be done by the editor when preparing the manuscript for the typesetter.


Note that 34 references at the end of an article occupy the same space as 800 words of text.

Particular attention should be given to the accuracy of dates, volume numbers and spelling of authors’ names.

Illustrations

Good illustrations enhance a paper a great deal and should be clear, well thought out and make the best use of the space available. Poor illustrations not only detract from the value of a paper but may delay publication and increase the cost of printing to little or no purpose.

All illustrations should be referred to in the text.

Figures (diagrams, maps and photographs)

The editors stress that figures must be submitted in the first instance as photocopies reduced to the author’s envisaged final size, the originals should be retained by the author until requested by the editor.

Inadequate figures will be returned to the author. Figures should be prepared to fit either a page width (176 mm) or a printed column width (85 mm). The printed page height is 245 mm.

Line drawings of figures should be in Indian ink or comparable material on good quality white card, e.g. Bristol board, plastic film, or other suitable medium and the lines should be black. Computer-generated diagrams are acceptable but should be of comparable quality. Colour line drawings can be published where these enhance the illustration. Authors wishing to use colour should contact a member of the editorial board prior to submission.

Folded figures are costly to produce. However, if a large folding map or diagram is essential to a paper the editors should be contacted before submission. (It will normally be necessary to obtain an estimate of the subscription required before such a diagram or map can be published.) Coloured maps can be printed but only if a grant is provided to cover the full cost of these (consult editors in advance).

Space should be left for the caption when planning a figure. A bar scale of suitable length is an integral part of a figure and should be in SI units.

In drafting figures, the following points are particularly important.

(1) Reduction to about half the linear size of the original figure is most satisfactory.
(2) No letters, after reduction, should be less than 1 mm high (see Fig. 1).
(3) Great care should be taken over the thickness of lines drawn on figures. On reduction by half excessively thin lines may disappear over considerable distances (see Fig. 2).
(4) Care must be taken over choice of ornamentation since much that is available is quite unsuitable for reduction; lines may be too thin, or too close together, and large areas of solid black should be avoided (see Fig. 3).

(a) DURNESS Formation
TORRIDON Group
LEWISIAN Complex

(b) DURNESS Formation
TORRIDON Group
LEWISIAN Complex

Fig. 1 Examples of lettering (a) at original size and (b) reduced to 50%. The height of the original capital lettering from top to bottom is 3.0 mm, 4.0 mm and 4.75 mm.

(a)________________________
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________________________

(b)________________________
________________________
________________________

Fig. 2. Examples of lines (a) at original size and (b) reduced to 50%. The thickness of the original lines from top to bottom is 0.25 mm, 0.35 mm, 0.5 mm, 0.7 mm and 1.0 mm.
Figures should be numbered consecutively through a paper in Arabic numerals. The author's name and the figure number should be pencilled on the back or in the corner of each figure. Captions should be typed double spaced, in order, on a separate sheet. If very long, captions may have to go on the opposite page but it is normally better to reduce the size of a figure to allow sufficient space for the caption.

Photographs as figures

Halftone photographs should be high-contrast, glossy prints prepared at the final size. Several photographs on a figure should be of similar contrast for best reproduction. Care should be taken in making up figures to use all the available space, taking account of caption size, but leaving room for the typesetter to insert numbers (e.g. 1A, 1B) not provided by the author. Lines should not be drawn round or between photographs to indicate groupings. A scale bar should be used in photographs of fossils and in photomicrographs. Notes of the magnification (e.g. ×5) of a photograph indicated in the caption do not allow for any changes in size during printing and should be avoided. Mixed magnifications should be avoided as far as possible. Photographs of fossils should be illuminated from the top left hand corner.

As photographs are treated as figures they should be numbered in sequence with other figures. The author's name and figure number should be pencilled on the back. Captions should be prepared as for other figures.

When originals of photographs are submitted they should be protected by an overlay to avoid damage.

Except for photographs of fossils or photomicrographs, they should be submitted unmounted.

Colour photographs can be printed only if a grant is provided to cover the full cost.

Tables

Tables should replace the text and not duplicate it. They should be prepared separately and will be typeset. Complex tables may be reproduced from 'camera-ready' originals but care should be taken to ensure that these are of high quality.

Particular attention should be paid to whether publication of tables is necessary or whether material may be deposited under the Supplementary Publication Scheme, e.g. extensive tables of rock and mineral analyses will not normally be published.

If the table is believed to be necessary, attention should be paid to the limitations of page and column size. All tables should have Arabic numbers and a brief title above. Lines should be avoided. Percentage tables should have totals.

Tables should not be included in the text, but their position indicated. They should be submitted in the form of copies at the final size, bearing (in pencil) the author's name and table number.

Large fold-out tables are prohibitively expensive and will not normally be accepted for publication unless a grant to cover the full cost of printing and insertion can be provided.

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Fig. 3. Examples of ornamentation showing varying suitability for reduction.
Short communications and discussions of published papers

The guidance given above for the submission of manuscripts and accompanying illustrations should also be followed when submitting short communications or letters to the editor. A short communication or discussion will be less than 4 FPE in length.

Submission

Papers submitted for publication should be sent to The Editors, Scottish Journal of Geology, Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath BA1 3JN. It is recommended that they be sent by recorded delivery in the UK. Receipt will be acknowledged promptly. Joint authors should indicate to whom proofs and correspondence should be sent.

Proofs

Authors will normally receive page proofs: these are for the purpose of correcting typesetting errors and not for altering the wording or substance of the paper. Proofs should be returned to the editors within three days of receipt and great care should be taken to ensure that all misprints are detected. Authors will be charged for excessive alterations which do not result from errors in production.

Reprints

Reprint copies of papers will be provided at cost if ordered when the corrected proofs are returned to the publisher. Copies are normally distributed soon after publication.

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Reference


MS. accepted for publication 14th December 1992