

Instructions to authors

General

The Bulletin of the Geological Society of Finland (*BGSF*) publishes papers, scientific communications and discussions in all branches of the geosciences. Contributions outside Finland are welcome, providing that they contain material relevant to Fennoscandian geology or are of general interest. Acceptable articles should be concise, generally no more than 20 printed pages. Authors assign copyright to the Geological Society of Finland effective when the article is accepted for publication in this journal.

Manuscripts, conforming to the instructions below, should be sent in triplicate to Editor-in-Chief or any of the associate editors. Authors should carefully study the latest issue of *Bulletin* and format their paper accordingly. **Electronic submission as PDF files is encouraged** as this will speed up the review process. Do not send original illustrations at submission stage. The approximate position for insertion of each table and figure should be marked in the margin of one of the hard copies. All manuscripts submitted to our *Bulletin* are subject to peer-review by two referees and at least one of the editors. Authors are requested to submit names, addresses, fax numbers and e-mail addresses of four appropriate reviewers with their cover letter.

Language

Articles must be written clearly and concisely in English (British or American consistently).

Abstract and keywords

Articles must be preceded by a **short ca. 200 word abstract** containing the content and conclusions of the paper in capsule form. Scientific communications and discussions are published without abstracts.

References

Carefully study the latest issue of BGSF for the referring practice. Papers in preparation or manuscripts cannot be cited.

Figures

Please submit your figures in black and white. Color figures will generally be published only at author's cost (consult the Editor-in-Chief for current prices). Label each figure (both hard copies and electronic files) with the author's name and figure number (i.e. Surname Fig 1.tif). Use clear, sans serif typeface such as Helvetica or Arial. After reduction, no text should be smaller than 1 mm. The largest lettering should not be more than three times the size of the smallest lettering. Place a white background behind lettering that crosses a dark or textured area in a figure. If possible, use patterns instead of dot fill patterns. Dot fills must be between 20% to 70% black. Use clean black lines, no finer than 1 point. On maps, please include latitude and longitude, a scale in kilometers, and label all bodies referring to water in an italic font; all other geographic features in roman font.

Once your paper is accepted we ask you to send us original line drawings and electronic files by email or on CD disk. Figures generated by drawing programs should be sent in two formats: one in native format (the program in which it was created; preferably Corel Draw) and as high-resolution jpeg or tiff images. Excel charts can also be used. Always indicate the drawing program and the version used in your cover letter. Do not send low-resolution jpgimages. Photographs generated by digital cameras should be converted to black and white and sent in tiff or jpg format and preferably 300 dpi to allow scaling. Do not use compression for any files.

Tables

Number the tables in the order in which they are cited in the paper and label the files in an analogous manner to that of the figures (i.e. Surname Table 1.doc). Preferred file formats include Excel (.xls) or MSWord (.doc) generated with table operator. Align all columns on the decimal. Do not leave blank spaces in analytical tables; these should be marked by n.a. (not analysed) or b.d.l. (below detection limit).