

Notice to authors

The European Journal of Mineralogy publishes original papers, review articles and letters dealing with the mineralogical sciences *s.l.* These include primarily mineralogy, petrology, geochemistry, crystallography and ore deposits, as well as environmental, applied and technical mineralogy. Nevertheless, papers in any related field, including cultural heritage, will be considered.

Manuscripts may be submitted in English, French, German or Italian. However, authors are reminded that English is the preferred language of scientific communication in an international journal. Although the European Journal of Mineralogy employs an English-language style editor and offers editorial help, authors are urged to have their manuscripts read, before submission, by a colleague whose native tongue is English in order to expedite the review process.

We encourage electronic submission of the whole article, preferably as a pdf file sent to one of the following chief editors, one hard copy following by postal mail.

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Alternatively, three copies of each manuscript (*double spaced*, wide (*ca.* 5 cm) left margin, printed on one side of the page only; including *all* tables and figures for each copy) should be submitted to one of the chief editors. For photographs, three sets of glossy prints or good laserprint-copies (not photocopies) are required for the review; original figures and tables should otherwise be retained by the author until the final version has been prepared.

Manuscripts presenting the results of crystal-structure refinements must be accompanied by a validated Crystallographic Information File (CIF), in the standard format defined by the International Union of Crystallography (IUCr). CIF files that fail the validation process may be considered if accompanied by a comment on the points that did not pass the validation process. Information about the CIF file and validation tools is available at the following address: <http://www.iucr.ac.uk/iucr-top/cif/home.html>

Each manuscript will be reviewed by at least two referees chosen by an international board of associate editors.

Submission of a manuscript for publication in European Journal of Mineralogy is considered binding assurance that this work has not been submitted elsewhere, and that it has not been and will not be published elsewhere in similar form and length in print or in databases (both online and offline).

Authors are welcome to include abstracts (not the full text) of their papers on their personal or institutional home page, provided they supply a link to the full text of their paper on EJM-online.

EJM web site: <http://www.schweizerbart.de/j/ejm>

Manuscript presentation

Please structure submission in the following way: cover page, title page, abstract, key-words, text, acknowledgements, references, titles of tables, tables, figure captions, figures and, where appropriate, an appendix.

1. Cover page

The cover page contains the title, the running title (less than 60 characters including spaces, to be printed at the top of each right-hand page), the detailed plan of the article (*i.e.* hierarchy of headings **and** subheadings), the mailing address, e-mail address, phone and **fax numbers** of the corresponding author, **a statement on the type of computer, operating system and word-processor used**, as well as the **number of characters** (including spaces) of the whole text.

The corresponding author should notify the editorial office of any address change.

2. Title page

The title page contains:

- title (no full stop at the end),
- name of authors (with first name given in full for each author),
- mailing addresses of the relevant institutions (if different, the authors' mailing addresses should appear as footnote),
- electronic-mail address of the corresponding author.

3. Abstract

The abstract (with an English translation for papers in another language) should summarize the main results giving quantitative data and be as concise and informative as possible. It is followed by up to five standard **key-words**, which characterize the subjects, the techniques and the results (see key-words index in each November-December issue or on the website for examples). Authors are allowed to add an abstract in a European language other than English.

4. Text

The text should be clear and concise. Each page should be numbered and indicate the name of the first author. There are four levels of headings in published papers; note the lower-case characters for *all* headings. Indent all paragraphs. Avoid word-breaks; carry the whole word down to the next line. Indications should be given in the margin to avoid possible confusion, *e.g.* between letter O and zero, number 1 and letter l, letter x, chi and kappa, *etc.* For clarity, avoid long adjectival sentences; use hyphens to join words that make adjectives (*e.g.*, high-temperature metamorphism, four-circle diffractometer), but do not join adverbs that end in -ly (*e.g.* rapidly cooled melt). British spelling is preferred, but internal consistency is the rule.

CONSIDER THE FOLLOWING POINTS WHEN PREPARING THE WORD-PROCESSED TEXT.

- **Use preferably Times (or Times New Roman) for the text font and Symbol for the Greek and special characters.**
- **Keep the lay-out as simple as possible**, essentially identical to that of conventional manuscripts.
- **Do not use a style sheet.**
- **Do not right-justify your text, flush it left only.**
- **Indent each paragraph by using the TAB key** (not by using paragraph-formatting procedures).
- **Leave only one space after each punctuation sign**, including full stops.
- **Never split words at the end of a line** nor use the word-splitting option of the processor.
- **Do not underline words to be printed in italic or bold-face type, but use the pertinent word-processor option** (in text *and* reference list).

Symbols and units: Cell parameters and letters in space-group notation should be in italic, vectors and axes in bold-face characters. A space must separate number and unit. The sole abbreviations for the units micrometre(s), second(s), kelvin(s), kilovolt(s) and kilobar(s) are μm , s, K, kV and kbar, respectively.

Indicate the approximate **position of figures and tables** in the margin of the manuscript.

References in the text should appear as follows:

(Guinier, 1956; Halbach & Chatterjee, 1982)

or

according to Guinier (1956) and Halbach & Chatterjee (1982)

or, if more than two authors are involved,

(Conticelli *et al.*, 1992).

If there are several references to the same author(s) with the same publication year, they must be distinguished by a letter as follows:

(Brindley & Robinson, 1947a and b).

Note the lower-case characters for authors' names.

Note that a section labelled "**Conclusions**" should not be a repetition of information already included in the abstract.

5. References

These should be presented as follows in the alphabetic list.

For journal articles:

Brindley, G.W. & Robinson, K. (1947a): Note on the occurrence of anatase in some fire clays deposits. *Mineral. Mag.*, **28**, 244-247.

—, — (1947b): An X-ray study of some kaolinitic fire clays. *Trans. Brit. Ceram. Soc.*, **46**, 49-62.

Conticelli, S., Manetti, P., Menichetti, S. (1992): Mineralogy, geochemistry and Sr-isotopes in orendites from South Tuscany, Italy: constraints on their genesis and evolution. *Eur. J. Mineral.*, **4**, 1359-1375.

For books:

Guinier A. (1956): *Théorie et technique de la radiocristallographie*. Dunod éd., Paris, 736 p.

For chapters in a book:

Halbach, H. & Chatterjee, N.D. (1982): The use of linear parametric programming for determining internally consistent thermodynamic data for minerals. *in* "High-pressure researches in geoscience", W. Schreyer, ed. Schweizerbart'sche Verlagsbuchhandlung, Stuttgart, 475-491.

Note the lower-case characters for authors' names and the comma after each author and journal name. Note also that the symbol & is used only for two-author papers and that long dashes are used only if *all* authors are identical in successive references. A space must separate the different parts of a journal-name abbreviation, *i.e.*, *Eur. J. Mineral.* and not *Eur.J.Mineral.*

References are ordered alphabetically by first author, then two-author papers are ordered alphabetically by second author and followed by papers with three or more authors ordered chronologically (if published the same year, these must be distinguished by a, b, c according to their order of occurrence in the text).

Authors must check the names and dates in the list and cross-check the references in the list against those in the text *before* submission. Errors may delay the publication.

6. Tables

These will be printed either from a scan of the submitted original, or from the file included in the authors' diskette if suitable.

For scanning, the tables must be carefully prepared and submitted on separate sheets. Tables will be reduced by a factor 0.5-0.7 in order to fit single-column (8.6 cm), double-column (17.6 cm) or landscape (23.6 cm) formats. Compose tables to be as compact as possible, with either single or one-and-half spacing, and no more than two to three spaces between columns of data at their widest. Begin with a single horizontal rule, followed by the column headings (units in parentheses) and another single rule. End the data set with another single rule, as well as one after any footnote. Complete the frame with a single vertical rule on either side of the table; no other rules are generally necessary. Use decimal points, not commas. Align the decimal points

within each column and ensure that the number of significant digits quoted is realistic with respect to the uncertainty or standard deviation, if given. Use characters that are easily read after reduction (*e.g.* Arial, Letter Gothic, Helvetica, Univers).

For typesetting by the printer, author's files prepared with WORD or EXCEL may prove difficult to convert. Therefore, tables should be prepared in the simplest format using just the TAB key to separate columns and not by use of the space bar. If you use a table editor function, never use carriage returns within cells. A hard copy of each table should be sent along with the diskette.

In any event, **crystallographic data tables** must be submitted as electronic files, to be included after publication in the crystal-structure data base maintained (and freely accessible) at University of Arizona, Tucson.

7. Figures

These must be prepared to allow reduction by a factor 0.5 to 0.7, preferably to one column width (8.6 cm). Make sure that the figures are homogeneous in style (font type, line weight) throughout the paper and that the lettering, line width, etc., are large enough to still be readable after reduction. The maximum size of submitted originals should be 21 × 29.7 cm. Use decimal points, not commas. The author's name, figure number and indication of top and bottom should be pencilled on the reverse side.

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Photographs: these should have good contrast; the **scale should be indicated on each photograph**. If photographs are assembled into a plate, one set of photographs should be submitted in non-assembled form with the final version.

Colour: the authors are expected to contribute to the additional printing costs (about 500 € for a full page). The use of colour must be approved by the chief editor.

8. Captions

These should be given in the language of the text *and* in English; they should make figures and tables self-explanatory. Figure captions and table titles should accompany the relevant material, but *also* be typed on a separate sheet. **Titles of tables must be kept short, explanatory material appearing as a footnote.**

Sending the final version

Authors are requested to send a copy of their text on disk *when submitting their final hard-copy version* (along with the originals of all illustrations and tables). **Save the text both as a Microsoft® Word file and as an RTF (Rich Text Format) file on a PC-formatted disk. CLEARLY IDENTIFY THE FILE NAMES.**

Make sure that the disk version and the hard-copy of the text are identical, except for complex symbols or formulae added by hand (and clearly identified) on the hard-copy.

When prepared electronically, illustrations in the final version should be submitted in EPS format for vector graphics exported from a drawing program, or in TIFF for halftone illustrations (300 dpi, against 1200 dpi for line drawings and 800 dpi for combination art). EPS files must contain a preview in TIFF of the figure and include all the fonts used in the vector graphics. 'Helvetica' and 'Symbol' fonts are highly recommended; note that Symbol should not be used in italic or bold form; avoid Times Roman. The sending of high-quality hard-copy figures along with the files is mandatory.

Letters

Letters are intended to allow rapid, preliminary publication of results of exceptional importance in condensed form; the complete paper may follow at a later date. The corresponding author should include a cover letter clearly explaining the necessity for rapid, preferential publication of the paper. The chief editor will arrange with one of the associate editors to obtain a review on very short notice.

All other short manuscripts will be treated as regular articles.

Letters should be prepared like articles, but they should usually not exceed four printed pages (6500 characters and spaces per page), with no more than two tables or figures.

Data repository

The European Journal of Mineralogy maintains a data repository at its editorial office in Paris, where important data too voluminous to be published may be filed by authors and copies requested by readers. There are no format restrictions other than the data must fit on 21 × 29.7 cm (A4) paper. Electronic data files are preferred.

Proofs, reprints

Proofs are sent to the corresponding author, who is expected to notify the editor or the editorial office of any address change. Corrected proofs must be sent back *by return mail or by fax*, otherwise the article may be printed as it stands. **Corrections must be restricted to the printer's errors.** Reprints in addition to the 25 free copies may be ordered at this time.

Unless return is requested, the original manuscripts and illustrations will be discarded two months after publication.

Page charge

The European Journal of Mineralogy endeavours to publish as much high-quality work of as many authors as possible with the financial means at its disposal. Authors are requested to help by submitting concise manuscripts.

There will be no page charge for manuscripts up to 10 printed pages (of the new, more generous format!). Authors of original papers may be charged 125 € for each printed page exceeding this limit.

International standards

- The nomenclature of polytypes must follow the guidelines of Nickel (*Eur. J. Mineral.*, 1993, **5**, 799-900).
- Powder diffraction data should follow the procedures approved by the International Union of Crystallography (see *Acta Cryst.*, 1983, A39, 174-186, or *Powder Diffraction*, 1987, 1(1), 58-65).

Recommendation

Authors who obtain X-ray powder diffraction data on their samples are encouraged to submit their data to the Data Acquisition Manager at the International Center for Diffraction Data. (Newtown Square Corporate Campus, 12 Campus Boulevard, Newtown Square, Pennsylvania, 19073-3273, USA).

- Nomenclatures, new data on minerals and descriptions of new minerals must be approved by the Commission on New Minerals and Mineral Names of the I.M.A. (International Mineralogical Association) before publication. The letter of approval must accompany submission.

This journal follows the rules of the Commission on New Minerals and Mineral Names of the I.M.A. in all matters concerning mineral names and nomenclature.