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2. Editorial procedure

The *Bulletin of Volcanology* publishes papers on volcanoes, their products, their eruptive behavior, and their hazards. Papers aimed at understanding the deeper structure of volcanoes, and the evolution of magmatic systems using geochemical, petrological, and geophysical techniques are also published. Papers must present scientific results that are essentially new and must be written in English. All manuscripts are subject to peer review.

Research Articles

should present original and significant scientific findings. They should be concise and informative, with a minimum number of illustrations and tables. Occasional review articles are welcome.

Short Scientific Communications

should present new important scientific results that are timely and lend themselves to speedy editorial handling. The same editorial standards will apply as for Research Articles.

Forum Contributions

provide for discussion of controversial issues and comment and reply on previously published papers.

Authors of *Research Articles* should email or fax the title, abstract, acknowledgements and the introductory and concluding sections to the Executive Editor. Include the number of pages and figures in the manuscript. The Executive Editor will select a member of the Editorial Board to be the responsible editor, to whom the author will then send the manuscript *in triplicate*. Authors may request a particular board member to be the responsible editor, although the Executive Editor makes the final choice. Authors of *Short Scientific Communications* and *Forum Contributions* should submit the entire manuscript in triplicate to the Executive Editor. Please be sure to include your e-mail address and your fax number when submitting. Papers that do not conform to the journal norms may be rejected or returned to the authors for revision before being considered for publication.

The responsible editor solicits at least two reviews before either accepting (commonly subject to revision) or rejecting the manuscript. Manuscripts that are returned to the authors for revision should be sent back within eight weeks, otherwise they may be considered withdrawn. Rejected manuscripts will not be returned to the authors (except original illustrations).

Following revision, two copies of the final manuscript should be sent to the responsible editor, accompanied by a signed Copyright transfer statement. The responsible editor forwards the manuscript to the Executive Editor with a recommendation to publish. The Executive Editor then contacts the author with a final decision regarding publication.

Electronic versions of the text, tables, all illustrations, and any supplementary materials should be sent, either on diskette or CD-Rom (with the revised manuscript to the responsible editor) or by ftp transfer (once the revised manuscript has been accepted for publication and upon request by the Executive Editor). Details of formats and data delivery options for electronic files are given below. The manuscripts and the figures will not normally be returned, unless specifically requested by the authors.

3. Manuscript preparation

Manuscripts should be prepared in accordance with the journal's standard practice, the form and content being carefully checked to exclude the need for corrections in proof. They should be typed in double-line spacing with a wide margin on one side of the paper only. In cross-referencing, it is preferable to quote the section rather than the page number. The author should mark in the margin of the manuscript where figures and tables may be inserted. Words to be emphasized, indicated by underlining or italics, will be printed in italics.

To help you prepare your manuscript, Springer offers a Word template. For details see point 4.

Research Articles should normally not exceed 14 printed pages. Longer articles are acceptable if they concern comprehensive reviews, or major studies with large datasets, and they are written in a concise manner. *Short Scientific Communications* and *Forum Contributions* should not exceed 4 and 2 printed pages respectively. (900 words are approximately equivalent to one printed page). All manuscripts are subject to copy editing.

Title page. The title page should comprise

- a concise and informative title
- the first and last name(s) of the author(s)
- the affiliation(s) and address(es) of the author(s)
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Abstract. Each paper must be preceded by an abstract presenting the most important results and conclusions in no more than 400 words.

Keywords. Seven keywords should be supplied after the Abstract for indexing purposes.

Abbreviations should be defined at first mention in the abstract and again in the main body of the text and used consistently thereafter. An excess of abbreviations renders text hard to read and is discouraged.

Footnotes. Essential footnotes to the text should be numbered consecutively and placed at the bottom of the page to which they refer.

Extensive tables of data should either be placed on file in the corresponding author's institution, and directions for obtaining them given in a footnote, or submitted as Electronic supplementary material. Animations and video clips can be submitted as Electronic supplementary material. For details see point 5.

References

The list of References should only include works that are cited in the text and that have been published or accepted for publication. Personal communications should only be mentioned in the text. In the text, references should be cited by author and year (e.g. Hammer 1994; Hammer and Sjöqvist 1995; Hammer et al. 1993) and listed in alphabetical order in the reference list. Journal titles should be abbreviated according to the rules set out in **Chemical Abstracts**.

Examples:

Journal articles:

Fink JH, Bridges NT (1995) Effects of eruption history and cooling rate on lava dome growth. *Bull Volcanol* 57:229–239

Books:

Simkin T, Siebert L (1994) *Volcanoes of the world*. Geoscience Press, Tucson, pp 1–349

Multi-author books:

Borgia A, Linneman SR (1990) On the mechanism of lava flow emplacement and volcano growth: Arenal, Costa Rica. In: Fink JH (ed) *Lava flows and domes*. Springer, Berlin Heidelberg New York, pp 208–243

Titles in a language other than English, French, German, Italian, or Spanish should be translated into English with the original language in parentheses. Example: (in Greek).

The author is responsible for the accuracy of the references.

References such as "personal communications" or "unpublished data" cannot be included in the reference list, but should be mentioned in the text in parentheses: this also applies to papers presented at meetings but not yet published or accepted for publication. A date should be given for both "personal communications" and "unpublished data." Papers that have been accepted for publication should be included in the list of references with the name of the journal and "in press." Oral communications should only be mentioned in the acknowledgements.

If available, the Digital Object Identifier (DOI) of the cited literature should be added at the end of the reference in question.

Example:

Rosi M, Bertagnini A, Landi P (2000) Onset of the persistent activity at Stromboli Volcano (Italy). *Bull Volcanol* 62:294–300
DOI 10.1007/s004450000098

Illustrations and Tables

All figures (photographs, graphs or diagrams) and tables should be cited in the text, and each numbered consecutively throughout. Figure parts should be identified by lower-case roman letters. The placement of figures and tables should be indicated in the left margin. For submission of figures in electronic form see point 4.

Line drawings. Please submit goodquality prints. The inscriptions should be clearly legible. It is a good idea, before submitting, to make a test print of each line drawing at publication scale to see if lettering, symbols and line widths are clearly legible. Avoid large contrasts in line width or letter size in a given figure, and draft all figures in the same style. Special attention to legibility during figure preparation commonly avoids delays in publication.

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For **color illustrations** the authors will be expected to make a contribution (€ 485 or US \$ 534, plus 16% VAT) towards the extra costs, irrespective of the number of color figures.

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Text

The template is available:

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Password: your own e-mail address

- Directory: /pub/word/journals
- file names: *either* sv-journ.zip *or* sv-journ.doc *and* sv-journ.dot

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 6. Use the equation editor of your word processing program or MathType for equations.
 7. Place any figure legends or tables at the end of the manuscript.
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Data formats

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- *either* with the revised manuscript to the responsible editor, on any of the following media:
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 - on a CD-ROM

- or upon request by the Executive Editor (following final acceptance of the manuscript).

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