

INSTRUCTIONS FOR CONTRIBUTORS

Manuscript submission: Contributions falling into the following categories will be considered for publication:

Original high quality Research Papers (preferably no more than 35-40 double line spaced pages, including tables and figures).

Short Notes, for rapid publication (no more than 10 double spaced pages, including tables and figures).

Discussions and Replies, Letters to the Editors, International Commissions Reports, preliminary reports on research projects, and information on scientific meetings.

Manuscripts must comprise original, unpublished material and not be submitted for publication elsewhere. Overlap of contents between related papers should be minimum.

An electronic version of the original submissions is advisable. Text files should be in Word or RTF format, figures and tables should be in press quality Portable Document Format, and submitted either by e-mail or by mail to:

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Authors unable to submit by e-mail should send three hard copies of their manuscript along with the electronic version. Authors can save time by submitting files in a format acceptable for publication (see Preparation of manuscripts). Further details at <http://www.geologica-acta.com> page.

Preparation of manuscripts: Manuscripts should be double-spaced on A4 or American letter size paper, on one side only, at minimum font size of 12-point, leaving wide margins (3-4 cm). All pages should bear the author's name and be numbered serially. The paper should be arranged in the following order:

Title: brief, specific and informative, with no more than 60 characters including spaces.

Initials and surname(s) of the author(s): with superscript ⁽¹⁾, ⁽²⁾ referring to complete address, e-mail and fax.

Abstract: up to 250 words for Research Papers and up to 100 words for Short Notes.

Keywords: four or five keywords must be included. Terms should be chosen from the "Multilingual Thesaurus of Geosciences", Ed. Pergamon.

Main text: may be divided into a maximum of three levels of headings; **CAPITAL LETTERS** for first order, **bold lower case letters** for second order, and **bold italic lower case letters** for third order heading. Headings should not be preceded by numerals or letters.

Acknowledgements (if any).

References: double spaced and following the journal style (see below).

Appendices (if any).

Figure captions: figure captions must be provided separate from the figures, at the end of the manuscript. Make captions precise and explain all symbols and abbreviations used.

References: References in the text, figures, captions, tables, and appendixes must be listed in the Reference section. Do not cite Congress Abstracts, papers that are in preparation, in review, or in revision. References should be chronological and made giving the author's name with the year of publication.

Examples: Ramos (1997) or (Ramos, 1997); Sala and Calvo (1988) or (Sala and Calvo, 1988); Bitzer et al., (2001); (Bitzer et al., 2001); Vaquer (1987a), Vaquer (1987b), etc.

For personal communications use "pers. comm." (upright type), with year where appropriate. The reference list should be in alphabetical order, double spaced and authors must be keyed as capitals and lower case. Names of periodicals should be written in full. Examples of the style follow.

Journal article:

Naranjo, J.A., Lara, L.E., Mazzoni, M.M., 1997. Late Quaternary monogenetic volcanoes along Río Salado, South-

west Mendoza Province, Argentina. *Acta Geologica Hispanica*, 32(1-2), 113-122.

Books and monographs:

Tertian, R., Claisse, F., 1982. *Principles of Quantitative X-Ray Fluorescence Analysis*. London, ed. Heyden, 385 pp.

Cirés, J., Domingo, F., Roca, E., Escuer, J., Sanz, J., 1994. *Mapa geológico de España*. Scale 1:50.000, 2nd series, no. 217, Puicerdà. Madrid, Instituto Tecnológico GeoMinero de España, 66 pp., 1 fold. map.

Books including several sections or papers:

a) For the whole book:

Jones, T.P., Rowe, N.P. (eds.), 1999. *Fossil Plants and Spores. Modern Techniques*. London, Geological Society, 396 pp.

b) For one of the papers:

Golenberg, E., 1999. Isolation, identification, and authentication of DNA sequences derived from fossil material. In: Jones, T.P., Rowe, N.P. (eds.). *Fossil Plants and Spores. Modern Techniques*, London, Geological Society, 156-160.

Theses:

Amilibia, A., 2002. *Inversión tectónica en la Cordillera de Domeyko, Andes del Norte de Chile*. Doctoral thesis. Universitat de Barcelona, 161 pp.

Units of measure: The International System of Units must be followed throughout, except for the angstrom (Å) instead of the nanometre (nm).

Illustrations: The maximum size is that of one journal page (175 x 233 mm) or of one column (82 x 233 mm). Fold-outs will be accepted, but they are costly and will be subject to rigorous scrutiny. A copy of each illustration should be sent reduced to the journal formats. Arial or Helvetica typeface with final (printed) size larger than 6pt, and equivalent line weights, are preferred. Illustrations should be numbered consecutively as they are cited in the text.

Drawings: avoid fine shading and tones, particularly from computer graphic packages.

Photographs: hard copies, when necessary, should be sent on glossy black and white paper, with a minimum size of 9 x 12 cm, and with sufficient contrast to be reproduced correctly. The scale should be graphic and be included in the illustrations, as well as numbers or letters of order for plates.

Colour reproductions will be accepted at the additional cost of 200 Euros per page.

Legends: all illustrations and tables should include an explanatory legend. Map keys should be given on the figure, not as numbered boxes.

All maps, field sketches, cross-sections and photographs should include a metric bar scale. Regional maps should include National Grid or latitude/longitude coordinates.

All illustrations are called Figures, and should be referred to as Figure if at the start of a sentence, or as Fig. otherwise. Figure parts are referred to as Fig. 1(A) or (Fig. 1A).

Tables: Tables single or double column, numbered consecutively, and on a separate sheet. All tables should include a brief title, and columns should have an explanatory heading and, where appropriate, units of measurement. Avoid vertical rules.

Footnotes to tables should be typed below the table, and should be referred to by superscript letters.

Tables should be cited in the text in the form Table 1.

Appendices: Appendixes are optional. Title all appendixes (e.g., APPENDIX 1. SAMPLE DESCRIPTIONS); number appendixes only if there are two or more. Tables and figures in the Appendix should be numbered separately from the text (e.g., Fig. A1, Fig. A2, Table A1, etc.).

World Wide Web Site: Additional material may be published via the journal's web site.

Reprints: Twenty-five reprints will be provided free of charge to the corresponding author. A PDF version will also be made available from *Geologica Acta* online.