

NOTES FOR THE GUIDANCE OF AUTHORS

Papers on major topics of international interest in any of the Earth sciences are welcomed. Papers longer than 14 pages require special editorial approval. There are *c.* 1000 words on a printed page.

Specials of up to 4 printed pages on topical issues will be given priority for publication and be speeded through the reviewing and editing stages (see editorial, vol. 144, p. 367).

Review papers. The Journal is also interested in publishing occasional review style papers, presenting a summary of the state-of-play in topical aspects of the Earth sciences. These may be longer than standard papers, subject to the agreement of the Chief Editor, but otherwise follow the same format. Authors considering submitting reviews should discuss the subject matter and proposed content of the paper with the Chief Editor prior to submission.

All papers are accepted on the understanding that they have not been submitted or published elsewhere and become copyright of the Geological Society. Papers are also accepted on the understanding that all authors consent to the submission. Please ensure that all authors have seen and approved the submitted version.

Instructions for authors: full instructions on preparing your paper can be found at www.geolsoc.org.uk/jgs.

Submissions: all submissions to the Journal should be made online via: <http://jgs.alltrack.net>. Full instructions can be found within the site. There are additional help buttons throughout. You will need to register before you can submit. This is very easy. If you have previously submitted or reviewed a paper, you should already be in the system.

Before submitting a manuscript, it is recommended that you have the following to hand:

- all authors' first, middle names/initials and last names
- all authors' full postal and e-mail addresses.
- title and running title (you may copy and paste these from your manuscript)
- abstract (you may copy and paste this from your manuscript – 200 word limit/100 for Specials)
- manuscript files in Word, WordPerfect, RTF or Text formats
- figures/Images in TIF, EPS or JPG formats
- tables in XLS, CSV or DOC formats
- abstracts of any related papers that you have in press

- supplementary data files
- covering letter (which the referees will see).

(It is a good idea to put all your files in one folder.)

The submission package will guide you through the processes for submitting your files and confirmation/approval.

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Colour: It is possible for figures to appear in colour online and be printed in black and white. Only one version will be placed in the paper, so the colour figure will need to be clear when printed in black and white. There are charges for including colour in the print version. Estimates of likely costs can be obtained from the Production Editor. There is a limited budget to assist authors who do not have funds for essential colour printing. Please ensure that colour files to be printed are saved as CMYK, not RGB.

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Offprints may be ordered on the form provided at proof stage. You will be given free access to 50 downloads once the issue is online, details will be sent directly to the author at the time of publication.

Discussion of papers: 1000-word discussions on papers that have already appeared in the Journal or appropriate Society books are acceptable. These should be submitted online.

Supplementary Publications: Limited space in the Journal means that detailed material, such as locality lists and analytical data, will be made available as Supplementary Publications. These files are hosted on the Society's website. Acceptable formats for the online repository are .rtf, .csv and .pdf. Maximum size is 5 MB per paper (can be zipped if necessary).

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