

## 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.

**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 (typically up to 18 pages), 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 ([jgs@geolsoc.org.uk](mailto:jgs@geolsoc.org.uk)) 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. To support this, all co-authors are asked to confirm their involvement when the manuscript is submitted through Editorial Manager. 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\\_authorinfo](http://www.geolsoc.org.uk/jgs_authorinfo).

**Submissions:** all submissions to the Journal should be made online via: <http://www.editorialmanager.com/jgsl>. 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)
- manuscript files in Word, or RTF
- figures/Images in TIF, EPS, PDF 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 and should include highlights of the advancement the submission brings to the field and confirmation that the conclusions have wider importance beyond the study's geographical context.

(It is a good idea to put all your files in one folder. You can upload a ZIP file (up to 5 MB) to the system and it will be automatically unpacked.)

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

- You can check the status of your manuscript at any time.

**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.

**Foldouts:** These will be accepted only after consultation with the Editor, and you will be expected to cover the additional costs.

**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 (exclusive of title, authors, affiliations and references) 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 figshare portal at <http://geolsoc.figshare.com>. There is a 1 GB file size limit for supplementary material, however, our submission system allows a maximum file size of 5 MB. For any supplementary material files that are larger than 5 MB, please contact the Production Editor ([jgs@geolsoc.org.uk](mailto:jgs@geolsoc.org.uk)).

**Editorial Enquiries:** More information can be found at [www.geolsoc.org.uk/jgs](http://www.geolsoc.org.uk/jgs) or contact the Production Editor, Patricia Pantoş (e-mail: [patricia.pantos@geolsoc.org.uk](mailto:patricia.pantos@geolsoc.org.uk)), Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath BA1 3JN, UK (tel: 01225 476411).