

# Instructions to Authors

The *Proceedings of the Yorkshire Geological Society* is a biannual publication that caters for original research papers on all aspects of geology. Emphasis is placed on (i) papers relating to the geology of the North of England (but including aspects of more than local interest) and (ii) papers of general geological interest. Papers should normally be between 3000 and 15000 words in length, including allowances made for references and text-figures (a full printed page consists of c. 1200 words). Shorter contributions will be published as 'Short Communications'; longer contributions should not be submitted without prior consultation with the Chief Editor. Review papers are normally published by invitation only, but ideas for a review paper may be submitted to the Chief Editor for assessment by the Publications Committee.

## 1. SUBMISSION OF PAPERS

Papers are welcome from *Society* members and non-members alike.

Three complete copies of papers should be submitted to the Editor. Typescripts should be in their final form, and should be arranged according to the layout used in the current issue of the *Proceedings* (see below for details). Typescripts that deviate excessively from the standard layout will be returned to the authors for modification. Three *photographic* copies of all illustrations, at final publication size, should also be submitted. Originals of illustrations should be retained until requested.

## 2. PREPARATION OF PAPERS

### 2.1. Typescripts

Typescripts should be double-spaced throughout (including references and figure captions), with each page numbered serially; A4 size is preferred. *Only* the first order headings should be typed in capitals. The typescripts should be arranged as follows:

1. Title, which should be concise yet informative. The title should be typed in *lower case*.
2. Summary. This should not exceed 250 words, and should be a self-contained summary of the main achievements of the paper and *not* a mere statement of the scope and contents of the paper.
3. Main text. This should be organised according to the system of headings described in section 2.4. Reference to text-figures may be made thus: Figure 1 *or* (Fig. 1). Examples of references to the literature are: Young & Bird (1822) *or* (Young & Bird 1822) – note the absence of a comma in the latter. Where the reference involves three or more authors, the first author only should be given, followed by *et al.* Cross-references in the text may relate to the relevant numbered section, rather than to a page number. Intended locations of text-figures and tables should be indicated in the left-hand margin. Words to be printed in italics should be underlined.
4. Appendices, if necessary.
5. References (see section 2.4).
6. Names and full postal addresses of authors.
7. Tables, each typed on a separate sheet, together with its caption.
8. List of figure captions, typed on a separate sheet.
9. A list of contents should be provided on a separate sheet.

### 2.3. Headings

Four grades of heading are normally used in the *Proceedings*:

#### 1. FIRST-ORDER HEADING

**1.1. Second-order heading.** Text follows on next line.

*1.1.1. Third-order heading.* Text follows on next line.

*Fourth-order heading.* Text follows on same line.

In certain circumstances (e.g. where there are frequent short sections) it may be decided to vary this arrangement. The *introductory section* should not be numbered; the heading 'Introduction' may, for clarity, be used on the typescript, although it will not be used in the printed paper. The first line of the first paragraph following each heading should begin at the left-hand margin (no indent).

### 2.4. Reference list

References involving five or more authors should be cited as the first author's name followed by *et al.* In both periodical and book titles capital letters should be used for proper nouns only (except in German titles, where all nouns should possess capitals).

*Periodical titles* should be abbreviated in part or in full, at the discretion of the author, according to British Standard 4148 (1975: *The abbreviation of titles of periodicals. Part 2. Word abbreviation list.* British Standards Institution, London); this is equivalent to International Standard (ISO) 833 (1974: *Documentation – International list of periodical title word abbreviations*). If neither of these is available, words whose abbreviations cannot be obtained from earlier parts of the *Proceedings* (Vol. 45 onwards) may be submitted in full. The standard layout is shown in the following examples; much editorial time can be saved if attention is paid to such details as punctuation. Authors' names should be given in lower case in the typescript.

Barrow, G. 1888. The geology of North Cleveland. *Mem. Geol. Surv. G. B. H.M.S.O.*, London.

Black, M. 1934. Sedimentation of the Aalenian rocks of Yorkshire. *Proc. Yorkshire Geol. Soc.* **22**, 265-279.

Trotter, F. M. & Hollingworth, S. E. 1928. The Alston Block. *Geol. Mag.* **65**, 433-448.

*Book titles* should be arranged as in the following examples. Note that capital letters are used for proper nouns only (except in German titles).

Arkell, W. J. 1933. *The Jurassic System in Great Britain.* Clarendon Press, Oxford.

Rayner, D. H. & Hemingway, J. E. (editors). 1974. *The geology and mineral resources of Yorkshire.* Yorkshire Geological Society.

Dunham, K. C. 1974. Epigenetic minerals. Pp. 293-308 in Rayner, D. H. & Hemingway, J. E. (editors): *The geology and mineral resources of Yorkshire.* Yorkshire Geological Society. (*Or, if the source book is quoted more than twice:* Pp. 293-308 in Rayner, D. H. & Hemingway, J. E. q.v. – *quoted as a separate reference*).

### 2.5. Illustrations

Illustrations may be prepared to fit a printed column width of 85mm or a page width of 176mm. The printed page height is 250mm. If it is intended that the caption be placed beneath a full-page illustration, the height of the latter will need to be modified accordingly. Line drawings should be draughted at 1½ times the final printed size, on good quality white paper or plastic tracing paper. Lettering should be no less than 1mm in height on reduction. Half-tone illustrations should be high-quality glossy prints with good contrast; magnification should be indicated by means of a scale bar on the photograph or, if this is not possible, in the figure caption. All half-tone illustrations are referred to as Figures, not Plates. In composite illustrations the individual photographs should be labelled 1, 2, 3, etc. or A, B, C, etc. Where possible, labels should be on the photographs, not in the space between.

### 2.6. Tables

These should be designed to column width (85mm) or page width (176mm) and should be submitted, with captions, on separate sheets. They are normally set up in type, but the author's tabulation may be used if the lettering is of suitable quality.

## 3. PROOFS AND OFFPRINTS

Galley proofs and page proofs will be sent to each author (or designated author in the case of multi-author papers). Twenty-five free offprints per paper are provided; additional copies may be purchased and should be ordered when page proofs are returned.

**Parts and numbers** (papers published individually) already issued and still in print may be bought from the Librarian, from whom a list of available publications may be obtained

**Acknowledgement.** Some of the Figures published in the *Proceedings* contain a grid. Unless otherwise specified, this grid is the National Grid taken from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office.

# PROCEEDINGS OF THE Yorkshire Geological Society

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