

Guide for authors of the Netherlands Journal of Geosciences / Geologie en Mijnbouw

Revised November 2005

1. Manuscripts should be within the scope of the journal, i.e. refer to the North Sea region and geologically relevant adjacent areas. The subject should be of interest for a worldwide readership.
2. Manuscripts will be handled in two formats: a) Geo(im)pulses, not exceeding 4 printed pages, and b) Regular Papers, preferably not exceeding 8 pages.
Geo(im)pulses are intended to be published rapidly, and should contain timely information. They will not exceed 4 printed pages and contain at most 1 or 2 figures/tables. If the number of 4 pages is exceeded, the manuscript will be classified as a Regular Paper, which may take longer to publish. **Colour** figures are possible **at no cost** to the author.
Additional colour figures or photos and/or lengthy tables can be posted at no cost on the NJG website, and will be referred to with an e-link in the NJG volume. This supplementary material **must** be supplied electronically with the first submission of the manuscript for the review process. The format is the responsibility of the author, and will be posted as submitted. Pdf's of the published paper including these extra figures/tables will be supplied to the first author.
3. Manuscripts should be submitted electronically and be accompanied by 3 printed copies with double line spacing and wide margins; the carrier should be clearly labeled and dated. They should be sent to the Editorial Office. Details for the electronic submission are provided underneath.
4. In the case of a multi-author manuscript, the accompanying letter should clearly state who is the corresponding author. The corresponding author will receive the proofs and the form for copyright transfer. The corresponding author should, if possible, provide an email address with his/her other address data; co-authors are strongly advised to do so, too.
5. Submission of a manuscript is understood to imply that it has not been, and is not being, considered for publication elsewhere. Manuscripts that have been published previously, partly or in full, in a language other than English, French, German or Spanish may be considered for publication; the original publication should be mentioned explicitly in the accompanying letter.
6. Manuscripts must be written in English. Authors whose native language is not English, are urged to have their text corrected by a colleague whose native language is English. The use of a spelling checker as present in most word-processing software is strongly advised, the agreed spelling for NJG is British English. Manuscripts that would require much language correction, may be rejected. If accepted, their handling may be delayed.
7. Authors should adhere to IUGS terminology. SI units should be used wherever possible (<http://physics.nist.gov/cuu/Units/>); details on this system can be obtained from OFFILIB, 48 Rue Gay Lussac, F-75005 in Paris. Non-SI units may be used only where this is necessary for practical understanding.
8. Manuscripts should generally be organized in the following order: (1) title; (2) name(s) of the author(s); (3) the author(s') affiliation(s) and email address(es); in the case of more than one author, please indicate who is the corresponding author if he/she is not the first-named one; (4) abstract; (5) keywords (in alphabetical order); (6) introduction; (7) methods and materials; (8) analyses and results; (9) discussion and conclusions; (10) acknowledgements; (11) references (according to the format detailed below); (12) appendices (if any; their use should be restricted to a minimum); (13) figure and table captions; (14) tables; (15) figures.

The Editors reserve the right of returning a manuscript to the author for revision prior to the review procedure if it is not in the form given in this guide.

The *title* should be as concise as possible, but leave no doubt as to the contents. Area and age of studied material should – if appropriate – be mentioned. Abbreviations in the title should be avoided. Names etc. should contain all relevant diacritical symbols required.

The *abstract* should not be descriptive but rather concisely summarize the methods used, the main results and the conclusions; it must be understandable on its own and not refer to illustrations or references. It should not be longer than 500 words.

Keywords should preferably amount to 3 - 6. They need not repeat words used in the title and should preferably be taken from the most recent American Geological Institute GeoRefThesaurus. A single keyword should not consist of more than three words, but preferably of one.

The *running text* should be subdivided into sections and subsections as required. The headings are, respectively, in bold (with a white line underneath), in bold italics (white line underneath), and in italics (without white line underneath). Sections and subsections should not be numbered. Unduly long descriptions should be replaced by tables or figures, whenever possible.

All *references* cited in the text are to be listed in the reference list and vice versa. The manuscript should be carefully checked to ensure that the spellings of authors' names and publication years are exactly the same in the text as in the reference list. Do not type anything in bold or italics. Do not abbreviate journal titles. Refer in the text to the author's name (without initials) and year of publication: 'as suggested earlier (Smith, 1999)' or 'as suggested by Smith (1999) and Johnson & Petersen (2000)'. If reference is made to publications written by more than two authors, the name of the first author should be used, followed by 'et al.'. This indication should, however, never be used in the list of references: all authors and co-authors must be named in full in the list.

References in the text should be arranged chronologically. The reference list should be in the form as used in recent issues of the *Netherlands Journal of Geosciences / Geologie en Mijnbouw*. The list of references should be arranged alphabetically by authors' names, and chronologically per author. If an author's name in the list is also mentioned with co-authors, the following order should be used: (1) publications by the single author, arranged according to publication year; (2) publications of the same author with one co-author, arranged alphabetically per co-author and, if necessary, per co-author according to publication year; (3) publications of the author with more than one co-author, arranged chronologically (per year, if necessary, alphabetically). The following system should be used for arranging references:

1. Journal papers: names and initials of all authors, year. Title of paper. Journal name (in full) volume number: first and last page numbers of the paper. Issue numbers should be provided between brackets after the volume number **only** if the issues of one volume do not show consecutive page numbering.

Example: Louwye, S., De Coninck, J. & Verniers, J., 1999. Dinoflagellate cyst stratigraphy and depositional history of Miocene and Lower Pliocene formations in northern Belgium (southern North Sea Basin). *Geologie en Mijnbouw* 78: 31-46.

2. Books: names and initials of all authors, year. Title of the book. Publisher (location of publisher): number of pages.

Example: Brodzikowski, K. & Van Loon, A.J., 1991. *Glacigenic sediments*. Elsevier Science Publishers (Amsterdam): 674 pp.

3. Edited volume papers: names and initials of all authors, year. Title of paper. *In:* Name(s) and initials of the volume editor(s) followed by (ed.) or (eds): title of the edited volume. Publisher (location of publisher): first and last page numbers of the paper.

Example: De Jong, J.D. & Maarleveld, G.C., 1983. The glacial history of the Netherlands. *In:* Ehlers, J. (ed.): *Glacial deposits in North-West Europe*. Balkema (Rotterdam): 353-356.

In the case of publications in any language other than English, the original title is to be retained. Titles of publications in non-Latin alphabets should be transliterated, and a note such as '(in Russian)' or '(in Japanese, with English abstract)' should be added at the end of the reference.

All *illustrations* must be presented separate from the manuscript. The design, line widths, letter sizes (use typeface Helvetica or Arial) and scale bars should allow reproduction to column width (84 mm) or page width (174 mm, maximum height: 246 mm) in such a way that the 'information density' is high. All illustrations must be numbered consecutively and referred to in the text in the same order. Figure numbers must be the same in electronic files and printed copies.

Drawings must be sharp and drawn at high density on bright white or glossy paper. The same typeface (Helvetica or Arial) should be used throughout. Authors are recommended to submit clearly legible copies when submitting a manuscript, and to keep the originals until the manuscript has been accepted by the Editors.

Photographs, micrographs, etc. must be sharp and exhibit good contrast. Original glossy prints (e.g. from negatives) are required. *Photoshop* files of the photographs (.psd or .tif) at resolution 300 dpi can also be submitted. Reproductions of photographs cannot be accepted. The object being shown must fill the image. Bar scales on the photograph must be used rather than magnification factors in the caption.

Each illustration should be identified on the reverse side or on the lower front side by its number and the name of the first author. Indicate the top of the illustration in cases where doubt may arise. The use of fine shading or stipples, coloured text and coloured thin lines (< 0.2 mm) must be avoided.

Tables should not exceed the printed area of the page (174 × 246 mm). If this appears impossible, reversing columns and rows will often make the impossible possible. Large tables should be avoided and can be placed on the NJG website. Tables should be compiled on separate sheets and must be numbered according to their sequence in the text. Electronic files must have the same numbering as printed versions. The text must include references to all tables. Column headings should be brief, but sufficiently explanatory. Units of measurement should be given in parentheses. See the tables in recent volumes of the journal for additional details on layout, etc.

Tables may be prepared with an electronic table format, or by using tabs, **not** by using spaces. Each table must have a brief and self-explanatory caption. Explanations that are necessary to the understanding of the table should be given as footnotes, indicated by a superscript number, at the bottom of the table.

All *formulae* should be presented consistently and clearly with regard to the meaning of each symbol and its correct location. Formulae must be typed throughout. All unusual symbols must, if numerous, be collected in a separate list in an appendix, giving a clear explanation of each symbol. Please, try to keep the notation as simple as possible, and avoid ambiguities. Do not use special typefaces if there is no urgent need to do so. Different formulae should be clearly separated in the manuscript, at least by punctuation marks, if not by words. Avoid breaking formulae if breaking is not strictly necessary (i.e. if the equation is less than one typed line). Do not use complicated juxtapositions of symbols. Also, try to avoid complicated subscripts and superscripts; third-order indices especially present difficulties as to their size and position, fourth-order indices are not permitted.

Formulae and text should show a clear distinction between similar symbols, (e.g., between zero (0) and the character O, between one (1) and the characters l and I, and between multiplication (\cdot or \times) and the character x).

Footnotes should be used only if absolutely essential. In most cases it will be possible to incorporate them in the main text. If used, footnotes should be numbered consecutively throughout the manuscript, indicated by superscript Arabic numbers, and kept as short as possible. Extensive footnotes can be restricted to a link to the NJG website.

A **pdf file** will be sent to the corresponding author to be checked for typesetting/editing. The author is not expected to make changes or corrections that constitute departures from the article that was accepted by the Editors. Substantial changes may be charged to the author at cost price.

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Electronic submission

All texts and tables, and preferably the figures as well, should be submitted in electronic form. In order to avoid unnecessary delay, we advise you to adhere to the following instructions.

Text and figures should be stored in separate files with clearly identifiable file names. The format of these files depends on the word processor used. We prefer *Microsoft Word*, *Word Rich Text Format*. It is essential that the name and version of the word-processing programme, the type of computer on which the text was prepared (IBM-compatible PC, or Macintosh) and the format of the text files are clearly indicated in the accompanying letter.

The contents of the disc should correspond exactly to the contents of the hard-copy manuscript. The word-processed text should be in single-column format. Keep the layout of the text in line with the guidelines provided above; in particular, *do not use the word processor's options to justify or to hyphenate* the words. Please, *refrain from using so-called styles*, as these may induce severe mistakes during conversion procedures; *do not use (report) templates*. *Do not include figures in a word-processing document, always provide figures as separate files; do not submit figures in a word-processing format; do not submit figures in Excel format.*

We will handle electronic *figures* prepared in *CorelDraw*, *Illustrator* and *Freehand* (if saved in the original format of the programme *.cdr, *.ai, *.fh, as *.eps files or as *.tif files). *We prefer CorelDraw files to be delivered as .eps files as well to avoid conversion problems.* *Photoshop* files and *Corel Photopaint* files should be delivered in *.psd or in *.tif format.

Figures should preferably be submitted on CD-ROM. Both IBM PC and Apple Macintosh formats can be processed.

Additional information

More details about the submission of manuscripts may be obtained from the Editorial Office, preferably by email (njg@nitg.tno.nl; jrorm@planet.nl).