

# 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. 900 words). Shorter contributions will be published as 'Short Communications'; longer contributions should not be submitted without prior consultation with the Editors. Review papers are normally published by invitation only, but ideas for a review paper may be submitted to the Editors 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 Editors. Typescripts should be in their final form, and should be arranged according to the layout used in the latest issue of the Proceedings (see below for details). Typescripts that deviate excessively from the standard layout will be returned to the authors for modification. Copies of all illustrations should be at anticipated final publication size and of sufficient quality to allow proper assessment of their composition and reproducibility. Copies of half-tones *must* be photographic prints not photocopies. One set of camera-ready photographic prints of all line drawings will be requested on submission of the revised manuscript; these will be reproduced directly by the printer and should be at final publication size (e.g. single column, page width or full page size — see 2.6). Originals of line drawings should therefore be retained by the authors; they will be requested in exceptional circumstances only.

## 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 2.2. Reference to text-figures may be made thus: Figure 1 *or* (Fig. 1). References to the literature take the following forms: Young and Bird (1822), Young & Bird (1822) or (Young & Bird 1822), depending on the context. 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 be related to the relevant numbered section, rather than to a page number. Words to be printed in italics should be underlined.
4. Appendices, if necessary.
5. References (see section 2.5).
6. Name and full postal address 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 an unnumbered sheet.

### 2.2. Headings

Four grades of headings 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).

### 2.3. Systematic palaeontology

The layout for palaeontological systematics should follow the usual conventions. Examples of house style may be found in previous volumes (from Vol. 45 onwards), e.g. Vol. 45, pp.113-120, 179-182,

220-223; Vol. 46, pp. pp.1-10, 57-75. There is no rigid rule concerning the system of sub-headings used, except that each paper should be internally consistent.

### 2.4. Systematic lithostratigraphy

Any new lithostratigraphic terms should be rigorously defined to conform to the various codes for lithostratigraphic nomenclature. Examples of house style may be found in previous volumes (from Vol. 45 onwards), e.g. Vol. 45, pp. 52-57, 103-106; Vol. 46, pp.57-75.

### 2.5. Reference list

The accuracy of references is the responsibility of the authors.

*Periodical titles* should be *quoted in full*, and follow the wording on the title sheet. Where indication of the country or region of origin would assist in the identification of the periodical, additional wording should be included in parentheses, using Roman characters: e.g. *Nature* (London); *Journal of the Geological Society* (London). In book titles, capital letters should be used for proper nouns only (except in German titles, where all nouns should possess capital letters). Accents should be included in all foreign book and serial titles.

Black, M. 1934. Sedimentation of the Aalenian rocks of Yorkshire. *Proceedings of the Yorkshire Geological Society* 22, 265-279.

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

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

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. (1974) q.v. — *quoted as a separate reference.*)

Many titles (e.g. special publications, conference proceedings) are ambiguous in terms of *periodical* or *book* classifications. If in doubt, give the entire reference in Roman characters, without underlining. Unpublished reports are not usually included in the reference list, but an exception is made for postgraduate theses, which are treated as books. Examples of house style are:

Fox-Strangways, C. & Barrow, G. 1882. *The geology of the country between Whitby and Scarborough* (2nd edition). Memoir of the Geological Survey of England and Wales, Sheets 35, 44.

George, T. N. 1969. British Dinantian stratigraphy. Pp. 193-218 in *Compte Rendu du 6<sup>me</sup> Congrès International de Stratigraphie et de Géologie du Carbonifère, Sheffield 1967, Volume 1*.

Harris, A. L., Holland, C. H. & Leake, B. E. (editors) 1979. *The Caledonides of the British Isles - reviewed*. Geological Society of London Special Publication 8.

### 2.6. 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 high on reduction. Half-tone illustrations should be high-quality glossy prints with good contrast. Remember that screen printing has the effect of reducing contrast and generally lightening the tone, so that areas intended to be black (such as artificial backgrounds or areas of deep shadow) should be truly black and not dark grey. 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.

### 2.7. Tables

These should be designed to column width (85mm) or page width (176mm) and should be submitted, with captions, on separate sheets.

## 3. OFFPRINTS

25 free offprints per paper are provided: additional copies may be purchased and should be ordered at page proof stage.

**Acknowledgement.** Some figures published in the Proceedings display 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

VOLUME 48

PART 2

OCTOBER 1990

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