

# Instruction 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 be between 3000 and 15 000 words in length, including references (a full printed page consists of c. 1000 words). 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. They are accepted on the understanding that they have not been published elsewhere and authors are asked to assign copyright to the Yorkshire Geological Society. *Three complete copies* of papers should be submitted to the **Editors, Proceedings of the Yorkshire Geological Society, Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath BA1 3JN, UK**. The *Proceedings* is now set from disk and authors should consult the 'Notes for electronic text preparation' available from the Production Editor. Authors may also find it helpful to consult the Royal Society's booklet, *General Notes on the Preparation of Scientific Papers* (revised edn, 1974).

Typescripts should be in their final form, and should be arranged according to the layout used in the latest issue of the *Proceedings*. 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 should be submitted with the revised manuscript; these should be at final publication size (see 2.6). Originals of line drawings will be requested only in exceptional circumstances. Referees are appointed to assess the papers, and the author will be informed of the decisions reached. In multi-authored works, correspondence will be with the first-named author unless otherwise arranged. Proofs will be sent directly to the author who must read and correct them, returning them to the Editors. Prompt attention to proofs is essential.

## 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. The typescripts should be arranged as follows:

1. Title, which should be concise yet informative.
2. Name(s) and full postal address(es) of author(s).
3. Summary. This should not exceed 250 words, and should be a self-contained summary of the main achievements of the paper (without references) and not a mere statement of the scope and contents of the paper.
4. Main text. This should be organized according to the system of headings described in section 2.2.
5. Appendices, if necessary.
6. References (see section 2.5).
7. Tables, each on a separate sheet, together with its caption.
8. List of figure captions.

### 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 conventions adopted by the Palaeontographical Society. Examples of house style may be found in Volume 49, part 4.

### 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. 48, pp.124–136, 389–390, 447–452.

### 2.5. References

All references cited in text and captions must appear in the list, and vice versa. The accuracy of references is the responsibility of the authors. Within the text, the citation should be name and date: Young & Bird (1822) or (Young & Bird 1822) depending on context. Where the reference has three or more authors, the text citation should be first-named author *et al.* 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: e.g. *Journal of the Geological Society, London*. Accents should be included in all foreign book and serial titles. Postgraduate theses are treated as published books.

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

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

DUNHAM, K.C. 1974. Epigenetic minerals. In: RAYNER, D.H. & HEMINGWAY, J.E. (eds) *The Geology and Mineral Resources of Yorkshire. Yorkshire Geological Society Occasional Publication*, **2**, 293–308 (or, if the source of the book is quoted more than twice: In: RAYNER D.H. & HEMINGWAY, J.E. (eds) *q.v.*, 293–308.)

FOX-STRANGWAYS, C. & BARROW, G. 1882. *The Geology of the Country between Whitby and Scarborough* (2nd edition). Memoir of the Geological Survey of Great Britain, England and Wales, Sheets 35, 44.

GEORGE, T.N. 1969. British Dinantian stratigraphy. In: *Compte Rendu du 6<sup>me</sup> Congrès International de Stratigraphie et de Géologie du Carbonifère, Sheffield 1967, Volume 1*, 193–218.

HARRIS, A.L., HOLLAND, C.H. & LEAKE, B.E. (eds) 1979. *The Caledonides of the British Isles – Reviewed*. Geological Society, London, Special Publications, **8**.

TROTTER, F.M. & HOLLINGWORTH, S.E. 1928. The Alston Block. *Geological Magazine*, **65**, 433–448.

### 2.6. Illustrations

Illustrations should be prepared to column width of 85 mm, intermediate width of 110 mm (printed with caption in 50 mm-wide block alongside) or page width of 176 mm. The printed page height is 250 mm. The caption will be placed beneath a full-page illustration and the height of the latter should be reduced accordingly. Authors proposing to include coloured figures are advised to consult the Editors; these are very expensive to produce and authors may be asked to bear the costs.

Lettering should be no less than 1 mm high after 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.

## 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.