

Swiss Journal of Geosciences

Former *Eclogae Geologicae Helvetiae* and SMPM

Guidelines for Authors **(revised edition, January 2011)**

Scope and Publication Policy

The *Swiss Journal of Geosciences* (SJG) publishes original research and review articles, with a particular focus on the evolution of the Tethys realm and the Alpine/Himalayan orogen. SJG covers all disciplines of the solid Earth Sciences, including their practical applications. The journal welcomes articles that are of wide interest to the international research community, while at the same time recognising the importance of documenting high-quality geoscientific data in a regional context, including the occasional publication of maps. Submitted papers should have as wide an appeal as possible, directed towards an international readership. When submitting a manuscript, authors should send a cover letter describing the work reported and what they consider to be the most important results. Contributions should not have been simultaneously submitted elsewhere, and the overlap of content between related articles should be minimal. Duplications of text and the use of previously published illustrations without adequate citation are unacceptable. It is assumed that when a manuscript has two or more authors, both or all have been involved in the work and have agreed to its submission.

In addition to the three regular issues per year, thematic “Special Issues” are published at irregular intervals. The preferred manuscript language is UK English, but consistently used US English is also acceptable. In special cases, manuscripts in German, French or Italian may be accepted, if a convincing case is made for such publication in the cover letter. A manuscript in any of these languages must be accompanied by an Extended Abstract in English.

Submission of Manuscripts

To submit a manuscript to SJG, send a PDF file (maximum size 7 MB) of the text, with the tables and figures at the end of the document, together with the cover letter, as an e-mail attachment to the Editorial Office (sjg.admin@unine.ch), or on a CD-ROM by post to the following address: Editorial Office SJG, CHYN (Centre d'hydrogéologie et de géothermie), Rue Emile-Argand 11, 2000 Neuchâtel, Switzerland. With the submission, authors are requested to provide the names and contact details of 3 persons who they think would carry out a fair and thorough review. In order to speed up the reviewing process, it is strongly recommended that the manuscript has been subject to pre-submission review by colleagues, with a view to improving the presentation and language. The submitted text

must be in its final form, including correct English, and the illustrations must be in a ready-to-print format.

Manuscript Preparation

Layout

The manuscript should be printable on A4, written in Times New Roman 12pt, and double-spaced, with 2.5 cm margins. All pages should be numbered and, if possible, continuous line numbering should be included. Use a one-column page format and avoid footnotes. Keep the layout and formatting of the text and tables as simple as possible. Carefully study the latest issues of the SJG (from Volume 103 onwards) when you shape your text in terms of the style and the editing rules. The text should be clearly subdivided using a maximum of 3 levels of numbered headings:

1 Geochemistry (Heading 1) - 12pt bold

1.3 Bergell Granite (Heading 2) - 12pt normal

1.3.2 *Mafic inclusions (Heading 3) - 12pt italics*

For judging the approximate number of printed pages which corresponds to the length of your manuscript, use the following rule of thumb: one printed page of text represents about 3 pages of manuscript text (Times New Roman, 12pt, double-spaced). To this must be added an estimate of the page space required for the tables and figures.

Text

Write the text continuously; insert hard returns only at the end of paragraphs and headings. Do not apply word-splitting (hyphenation) options in the word-processing program. The text should include correct special characters (e.g. é, ç, °C, etc.). Apply subscripts and superscripts correctly using format commands in the program. Use symbol font for Greek and other special characters.

Title: Short and informative (max. 130 characters with spaces); provide an English translation for articles written in other languages.

Running Title: Max. 50 characters.

Author(s): Please indicate the first name of all authors in full (e.g. Stephen P. Hesselbo) under the title of the paper.

Address(es): For each author give the post address of the relevant institution, related with a number in superscript, on the first page. Include the e-mail address of the corresponding author (indicated by a star in superscript). For the standard style of address information on the first page, consult the latest issues of SJG (from Volume 103 onwards).

Keywords: Maximum of 6 words which as a supplement to the words in the title of the paper.

Abstract: The Abstract should be no longer than 300 words. It should be informative, stating the purpose and main results of the investigation, and should be suitable for separate publication and adequate for indexing. It should not contain any citations. If the manuscript is not in English, an Extended Abstract is mandatory (max. 1000 words).

Citation of tables and figures: Tables and figures need to be numbered sequentially and in the order they are first cited in the text. When figures are cited in parenthesis, they should be abbreviated as follows: (Fig. 4), (Fig. 4a–d), (Figs. 4, 5 and 6), etc.. As part of the text, citations should not be abbreviated, for example: "... represented by stars in Figure 4b"

Emphasis: Should be set in *italics*.

Abbreviations: Use standard abbreviations and a consistent set throughout text, tables and figures. Acronyms must be explained immediately after first usage. Avoid excessive use of acronyms in the text: if many are used, place an alphabetical glossary at the end of the text. For abbreviations of mineral names, follow Kretz (1983) and Withney and Evans (2010). Type mineral components in lower case letters.

Systematic palaeontology: Systematic work should be introduced by the first-order heading "Systematic palaeontology". Care should be taken to ensure that diagnoses, descriptions and remarks are kept distinct. Authors are encouraged to annotate synonymies using the symbols listed in Matthews (1973) and Bengtson (1988). The use of palaeontological names (genera and species) should be in agreement with the International Code of Zoological Nomenclature (ICZN) and the International Code of Botanical Nomenclature (ICBN): names of authors of taxa in small capitals, use of parentheses in accordance with general rules. First descriptions of taxa in synonymy lists or in the text will not be mentioned in the references unless the respective publication is also specifically quoted. All fossils that are described and illustrated should be registered and deposited in accordance with the recommendations of the ICZN or ICBN.

Stratigraphic nomenclature: Geohistorical dates, as a point in time derived from the rock record, are expressed in years before the present by the term 'annus', symbol 'a', with multiples symbolized as 'ka', 'Ma', and 'Ga'. Quantities of geohistorical time derived from the rock record are expressed in years, represented by the symbol 'yr', and multiples 'kyr', 'Myr', 'Gyr', to express numerical duration. The dual nomenclature (Lower/Early, Upper/Late) that arises from the traditional distinction between time (geochronology) and time-rock (chronostratigraphy) should be used in agreement with current practice recommended by International Commission on Stratigraphy.

Typography: The metric system and SI units are required. Use correct physical units, e.g., MPa, kbar, kV, Å, µm, s (seconds), 25°C, 25 wt%, -12 vol%, 46–53% Fe₂O₃, 2MgO + 2SiO₂=Mg₂Si₂O₆, 32 ± 3 Ma, T > 350 °C. Use . (dot) for decimals.

Equations: Use, for example, Microsoft Equation or MathType. Formulae should be set in *italics*.

Physical and chemical symbols, units, and simple functions: These can be set in normal type within the text (P = 4 kbar, T = 234°C). Apply all subscripts, superscripts, and special characters in text, tables and figures (Al₂O₃, Si⁴⁺_{1.96}). If possible, avoid using equation editor. Special and stacked characters will be typeset by the journal using the submitted PDF version as a guide.

References

References cited in the text and included in the reference list should only include peer-reviewed material which has been published or accepted for publication. PhD theses count as having been peer-reviewed. Personal communications may be mentioned in the text, if absolutely necessary, but do not appear in the list of references. References which occur in footnotes or endnotes must be included in the reference list.

Citation of publications in the text

Cite references in the text by name and year, or year alone, in parentheses, without commas, as shown in the examples below and in recent issues of SJG. For multiple citations in one parenthesis, arrange chronologically, oldest first, and separate with semi-colons:

"Negotiation research spans many disciplines (Thompson 1990)."

"This result was later contradicted (Becker and Seligman 1996)."

"..., as described by Miller et al. (2001)."

"This effect has been widely studied (Abbott 1991; Medvec et al. 1993; Barakat et al. 1995; Kelso and Smith 1998;)."

Reference list

Reference list entries should be alphabetized by the last names of the first author of each work. All references should be carefully checked. Journal names are always given in full. The following examples cover the most common types of publication; for further examples, see recent issues of SJG (from Volume 103 onwards).

Journal articles (single author, double author, multi-author):

Marvin, U. B. (1985). The British reception of Alfred Wegener's continental drift hypothesis. *Earth Sciences History*, 4, 138-159.

Sengör, A.M.C., & Okurogullari, A.H. (1991). The role of accretionary wedges in the growth of continents: Asiatic examples from Argand to Plate Tectonics. *Eclogae Geologicae Helveticae*, 84, 535-597.

Sulser, H., García-Ramos, D., Kürsteiner, P., Menkveld-Gfeller, U. (2010). Taxonomy and palaeoecology of brachiopods from the South-Helvetian zone of the Fäneren region (Lutetian, Eocene, NE Switzerland). *Swiss Journal of Geosciences*, 103, 257-272.

Journal article by DOI (before publication of the printed version):

Lundmark, A.M., & Corfu, F. (2008). Emplacement of a Silurian granitic dyke swarm during nappe translation in the Scandinavian Caledonides. *Journal of Structural Geology*. doi:10.1016/j.jsg.2008.03.008.

Book or Monograph:

Oreskes, N. (1999). *The Rejection of Continental Drift* (420 pp.). London: Oxford University Press.

Chapter in edited book:

Dewey, J. F. (2003). Plate tectonics and geology, 1965 to today. In N. Oreskes (Ed.), *Plate Tectonics. An Insider's History of the Modern Theory of the Earth* (pp. 227-242). Boulder: Westview Press.

Ph.D. thesis

Jacob, M. (1996). Morphometric and geotechnical controls of debris flow frequency and magnitude in southwestern British Columbia. *Ph.D. dissertation*, University of British Columbia at Vancouver, Vancouver, BC, Canada, 232 pp.

Tables

All tables are to be numbered using Arabic numbers, and cited in the text consecutively. Each table should have a table caption (title) explaining the components of the table. In each table, new data must be clearly distinguished from previously published material and references to the sources of the latter must be included in the table caption. Compose tables to be as compact as possible. Prepare for single or double column area in print (see "Figures"). Format by using table functions (MS Word and Excel); do not use tab stops or spaces. Each item (short text or numbers) should be in one table cell and *on one line*: never use the return key within a table cell (MS Word). If you need to start a new line in a cell, start a new row! Preferably use continuous rows and columns; do not merge cells. Align decimal numbers using the decimal tab (MS Word). Footnotes should be indicated by lower case letter superscript in alphabetical order.

Figures

The SJG now offers full colour printing of figures at no extra cost. Figures should be prepared to allow reduction to match the print area; the printed page normally includes the figure caption. Large maps and diagrams should preferably be split, so that they can be printed on facing pages. Fold-outs (A3 format and larger) cannot be placed at the end of the article in the printed product: they will be placed in a folder at the end of the issue. "Plates" do not exist any longer: photographs, large maps and fold-outs are now all treated as figures.

Choose letter size, line width and fill patterns suitable for the necessary reduction. The letter size in diagram text or labels may not be less than 1.5–2 mm at print size (subscripts/superscripts 1 mm). Use a uniform text style and letter size. Make optimal use of the single or double column text area (single column width 84 mm, double column width 174 mm, maximum height 234 mm. Under certain circumstances, intermediate widths of

39 mm and 129 mm are permissible. If at all possible, the legend to any figures should be placed within the figure area. In diagrams, the line width (stroke weight) must be not less than 0.25 point = 0.1 mm at publication size (also in patterns). Do not use "hairlines" or thin gray lines.

Where necessary, figures with multiple parts are permitted. Apply a large bold lowercase "a, b, c, etc.", and place the label, if possible, in the upper left corner of each part. On maps, indicate latitude and longitude, and always include a scale bar in metric units and a north arrow. Indicate the value of the scale bar(s) in the figure. On photographs, if the scale is given by an object on the photograph, this should be mentioned in the figure caption, but if it is inserted (drawn in) afterwards, its length should be written on the photo (see below).

Photographs or electronic images (final submission)

Consider a vertical layout of one-column width for the photos in reduced size. Labels in photos should be 2 to 4 mm high when published. Draw a scale bar on each photo and indicate its length. Electronic images: submit photos in EPS or TIFF format with 300 dpi (dots per inch = 120 dpcm) resolution at the image size printed in the journal (normally single column width 84 mm; max. 174 mm). When submitting bitmap (black on white) images or scans, a resolution of 600 dpi is required for final publication.

Submission of the revised version

In addition to taking account of the reviewers' comments and suggestions, the text, illustrations and structure of the manuscript must be carefully checked to avoid the need for corrections in proof. Check the names and year of references and cross-check the citations in the text with the list of references. The revised manuscript should be sent as a PDF file (with all figures at the size envisaged for publication) to the responsible Editor, together with a written discussion of the main points raised by the reviewers and how they have been incorporated into the revised manuscript. If any of the reviewers' recommendations are not followed, a detailed justification for not having done so should be included. When the responsible Editor has reviewed the revised manuscript and found it satisfactory, it will be accepted for publication and the decision confirmed with an official acceptance letter. The accepted version is then subject to technical editing by the responsible Editor. Any necessary adjustments and corrections will be communicated to the authors, who then prepare the final version for publication.

Submission of the Final Version

The final version of a revised and accepted manuscript, after technical editing and correction, should be submitted in electronic form by e-mail or by FTP Server to the Editorial Office (sig.admin@unine.ch), or on a CD-ROM by ordinary post to the Editorial Office (address on p. 1). Send a corrected PDF version of the whole paper with the figures at the size which is envisaged for final publication, together with a corrected RTF or DOC version (text and tables, without figures). At the same time, submit the original EPS or TIFF figure files, suitably designated (e.g. first author surname_fig01.eps, etc.). After a

final editorial check, these files will be transmitted to the publishers for copy-editing, typesetting, proof correction, etc., and finally online first publication.

Electronic Supplementary Material (ESM)

Authors have the possibility of publishing Electronic Supplementary Material (ESM) online, free of charge. This should be directly related to the reported research and specific mention should be made to it in the text (where the different elements of the ESM are referred to as "Online Resource 1", "Online Resource 2", etc., in a similar way to "Figure 1" and "Table 1"). Typically, the ESM could include extensive lists of data, tabulated data sets, collections of detailed descriptions of individual sites, complete field data from inaccessible localities, sections, etc.. It may also include detailed geological, structural or sample maps, sets of photographs, and other types of imagery (e.g. video clips of kinematic models). The ESM must be planned and compiled before the manuscript is submitted (as one would do for Appendices), and will be included in the review process. In some instances, the Editor may request that parts of a submitted manuscript be published only online, as ESM.

ESM may obviate the need for Appendices in the printed version in many cases. Nevertheless, printed Appendices are still accepted for publication, on request by the authors and recommendation by the reviewers. These must be cited in the text in a similar way to figures and tables ("Appendix 1", etc.), and numbered consecutively.

Charges for the Authors

There is no extra charge for colour printing. For publications totalling more than 12 printed pages (including figures), a page charge of 240 CHF will be applied from the 13th page onwards. The cost of extensive author corrections in proof, and extra costs for figures larger than page size (foldouts) will be charged to the authors.

Works cited in these guidelines

Bengtson, P. (1988). Open nomenclature. *Palaeontology*, 31, 223-227.

Kretz, R (1983). Symbols of rock-forming minerals. *American Mineralogist*, 68, 277-279.

Matthews, S.C. (1973). Notes on open nomenclature and synonymy lists. *Palaeontology*, 16, 713-719.

Withney, D.L. & Evans, B. (2010). Abbreviations for names of rock-forming minerals. *American Mineralogist*, 95, 185-187.



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