

Notes for the guidance of authors

Transactions of the Royal Society of Edinburgh: Earth Sciences publishes peer-reviewed original scientific research papers, reviews, short communications and letters on *all* fields of the earth sciences. Articles do not need to be specifically concerned with Scottish earth science, neither are authors required to be Fellows of the Society. Articles should, however, have relevance to a world-wide audience, even if the study is focused on a single geographic site. Papers should make topical, substantial and scholarly contributions to mainstream knowledge via the addition of new methods, approaches, information or understanding. The Editors are keen to encourage interdisciplinary papers, as well as articles concerned with earth science processes and their modelling. Normally there is an upper limit of 25,000 words, but longer papers will be considered on application. Discussions of articles previously published in the *Transactions* and reviews of topics of current interest are also invited. There are no page charges; however, if fold-outs or colour illustrations are envisaged, the Journals Officer (publications@royalsoced.org.uk) should be consulted prior to submission. All new submissions are sent to at least two reviewers.

1. Submission

Ideally, new papers for consideration should be submitted electronically, with separate text and figure files on disk or CD (WORD format for text; images as TIFs or JPEGs with a minimum resolution of 300dpi), accompanied by one hard copy of text (on A4 or quarto paper, double spaced with wide margins) and a high-quality set of figures. These should be sent to the Journals Officer, The Royal Society of Edinburgh, 22-26 George Street, Edinburgh EH2 2PQ, Scotland, UK. Electronic files can also be emailed to publications@royalsoced.org.uk. In the absence of electronic files, three hard copies of text and figures should be submitted, with one set of figures of high-enough quality for scanning. Any queries regarding submission to the email address as above. Submissions to *TRSE* should not have been published elsewhere.

2. Preparation of papers

2.1. Title page

The first page should show (a) a title that is concise and informative, (b) a running head abbreviation of the title of not more than 50 characters and (c) the name(s) of the author(s). Papers by more than one author must be submitted with a statement signed by all the authors, approving the paper in its entirety and naming the author responsible for correspondence. (Full addresses of all authors should be given at end of the references.)

2.2. Abstract; Key Words

The second page should contain an abstract of not more than 200 words, intelligible without reference to the text or references, and a list of key words (not in the title) of not more than 150 characters, in alphabetical order.

2.3. Text

Text should start on the third page. Words to be printed in italics, e.g. names of taxa, should be underlined, unless already in italic typeface. Use capital letters for formal terms only. The metric system should be used throughout. Abbreviate compass points to N, NW, SE etc. Enclose map references in square brackets, e.g. [NM 4437 0293]. For particular treatment of palaeontological specialities consult *Palacontology* 15, 676–81.

2.4. Headings

The introduction requires no heading. Primary headings are numbered consecutively 1, 2, 3, etc. Secondary headings are 1.1., 1.2., 1.3., etc. Both should appear flush left, with their text starting on a separate line below. Tertiary headings should start a new paragraph, with indent, should be indicated by a wavy underline or in bold, and be followed by a full stop and the text to which they refer. Cross-references in text should be to a section, e.g. (see 2.3), not to a page.

2.5. Footnotes

Do not use footnotes.

2.6. References

2.6.1. In text. These should appear as in the following examples:

- (a) Jennings & Smith (1967) record that.....
- (b) It has been recorded (James 1931)/(Jennings & Smith 1969, p.32)/(Jenkins 1947, 1950; Jenkins & Brock 1975) that.....

2.6.2. At end. Only published or in press items, or unpublished theses with the University clearly specified, are to be included in the References. Journal and series titles should be written out in full, upper and lower case italics.

References should be ordered thus:

- (i) single author – by date
e.g. Smith 1989; Smith 1990; Smith 1996
- (ii) author plus two or more co-authors (*et al*) – by date
e.g.: Smith, Jones & Clerk 1993; Smith, Brown & Clerk 1995;
Smith, Clerk, Brown & Jones 1997
- (iii) author plus one other – alphabetical by 2nd author
e.g.: Smith & Brown 1997; Smith & Jones 1987

Set out as indicated below:

Ahlberg, P E. 1992. The palaeontology and evolutionary history of the porolepiform sarcopterygians. In Mark-Kurik, E. (ed.) Fossil fishes as living animals. Tallinn: Academy of Sciences of Estonia, Institute of Geology.

Chappell, B. W. & White, A. J. R. 1992. 1- and S-type granites in the Lachlan Fold Belt. *Transactions of the Royal Society of Edinburgh: Earth Sciences* **83**, 1–26.

Jarvik, E. 1980. *Basic structure and evolution of vertebrates*, Vol. 1, 74–98. London: Academic Press.

3. Preparation of illustrations and tables

3.1. Illustrations

Number illustrations consecutively through the paper. A list of figure captions should be provided on a separate page, not embedded in the text. Where appropriate, group material into one figure and label a, b, c, etc. In the case of groups of photographs, labels and annotation should be on the photograph, not on the space between photographs. Ensure that the size of lettering *after reduction* will be legible (not less than 6 point). Large figures can be subdivided for reproduction on facing pages. Photographs should be high-quality prints with good contrast at final size and with a scale, or magnification, in the caption. They should be mounted on white card, even if a black background is required in the published version (this should be specified in an accompanying letter). Fossil illustrations should be illuminated top left. Supply originals of line illustrations where possible. For electronic files of figures, use standard illustration packages (but not CorelDraw) and supply files saved in native file format, together with TIF or JPEG where possible.

3.2. Tables

Tables should be numbered consecutively on separate sheets. Each table should have a heading. For layout of analytical data see tables published in previous issues. Authors will be asked to send published analyses of igneous rocks to the UK-IGBA file.

4. Proofs and offprints

One extra set of proofs of an accepted paper will be sent to the corresponding author. 25 free offprints (with covers) are provided and additional copies may be ordered when checked proofs are returned.

5. Copyright

On acceptance, authors will be asked to assign copyright of their papers to the Royal Society of Edinburgh. They are also asked to ensure that any electronic versions of their papers clearly state the official place of publication.

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