

Manuscript submission

Articles should be written in English. Contributions falling into the following categories will be considered for publication:

Original high-quality Research Papers (preferably no more than 35-40 double-line-spaced pages, including tables and figures).

Short Notes, for rapid high impact publication (no more than 10 double-line-spaced pages, including tables and figures).

Other: book reviews, syntheses, reviews and discussions.

Manuscripts should comprise original, unpublished material and not submitted for publication elsewhere.

Papers will be reviewed by at least two referees. Authors can propose the names and e-mail addresses of three or more potential reviewers. Note that the editor retains the right to decide whether or not the suggested reviewers will be chosen.

Manuscripts should be submitted via our online manuscript submission at www.geologica-acta.com. Submit a unique pdf file including the text followed by captions to illustrations and figures at the end of the text (see below).

OJS allows you to check the status of your manuscript online throughout the review process.

Preparation of manuscripts

Manuscripts should be double-spaced on A4 size paper, using a 12-point font size and leaving wide margins (3-4cm).

Authors are responsible for providing manuscripts in which approved scientific terminology is used and which contain no grammar or spelling errors.

All pages should bear the author's name and be numbered serially. Lines should also be numbered.

The manuscript should be arranged in the following order:

Title (in lower case letters): Brief, specific and informative. Recommended maximum length is 100 characters, including spaces. It should convey information about the topic and content of the article, the geographic location and the age of the object of study. Provide an abbreviated title (<50 characters) for use as a header at the top of all pages.

Initials and surname of the authors: Include a superscript index (¹, ²) referring to their complete address and e-mail.

Specify who the corresponding author is with an asterisk (*), who will handle correspondence at all stages of refereeing, publication and post-publication.

Abstract: It should be concise and informative. Maximum length is 250 words for Research Papers and 100 words for Short Notes.

Keywords: Four or five keywords should be included.

Main text: Follow the standard sequence of introduction, methods, results, discussion and conclusions. Ensure that all figures, tables and references are mentioned in the text. Please maintain either British or American English spelling throughout the article, avoid mixing styles.

It may be divided into a maximum of three levels of headings;

CAPITAL LETTERS for first-order, **bold lower case letters** for second-order, and **bold italic lower case letters** for third-order headings. Headings should not be preceded by numerals or letters.

If required, use a large hyphen for periods or unbroken sequences and a short hyphen for word breaks or unions.

In chemical formulas, use subscripts when necessary.

Do not leave spaces between numbers and units (10km).

In numbers use a comma as thousands separator and a point as decimal separator.

Equations should be set off from the rest of the text by empty lines above and below, and numbered serially on the right-hand-side with Arabic numerals in parentheses. In the text,

they should be referred to as equation (1). The meaning of all symbols used in the text should be clearly explained.

Abbreviations and acronyms: Avoid local acronyms or abbreviations other than the most common ones such as REE or MORB. Long names, no matter how well known they are, should be written in full text the first time they appear including the abbreviation in brackets. The title and abstract should not include any abbreviations.

The word 'formation' should be fully spelled when used for the first time in the text. Use the abbreviation Fm. afterwards.

Acknowledgements.

References: Follow the journal style (see below).

Appendices: They will preferably be published online but may also or instead be published on paper. Appendices should be numbered and titled.

Figure captions: Make captions precise and explain all symbols and abbreviations used.

References: References in the text, figures, captions, tables, and appendices should be listed in the Reference section.

Examples of citations: (Bitzer *et al.*, 2001); Ramos (1997); (Sala and Calvo, 1988); Vaquer (1987a), etc.

References should be listed in alphabetical and chronological order and double-spaced. Names of periodicals should be written in full. If available, include DOI number.

The reference list should not include non-peer reviewed items such as abstracts. Personal communications should be written out in full.

Examples:

Journal article

Naranjo, J.A., Lara, L.E., Mazzoni, M.M., 1997. Late Quaternary monogenetic volcanoes along Río Salado, Southwest Mendoza province, Argentina. *Acta Geologica Hispanica*, 32(1-2), 113-122.

Book

Tertian, R., Claisse, F., 1982. Principles of quantitative X-ray fluorescence analysis. London, Heyden, 385pp.

Book including several papers

a) For the whole book:

Jones, T.P., Rowe, N.P. (eds.), 1999. Fossil plants and spores. Modern Techniques, London, Geological Society, 396pp.

b) For one of the papers:

Golenberg, E., 1999. Isolation, identification, and authentication of DNA sequences derived from fossil material. In: Jones, T.P., Rowe, N.P. (eds.). Fossil plants and spores. Modern Techniques, London, Geological Society, 156-160.

Thesis

Amilibia, A., 2002. Inversión tectónica en la Cordillera de Domeyko, Andes del Norte de Chile. Doctoral Thesis or PhD Thesis. Universitat de Barcelona, 161pp.

Units of measurement: The International System of Units should be followed throughout.

Figures: All illustrations are called Figures including stratigraphic tables and other similar graphics. They should be supplied in electronic form. Line drawings or labelled images and half-tones (photographic images) should be provided in EPS format when the manuscript has been accepted. In the text, they should be referred to as Figure # or as (Fig. #) otherwise. A file with the caption list will have to be added as a supplementary file.

Figures should be numbered consecutively along the text. Maximum sizes are either 175 x 233mm (one journal page) or

82 x 233mm (one column). Send images near to the desired size of the printed version.

Separate parts of a single figure should be labelled A), B), etc., and referred to as A), B), etc., in the figure captions, but as A, B, etc., in the text. For each figure, labels should be located at the same position.

Use the same font in all figures (Arial or Helvetica 10 with no bold typeface or italics). Inside figures, text should have white filling and black outline.

Use CMYK model for colour figures and greyscale (black 100%) for black and white figures.

Add a 0.5pt outline to photographs and drawings. Parts of a single figure should be separated by a 0.3pt line.

Photographs should have an absolute minimum resolution of 300dpi and should have sufficient contrast to be reproduced correctly.

All maps, field sketches, cross-sections and photographs should include a metric scale bar. Regional maps should include National Grid or latitude/longitude coordinates.

Tables: They should be cited in the text in the form Table 1, etc.

All tables should include a brief title and be numbered consecutively.

Footnotes to tables should be typed below the table and referred to by superscript letters.

Upper and lower limits of the tables should be outlined with 0.5pt lines. Separate the first row (parameters) with a 0.3pt line. Avoid vertical lines.

When listing samples, include a petrographic name and locality (coordinates).

Appendices: Appendices are optional. Title all appendices in capital letters (e.g., (ELECTRONIC) APPENDIX I. SAMPLE DESCRIPTIONS); number appendices only if there are two or more. Tables and figures in the Appendix should be numbered separately (e.g., Fig. I, Fig. II, Table I, etc.).

For further information look at recent volumes of *Geologica Acta*.

Manuscripts not following the journal's guidelines will be sent back to authors.

Use 10 point Arial or Helvetica font with no bold typeface or italics.