

## *NGU Bulletin & Special Publication*

### Instructions to authors

In general, three types of article may be published in *Bulletin*: *Research articles* should present new data or ideas and emphasise the development of understanding of either fundamental geological processes or particular aspects of Norwegian geology. *Current Research articles* allow for publication of preliminary data or interpretations of work in progress. Examples include results from regional, long-term mapping or sampling programs. *Notes* are brief articles focussed on presenting new data but without elaborate discussions on the implications of the data. Examples include results from local-scale mapping or sampling projects that do not immediately have implications on a regional scale. All articles are subjected to peer-review. As of January 2008, *Bulletin* is only published online, with free access.

The *Special Publication* series is intended for thematic issues covering a broad range of geology-related topics. All articles are subjected to peer-review. Issues of *Special Publication* will be published online, with free access, a few months after publication.

*Bulletin* and *Special Publication* underwent major layout changes effective from January 2008. Authors should therefore consult articles published after this time to get a general idea of the layout. In order to minimise the reviewing/editing period, we ask authors to adhere to the guidelines below.

### **General instructions**

All manuscripts, figures and figure captions, tables and electronic supplements should be submitted by e-mail to [Trond.Slagstad@ngu.no](mailto:Trond.Slagstad@ngu.no). If you are unable to have paper photos or slides scanned, we will provide this service free of charge.

The language used for manuscripts in our *Bulletin* and *Special Publication* series is English. We accept manuscripts in both conventional British English and American English, but the syntax, spelling, etc., should, of course, be consistent throughout any one manuscript. To authors whose mother tongue is not English, please try to have your English text checked for possible linguistic errors before submission. A well-written manuscript makes life easier for the reviewers and editor. Whatever the case, all final, accepted manuscripts will be carefully controlled, from the linguistic and technical points of view, here at NGU.

Proofs in PDF format will be sent by e-mail to the corresponding author. These should be read carefully and returned promptly to the editor. No changes to the text, other than correction of errors, will be allowed at this stage.

### **Detailed instructions**

All submissions should consist of the following:

1. Word-file containing the manuscript, including title, abstract, main text, acknowledgements and references.

2. Word-file containing the figure captions. This should be a SEPARATE file from that containing the manuscript etc. (point 1, above).
3. Figures should be submitted as SEPARATE files, preferably in high-quality JPG, TIF or EPS format, although Corel Draw and Adobe Illustrator files are also permissible. Note that there is no charge for colour figures. DO NOT insert the figures in the Word-file containing the manuscript or captions.
4. Word-files containing the tables.
  - 4.1. We also ask that all tables containing data, e.g., geochemical and geochronological data, be provided as Excel files, which will be downloadable from the *Bulletin* or *Special Publication* website.
5. Additional electronic supplements if applicable.

### 1. Manuscript

The page format should be A4 with 2.5 cm margins on all sides. All pages should be numbered. Please adhere to the following setup:

- A. *Title*. The title should be brief, but informative.
- B. *Names of authors*, first name followed by middle name and surname.
- C. *Full postal addresses*. Refer to specific authors using superscript numbers behind author names and before the corresponding address.
- D. *E-mail address of corresponding author*.
- E. *Abstract*, maximum 300 words, 1 paragraph. The abstract should be a synopsis of the results, interpretations and conclusions. It should not discuss the subjects covered or the methods employed. References, figures or tables should not be cited in the abstract.
- F. *Main text*, double-spaced, align left (do not justify). Use the 'Normal' style in Word.
- G. *Headings*. Headings should use the 'Heading 1', 'Heading 2', 'Heading 3' and so forth styles.
- H. Any manuscript, whatever its length, should end with a short Conclusions. Give a clear, explicit statement of the main results of the study and the interpretations.

### **Citations**

Use the author's name (no initial unless two or more references to authors with the same name and year are cited in the paper) and the year of publication, e.g., Glenfarclas (1988). For two authors use Black and White (2001), and for three or more use Glenfarclas et al. (2005). Lists of references in the text should be as follows: Glenfarclas 1988, 1991, Black and White 1989, Glenfarclas et al. 1990, 1992 a, b, i.e., in chronological order (except that all references by the same author(s) appear together). Note that no commas are used between name and date. Specific pages or illustrations should be referred to thus: (Glenfarclas 1988, p. 30, fig. 2). For personal communications, whether verbal or written, write initials, name and year, e.g., '...fossils have recently been reported (D.L. Bruton, pers. comm. 1994)'.

Figures should be cited as: '...the new map (Figure 2) shows...' or 'Figure 2 shows...' or 'Figures 3 and 4 show...'. Tables should be cited as: "...presented in Table 3".

Electronic supplements should be referred to as 'Electronic supplement 1', 'Electronic supplement 2', and so on.

I. *Acknowledgements*. Keep as short as possible, thanking pre-submission readers and the reviewers, as well as sources of funding etc.

J. *References*. Double-spaced, align left (do not justify).

Journal and series titles are given without abbreviation.

References should be ordered alphabetically with papers with two authors coming before 'et als', which are ordered chronologically. Please check that all references in the list appear in the text and vice versa. Any discrepancies will be queried. Examples of presentation:

Black, A. and White, B. (2001) Late Precambrian stratigraphy and structure of the north-eastern margin of the Fennoscandian Shield (east Finnmark–Timan region). In Tormore, A. and Rosebank, B (eds.) *The Geology of Finnmark*, Geological Survey of Norway Special Publication, **7**, pp. 123–145.

Glenfarclas, A.B., Laphroig, C. and Talisker, D.E. (2005) Linkage between mantle and crustal structures and its bearing on inherited structures in northwest Scotland. *Journal of the Geological Society of London*, **154**, 79–83.

Glenfarclas, S.A. (1988) *The geochemistry, mineralogy and petrology of the Trotternish Sill Complex, northern Skye, Scotland*. PhD thesis, Kingston Polytechnic, 514 pp.

Glenmorangie, W. (1999) Formation and emplacement ages of the Masirah ophiolite, Sultanate of Oman, *Geology*, **19**, 453–456.

Hemmingway, E.M. (1952) *The Old Man and the Sea*, Charles Scribner's sons, London, 140 pp.

Kjærnes, P.A. (1982) Gran, Quaternary geology map 1815 I, scale 1:50,000, *Norges geologiske undersøkelse*.

Slagstad, T. (2005) Chemical (U-Th-Pb) dating of monazite using NGU's LEO 1450VP scanning electron microscope: Analytical protocol and examples. *NGU Report 2005.006*, 126 pp.

Whyte, A. and Mackay, B.C. (1989) Linkage between mantle and crustal structures and its bearing on inherited structures in northwest Scotland. *Journal of the Geological Society of London*, **154**, 79–83.

## 2. Captions

Figure captions should be collected in a SEPARATE Word-file. The captions should be intelligible without reference to the text.

## 3. Figures

Figures should be reducible to maximum dimensions of 16 by 24.7 cm. When planning the drafting of maps and other line drawings, think ahead to the final, printed version; and please ensure that all lettering and numbers will be a minimum of 1.5 mm in height after reduction.

Map figures should include latitude/longitude marks along the figure frame and a scale bar, unless well-known geographical outlines of the areas make this redundant (e.g., a map outline of Norway). Check that the spelling of all place names conforms to that appearing on the official 1:50,000 topographic map series. All lines should have line widths of at least 0.1

mm. Maps with a complex, detailed geology, geophysical anomaly maps and field photographs should be in colour.

Photographic figures of field motifs may appear either as individual figures or as a montage, a, b, c, etc., which together constitute one figure. All photographs should carry some form of scale, preferably placed discretely below or to the side of the subject matter. Try to avoid photos with a large hammer in the middle of the picture. All photomicrographs should include a scale bar.

Figures, such as maps, that cannot be reduced to the maximum dimensions can be included as an electronic supplement.

#### 4. Tables

As well as a form of presenting essential data, tables are, in some cases, meant to supplement or replace lengthy text, but *not* to duplicate it. Present tables on separate sheets. Avoid using horizontal and vertical lines, except those which are absolutely necessary, e.g., below the column headings or separating distinct groups of analyses.

#### 5. Units

In general, abbreviated SI units should be used. However, exceptions such as '°C' for temperature and 'bar' or 'kbar' for pressure are allowed. The product of two or more units should be represented e.g., 'Pa s' and the quotient e.g., 'W m<sup>-1</sup> K<sup>-1</sup>'. Units should only be abbreviated when preceded by a figure, e.g., '10 m', but 'hundreds of metres'. If units need to be bracketed, e.g., in element–element plots, use normal parentheses, e.g., (ppm) not [ppm].

#### 6. Electronic supplements

Electronic supplements of data in the form of Excel files are strongly encouraged. Maps that cannot be reduced to A4, as well as additional figures/photos, can also be included as electronic supplements and referred to in the text. All electronic supplements are free of charge.