

Instructions to authors – NGU Bulletin

First – a bit of history

The Geological Survey of Norway, which was founded in 1858, began publishing collections of papers on Norwegian geology in 1890. During these early years, and in the first part of the 20th century, almost all papers were in Norwegian, although the very first article in English appeared in 1905. Papers in the English language have dominated from around 1960. The publications, which were numbered consecutively, had no formal title until as late as 1972 when two separate series were introduced – the *Bulletin*, in English, and the *Skifter*, in Norwegian. The consecutive numbering was maintained, however, with a secondary number for each series, but in 1984 the *Bulletin* formally took over the main numbering system that had then existed for over 90 years. At the start of the new millennium, after 110 years of publishing, we had reached *Bulletin* 435.

The Bulletin today

The *Bulletin* publication series of the Geological Survey of Norway comprises contributions to the Earth Sciences with special reference to Norwegian geology, geophysics, geochemistry, hydrogeology and certain aspects of environmental geology. Manuscripts on particular topics of geoscience research from neighbouring countries may, in certain cases, also be considered, providing that the subject matter is of direct interest to Norwegian geology.

In general, *Bulletin* numbers consist of several research papers on diverse topics. From time to time, a collection of papers may appear as a thematic *Bulletin* number; for example, on the geology of one particular region, or on one particular aspect of geoscientific research.

The *Bulletin* does not appear on a regular basis, as with most other journals. On average, we publish two *Bulletins* per year. For technical reasons, we wait until we have enough final, accepted, manuscript copy to make up a minimum of 60 printed pages.

General

For a general idea on the layout of the journal, please try to consult one of our recent issues, i.e. those printed in A4 format starting with *Bulletin* 431 from 1996. An exception to this rule is *Bulletin* 433, which is a collection of extended abstracts. As there have been some slight changes in layout, form of references, etc., over the years, it is advisable to browse through one of our very latest issues.

Three copies of the manuscript should be sent to the Editor. To save time, and to allow us to contact potential reviewers, you may send an advance copy of your manuscript, and digitally drawn figures, via e-mail. We will then distribute two of the submitted copies to reviewers, who

generally have about 4–5 weeks in which to produce their verdict on the ms.

The language used for manuscripts in our *Bulletin* 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 ms. As Norway is a part of Europe (although some Norwegians may dispute this!), Norwegian authors should try to follow British English. An exception to this might be where a Norwegian first author is coauthoring with an American colleague.

Authors are requested to have their ms read by at least one colleague familiar with the area or subject-matter before submission. The name of this person, or persons, should be included in the Acknowledgements. 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 and simpler for the reviewers. Whatever the case, all final, accepted manuscripts will be carefully controlled, from the linguistic and technical points of view, here at NGU.

An author will generally receive only one set of proofs. 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. A reprint order form will be sent out with the proofs. Twenty-five reprints will be sent to the first author free of charge. Additional reprints can be ordered on the form provided when returning the proofs. The cost of reprints will vary according to the number of pages in the printed article.

Main text

Manuscripts should be typewritten on one side of standard, A4-size paper, with an ample margin on the left-hand side, and should be double-spaced throughout. All pages should be numbered. Figures and Tables should appear, and be numbered, in accordance with the sequence of their citation in the text. Manuscripts should be arranged in the following order:-

1. Title in small case, 16-point font.
2. Names of the authors, in capitals; 12-point font. First name followed by surname.
3. Abstract. This is preceded by authors' surnames and initials, year, title of the manuscript and journal name (the last, in italics) – look at any recent *Bulletin* for the correct style. The names and addresses of the authors should be placed below the abstract, in italics. If you wish, add an e-mail address for the corresponding author.
4. The main text of the manuscript.

5. Acknowledgements.
6. References.
7. List of figure captions.
8. Figures and tables.

(1) The **title** should be brief, but informative. Begin with a word useful in indexing and information retrieval.

(3) The **abstract** should be no more than 300 words. An 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 an abstract.

(4) For the general layout of the main text, please consult any recent issue of the *Bulletin*. Arrange the headings according to rank, i.e., first-order, second-order, etc. First-order – small case, 14-point bold; second-order – 12-point bold; third-order. 12-point normal, italics.

All geographical names mentioned in the text should appear on one or other of the accompanying figures. Exceptions are place names cited which are far outside the confines of the area discussed in the manuscript. Points of the compass should be abbreviated where they pertain to structural trends or directions, e.g., "the fold axes trend NE-SW".... or "the NW-plunging lineation..." Otherwise, use small case, e.g., "in the southwest of the area...". For specific directions, etc., write, e.g., ...065°...., not ...N65°E.

References to authors in the text should be written as follows: "As Carstens (1960) has shown,..." or "...."..."high-grade metamorphism has been reported (Zwaan 1975, Black & White 1980, Glenfiddich et al. 1988)." For personal communications, write initials, name and year, e.g., "...fossils have recently been reported (D.L.Bruton, pers. comm. 1994)."

Avoid using footnotes. Such incidental information should be incorporated into the main text, or included in parentheses. Excessively long tables of analytical and other data should be avoided.

Figures and Tables should be cited as follows: Fig. 2, Figs. 6 & 7, Table 3. In the rare cases where a map will exceed full page size, these illustrations are called Plates. Such Plates are inserted in a pocket on the inside back cover of the *Bulletin*.

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.

(5) The **Acknowledgements** should be kept as short as possible, thanking the pre-submission readers and the reviewers, as well as sources of funding, etc..

(6) For the style of **References**, please consult any recent *Bulletin*. Note that all journal names are written out in full, in italics. Italics are also used for the titles of doctoral or other theses, and for book titles. Indent the second and subsequent lines of all references.

Check that all references cited in the text are included in the list of references. Conversely, all references in the list should be cited somewhere in the main text or in the Figure/Table captions.

(7) Figure **captions** should be collected together on a separate page or pages at the end of the manuscript.

(8) All **figures** should be reducible to a maximum page width of 17.5 cm, or maximum page height of 24 cm. Many figures can be reduced to single-column width, 8.3 cm. In some cases, we print figures at 10-12 cm width, and place the figure caption to the side of the figure. Figures should be submitted either at the preferable, final size, or slightly larger than the final size.

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 mm in height after reduction. Publishing any journal nowadays is a costly business, so try to arrange your figures, legends, etc., in as space-saving a way as possible.

Map figures should preferably be oriented with north at the top, and a north arrow should be included (unless latitude/longitude marks along the figure frame make this unnecessary). Use a bar scale on all maps. Check that the spelling of all place names conforms with that appearing on the official 1:50,000 topographic map series. All map figures should be enclosed in a frame.

Regarding ornament on maps and diagrams, avoid using too many grey tones, or fine stipples, as these do not reproduce well. Very pale grey tones should definitely be avoided. All lines should have line widths of at least 0.5 mm.

Some figures may be reproduced in colour. This applies especially to maps with a complex and detailed geology, geophysical anomaly maps or particular types of figure. Selected field photographs may also be printed in colour. However, we try to be restrictive with the use of colour, as such printing adds appreciably to the overall cost of producing the *Bulletin*.

Photographic figures of field motifs may appear either as individual figures or as a montage, A, B, C, etc., which together constitute one figure. With today's technology, such figures can be constructed by scanning slides/dias, and ultimately transferring these figures electronically to NGU. However, in some cases the printer may wish to borrow your slides.

All photographs should carry some form of scale, preferably placed discretely below or to the side of the subject matter. Photos with a large hammer in the middle of the picture are likely to be rejected. All photomicrographs should carry a bar-scale in the bottom right-hand corner.

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. Eliminate wasteful space between columns – many tables can be reduced to single-column width simply by carefully thinking ahead to the final print size.

Other points

Final, revised manuscripts: When a manuscript has been finally accepted, the author will be asked to supply us with a paper copy of the final word-processed text, plus figures, tables, etc. In addition, the manuscript, figures and tables should be transferred to the Editor electronically (ms in Word format), either as e-mail attachments, or on a standard disc/diskett or CD-rom.

New lithostratigraphic names: Authors writing manuscripts in which new lithostratigraphic or structural names are introduced or proposed are asked to mention this in their cover letter when submitting. We can then check if these names are acceptable, following the rules of the Norwegian Committee for Stratigraphy, while the ms is being reviewed.

Short manuscripts: As well as normal-length manuscripts, shorter contributions that will take up just 3 or 4 printed pages are also welcome. Abstracts to such short papers should not exceed 150 words.

Publication costs: In cases where large coloured maps (Plates) are involved, we may be forced to ask authors to provide a contribution to these extra printing costs.

Reviewing procedure, etc.: While every effort is made to shorten the process of refereeing and editing of mss, there will always be delays during the summer period, May to September, because of fieldwork commitments, university vacations, and holidays generally.