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Printing Rules for Eclogae geologicae Helvetiae

I. General information

Art. 1. - The Eclogae geologicae Helvetiae serve for the publication of *original scientific papers*. The articles submitted may be written in German, French, Italian or English and are printed in the original language. The Eclogae also publish the proceedings of the meetings of the Swiss Geological Society and the annual reports of the Swiss Palaeontological Society.

Art. 2. - Manuscripts submitted by *members* of the Swiss Geological Society are given preference. The Eclogae, however, also provide space for papers by other authors; these may concern Switzerland or be of general scientific interest.

Art. 3. - Papers on the most diverse subjects within the geological sciences may be published. The term "geology" is given a wide meaning. Papers of more general interest are preferred, since the Eclogae depend on international circulation.

Art. 4. - According to the statutes of the Swiss Geological Society, the *editorial board* is responsible for the editorial policy of Eclogae. The editor advises the editorial board as to the acceptance or rejection of manuscripts. The editor is free to ask competent specialists to review submitted manuscripts.

Art. 5. - The editor may reject a paper, or return it for revision. If this leads to disagreement with the author, the case is submitted to the Council of the SGS for a decision.

Art. 6. - The opinions expressed in the papers, if scientifically sound, are not influenced by the editor; for these the authors alone are responsible.

Art. 7. - If too many manuscripts are submitted, the editorial board is authorized to make a selection.

Art. 8. - The editor, in keeping with the approved budget, takes the necessary measures regarding when and how the manuscript is printed. For each article, an estimate of costs is made.

Art. 9. - Printing costs for short papers are normally carried entirely by the Society. If a paper meets the instructions outlined above and does not exceed reasonable length, the printing costs will not be the cause for acceptance or rejection of the article.

Art. 10. – The Society pays for publishing dissertations (or parts of them), depending on their length. The contribution covers type setting, printing and paper, up to the cost for 48 pages (3 printer's sheets). As a general rule, the costs for illustrations must be carried entirely by the author. In addition, art. 19 applies.

Art. 11. – The Eclogae appear in yearly volumes, which are issued in single numbers.

Art. 12. – Reproduction of illustrations or whole articles printed in Eclogae must be approved by the editor and is allowed only with complete acknowledgment of the original source of publication.

II. Manuscripts

Art. 13. – The manuscripts should be submitted to the editor in final form using only one side of each sheet. Typing must be *double-spaced throughout* (including the bibliography and other sections to be set in small type). Text and illustrations should be neat and clearly arranged. The papers are expected to be as concise as possible, and the statement of the problem, methods employed, and results should be clearly formulated and easy to grasp.

Art. 14. – In construction and organisation of a manuscript, the following points should be considered:

- a) *Title of the paper:* Short, but expressing the principal aim of the paper.
- b) *Name of the author:* Placed beneath the title, with the first name spelt out. The author's address should be included as a footnote.
- c) *Abstract:* This should be added to any manuscript longer than two printed pages. It precedes the main text and should give the essentials of the paper in a concise form. The abstract need not to be in the same language as the main text.
Articles in English or Italian must be accompanied by an *additional abstract* in German or French.
Abstracts should not exceed 25 printed lines (ca. 350 words), even for lengthy papers (shorter papers should have correspondingly shorter abstracts).
- d) *Table of contents:* Mandatory for more extensive papers.
- e) *Acknowledgments:* These should be at the end of the formal text, *preceding* the bibliography.
- f) *References cited in the text:* Literature used for the paper must always be cited: Name of author (using *capital letters* with "umlauts" and accents added) with year and, if desired, with page number. Examples: ... (HÖLDER & ZIEGLER 1959) ... or ... (PARÉJAS 1938, p. 412) ... or ... SMITH (1974) ...
- g) *Bibliography:* The literature cited in the text and in illustrations must be arranged in a separate list at the end of the paper. The list of references has to be compiled in accordance with the directions in "Abkürzungsverzeichnis zum Zitieren von erdwissenschaftlichen Zeitschriften (1974)"; the use of the *abbreviations* listed therein is mandatory*).
- h) *Tables:* To reduce the cost of type-setting, tables should be submitted in *neat* typescript, ready for reproduction (*solid black* type is mandatory; use plastic ribbon). With normal type size, reduction to $\frac{2}{3}$ or $\frac{3}{5}$ is quite feasible.
- i) *Captions of illustrations and tables:* These should be enclosed on separate sheets.

*) This list is available free of charge to *members* of the SGS (from the secretary of the Society). *Non-members* can purchase it from Schweiz. Geologische Kommission.

- j) *Footnotes*: These should be numbered consecutively (not by pages); however, they should be avoided whenever possible.
- k) *Different printing-types*: The use of special type should be indicated as follows:
 - *Small type (Petit)*: Sections to be set in small type should be marked along the left margin of the sheet by a *vertical wavy line*.
 - *Italics*: Latin names of fossils or terms to be emphasized should be marked by *simple underlining*.
 - *All caps*: Names of cited authors should be typed in the manuscript entirely in *capital letters*, with "umlauts" and accents marked (BRÄNDLIN, *not* BRAENDLIN, etc.).
 - *Spaced type* is no longer used.
- l) *Headings*: The printing-types for headings are chosen by the editor. However, the relative importance of various headings should be *clearly* indicated in the manuscript.
Examples: == = ____ ; do not mark in colour!
- m) *Placement of figures and tables*: Authors should clearly mark in the margin of the manuscript where in the text the figures and tables are to be inserted by the printers.
- n) *Running head*: The running head (on each right-hand page) is determined by the editor unless the author designates otherwise (maximum length 50 letters).

Art. 15. – For *stratigraphic nomenclature* authors are required to follow the “International Stratigraphic Guide” and the “Empfehlungen zur Handhabung der stratigraphischen insbesondere lithostratigraphischen Nomenklatur in der Schweiz” (Eclogae 66/2, 1973, p. 479ff.).

Art. 16. – The *palaeontological nomenclature* must agree with the rules in the “International Code of Zoological Nomenclature”, and in the “International Code of Botanical Nomenclature”. Authors are also referred to “Wegleitung für die Redaktion paläontologischer Arbeiten” (Eclogae 64/3, 1971, p. 641ff.).

III. Illustrations

Art. 17. – All illustrations are to be submitted ready for printing, in the original *plus one copy*. Whenever possible, reproduction of illustrations (incl. photographs) in the form of *text figures* should be chosen, because the printing of plates is considerably more expensive.

Art. 18. – The originals should carry neat lettering, in which the height of small letters after reduction must be at least 0.8–1 mm. The following points should be noted:

- a) *Line drawings* (in Indian ink) should be prepared to take reduction to at least $\frac{3}{4}$ and to no more than $\frac{2}{3}$ (type area of Eclogae: 12.6 × 19.0 cm). With illustrations occupying a whole page, the space for the caption (in small print) should be taken into account.
Symbols and patterns used in text figures must be *lettered directly* in the legend and *should not* be coded by numbers.
Adhesive patterns must be attached to the upper surface of drawings (also when tracing paper or clear foils are used), because of the requirements of reproduction.
Lettering with *rub-on systems* (Alfac, Letraset, Tactype, etc.) has to be *rubbed firmly* once more before mailing, to avoid detachment due to handling.
- b) *Photographs* should be submitted as glossy prints with high contrast (at the correct size for reproduction or slightly larger).

The size of *photographic plates*, if these are clearly needed, should agree with the type area (12.6 × 19.0 cm). Formats up to 13.5 × 20.0 cm can be tolerated in exceptional situations. Plates are numbered in *arabic numerals*.

c) *Folded plates* are always at the end of the paper (*following* any photographic plates), and also carry arabic numerals. Folded plates are very expensive; authors should especially ensure that their height does not exceed 23 cm (including upper and lower margins), so that folding in two directions can be avoided.

IV. Going to press, proofreading

Art. 19. – All business between the author and the printer is handled through the editor. He conducts all arrangements in connection with reproduction of illustrations, even if printing costs are partly or wholly carried by the author.

Art. 20. – As a rule, authors receive two proofs (galley and page proof) for correction; for this purpose, the official *correction marks* must be used*). No changes in the text should be made in the second proof; but all page numbers (contents, references to pages, etc.) should be filled in. Before returning the second proof authors should mark the title page "o.k. for print" (with date and signature).

Art. 21. – Proofs returned to the editors after the deadline may cause postponement of the article to a later number.

V. Printing charges, authors' corrections

Art. 22. – Authors may be asked for *financial contributions* to print their articles, depending on the budget of the Society and on the possibility that an author may be able to obtain appropriate funding. In particular, costs for long papers or expensive illustrations must be covered in part by the authors. An agreement must be reached in each case before going to press.

Art. 23. – Changes in text in the proofs are charged to the author. The editor bills the author for any such corrections and for any printing charges already agreed upon.

VI. Proceedings of the Geological Society

Art. 24. – The proceedings of the annual meeting of the Swiss Geological Society, apart from the administrative reports, contain those papers read at the meeting, that do not exceed 5 printed pages. These are subject to art. 2 and 4 for acceptance. Longer papers read at the meeting are treated as other papers.

VII. Annual report of the Swiss Palaeontological Society

Art. 25. – The SPS is responsible for accepting papers for its annual report. This report is published in the last number of each volume of Eclogae.

*) These can be requested from the editor free of charge.

Art. 26. – Through a decision of its Council, the Swiss Palaeontological Society also adheres to the printing instructions described herein – especially concerning the editorial practice outlined therein.

Art. 27. – The SPS participates in the proceeds from Eclogae sold through book dealers. The share in the profits is commensurate with the size of each annual report.

VIII. Reprints

Art. 28. – Authors receive 50 *reprints* of their paper free of charge (coauthors are expected to *share* these), with the pagination of Eclogae. Each author may purchase up to 150 additional copies. The price for reprints ordered in excess of this number, either for the author or for others, is governed by special agreement with the editor.

The reprints are issued *without covers*, but with plates if such accompany the article. Authors wishing covers are charged accordingly.

Art. 29. – Reprints or additional prints of plates from Eclogae are not for resale. The Council of the SGS may sell reprints through the publisher of Eclogae, with the author's consent.

Art. 30. – Authors are billed by the editor for reprints and any separate enclosures.

20 May 1978

The Council