

# Guidelines for contributors

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## Guidelines for Contributors

**Manuscripts** must be submitted to the Editor (address below) in *triplicate* ready for printing, each accompanied by copies of all illustrations and tables.

Manuscripts in English, French, German and Italian will be considered.

*Eclogae geologicae Helvetiae* does not accept manuscripts that have been submitted to other journals in the same or a similar form.

If manuscripts in their final version are submitted as computer disks, the author has first to inquire at the editorial office for format instructions.

In writing the manuscript, the following points should be considered:

a) **Title of the paper:** Short, but expressing the principal aim of the paper.

A short running title (max. 50 characters) should be provided.

The range of **different headings** is limited to *three*. Their relative importance should be clearly indicated in the typescript. In order to avoid ambiguities, titles should be written in lower case characters.

Only the titles "ABSTRACT", "RESUME", "ZUSAMMENFASSUNG" and "REFERENCES" should be written in capital characters.

b) **Name of the author(s):** Placed beneath the title, with the first name spelt out. The author's full postal address(es) should be included as a footnote.

c) **Abstract:** A brief (max. 350 words), informative ABSTRACT is necessary. Papers in English must be accompanied by an additional ZUSAMMENFASSUNG in German and/or a RESUME in French and/or a RIASSUNTO in Italian.

d) **Table of contents:** Mandatory for more extensive papers.

e) **Text** (incl. abstract, figure captions, references): Should be typed on one side of a page only, double spaced and with 2.5 cm margins on each side.

f) **Printing types:** The use of special types should be indicated as below:

– Small type (petit): Sections to be set in small type should be marked along the left margin of the page by a vertical wavy line.

– Italics: Latin names of fossils or terms to be emphasized should be marked by simple underlining.

g) **Footnotes:** These should be avoided whenever possible. If they are indispensable, they should be numbered consecutively.

h) **Abbreviations:** Each abbreviation should be explained explicitly when first used.

i) **Stratigraphic nomenclature:** For preferred use of stratigraphic nomenclature and terminology the author is referred to the Code of Stratigraphic Nomenclature (ACSN 1961). In: *Bull. Amer. Ass. Petroleum Geologists* 45, 454–459, as well as to the recommendations of the Schweizerische Geologische Kommission in *Eclogae geol. Helv.* 66 (1973), 479–492<sup>1</sup>.

j) **Palaeontologic nomenclature:** Palaeontologic names (genus and species) should be underlined in black to be printed in *italics*. Biology citation rules should be respected (see also *Eclogae geol. Helv.* 64 (1971), 641–643 or 649–651).

k) **Acknowledgements:** These should be at the end of the formal text, preceding the references. They should be printed in small characters.

l) **References** cited in the text: references should be made giving the author's name and the year of publication. Examples: (Laubscher 1973, 1975; Meyer 1930) or ... as Trümpy (1969, Fig. 2) stated ...

When reference is made to a work by two authors, "&" (without a comma before "&") should be used; with three or more authors, the first author should be cited followed by "et al".

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<sup>1</sup> "Early" and "late" have to be used in terms referring to time. "Upper" and "lower" are used in terms referring to objects. ("Upper Triassic sediments", but "Sediments deposited in late Triassic times".)

m) **Reference list:** The literature cited in the text and the illustrations must be arranged alphabetically in a separate list at the end of the paper (abbreviations of the journals following the directions in "Abkürzungsverzeichnis zum Zitieren von erdwissenschaftlichen Arbeiten" 1974<sup>2</sup>).

If more than one paper by the same author is cited, the name is replaced by "–".

- ARTHAUD, F. & MATTE, P. 1975: Les décrochements tardi-hercyniens du sud ouest de l'Europe. Géométrie et essai de reconstitution des conditions de la déformation. *Tectonophysics* 25, 139–171.
- 1977: Late Paleozoic strike-slip faulting in southern Europe and northern Africa: result of a right-lateral shear zone between the Appalachians and the Urals. *Bull. Geol. Soc. Amer.* 88, 1305–1320.
- BLÜM, W. 1989: Faziesanalyse im Rotliegenden des Nordschweizer Permokarbon-Trogs (Hochrhein-Region zwischen Basel und Laufenburg). *Ecolgae geol. Helv.* 82, 455–489.
- JAMES, N. 1983: Reef environment. In: *Carbonate Depositional Environments* (Ed. by SCHOLLE, P. A., BEBOUT, D. G. & MOORE, C. H.). *Mem. Amer. Assoc. Petroleum Geol.* 33, 346–440.

**Tables, drawings and photographs:** The originals of all tables, drawings and photographs are retained by the author until acceptance of the manuscript. They will be sent directly to the publisher afterwards and will not be returned to the author unless explicitly demanded.

Whenever possible, reproduction of illustrations (incl. photographs) in the form of text-figures should be chosen (type area of *Ecolgae*: 126×188 mm), the printing of plates being considerably more expensive.

The approximate position of the figures and tables in the text should be indicated in the margin of the typescript.

**Tables** must be typed *camera-ready* on separate sheets. The size of signs and letters must be chosen such that they remain legible when reduced to the type area of *Ecolgae* (126×188 mm).

**Line drawings** should be suitable for up to 50% reduction. Bar scales are preferred to numerical scales. Symbols and patterns must be lettered directly (not coded by numbers!). With illustrations occupying a whole page, the space for the caption (in small characters) should be taken into account. The sizes of signs and letters must be chosen to remain legible when reduced to the type area of *Ecolgae* (126×188 mm).

**Photographs** should be of good quality and on glossy, white paper (no Xerox copies). Bar scales are preferred.

**Photographic plates** are to be numbered in Arabic numerals. They should come after the reference list.

**Folded plates** are always at the end of the paper and also carry Arabic numerals. Authors should take care to ensure that the height of plates does not exceed 230 mm (including upper and lower margins), so that double creases can be avoided.

Illustrations should have explanatory captions, listed together on separate pages.

**Style.** English: 18,000.00; Fig.; Arceythyris sp., (Pygomalus ovalis) (underline for *italics*).

**Charge.** A page charge will be applied in the case of excessively long manuscripts. Costs for plates larger than page size, large tables and colour illustrations will be charged to the author(s).

**Proofs.** Proof copies will be sent to the corresponding author. They should be returned promptly to the editor. Major alterations to the text and illustrations at the proof stage can be considered only when absolutely necessary; any additional costs will be charged to the author(s).

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<sup>2</sup> Can be purchased from the editor.

**Offprints.** Fifty offprints of published papers will be sent to the corresponding author free of charge. Additional copies may be ordered directly from the publisher. (An order form is sent to the corresponding author together with the proofs).

**Manuscripts that do not comply with the guidelines will be returned immediately.**