

Notes for Authors

Earth and Environmental Science Transactions of the Royal Society of Edinburgh publishes peer-reviewed original scientific research papers, reviews, and short communications on *all* fields across the broad spectrum of earth and environmental sciences. Articles do not need to have a specifically Scottish focus, nor are authors required to be Fellows of the Society. Articles should have relevance to a worldwide audience, even if the study is focused on a single geographic site. Papers should make topical, substantial and scholarly contributions; the Editors are keen to encourage interdisciplinary papers. Discussions of articles previously published in the *Transactions* and reviews of topics of current interest are also invited. There are no page charges; however, if fold-outs or colour illustrations are envisaged, the Journals Officer should be consulted prior to submission (publications@royalsoced.org.uk). All new submissions are sent to at least two reviewers.

1. Submission

Ideally, manuscripts should be submitted electronically, with separate text and figure files on disk or CD. (Text in WORD format; Tables in Excel; Figures as PDF files.) The electronic submission should be accompanied by one hard copy of text (on A4 or quarto paper, double spaced with wide margins) and a set of figures, preferably at publication size. These should be sent to the Journals Officer, The Royal Society of Edinburgh, 22-26 George Street, Edinburgh EH2 2PQ, Scotland, UK. Files can also be emailed to publications@royalsoced.org.uk or sent through this link: <http://journals.cambridge.org/action/manuscriptSubmission?jid=TRSE> Any queries regarding submission may be sent to the email address as above. **Submissions to *Earth and Environmental Science TRSE* must not have been published, or be under consideration, elsewhere.**

2. Preparation of papers

2.1. Title page

The first page should show (a) a title that is concise and informative, (b) a running head abbreviation of the title of not more than 50 characters; and (c) the name(s) and full addresses(es) of the author(s). Papers by more than one author must be submitted with a statement signed by all the authors, approving the paper in its entirety and naming the author responsible for correspondence.

2.2. Abstract and Key Words

The second page should contain an **abstract** of not more than 200 words, intelligible without reference to the text or references, and a list of **key words** (not already in the title) of no more than 150 characters, in alphabetical order.

2.3. Text

Text should start on the third page. Words to be printed in italics, e.g. names of taxa, should be underlined, unless already in italic typeface. Use capital letters for formal terms only. The metric system should be used throughout. Abbreviate compass points to N, NW, NE, SE etc. Enclose map references in square brackets, e.g. [NM 4437 0293]. For particular treatment of systematic palaeontology, see a recent issue.

2.4. Headings

The introduction requires no heading. Primary headings are numbered consecutively 1, 2, 3, etc. Secondary headings are 1.1., 1.2., 1.3., etc. Both should appear flush left, with their text starting on a separate line below. Tertiary headings should start a new paragraph, with indent, and should be followed by a full stop and the text to which they refer. All headings should be in bold. Cross-references in text should be to a section, e.g. (see section 2.3), not to a page. See a recent issue of the journal for these style matters.

2.5. Footnotes

Do not use footnotes.

2.6. References

All publications cited in the text, **including those pertaining to the authorship of all taxa**, must be in the reference list, which is arranged in alphabetical order by author.

2.6.1. In text. These should appear as in the following examples:

- (a) Jennings & Smith (1967) record that.....
(b) It has been recorded (James 1931) **or** (Jennings & Smith 1969, p.32) **or** (Jenkins 1947, 1950; Jenkins & Brock 1975) that.....

2.6.2. At end. Only published or in press items, or unpublished theses with the University clearly specified, are to be

included in the References. Journal and series titles should be written out in full, upper and lower case italics.

References at the end should be ordered thus:

- (i) single author – by date (and initials)
e.g. Smith, A. B. 1990; Smith A. B. 1996; Smith, C. D. 1989; Smith, C. D. 1990
- (ii) author plus two or more co-authors (*et al.*) – by date
e.g.: Smith, Jones & Clerk 1993; Smith, Brown & Clerk 1995; Smith, Clerk, Brown & Jones 1997
- (iii) author plus one other – alphabetical by 2nd author
e.g.: Smith & Brown 1997; Smith & Jones 1987

Set out as indicated below:

Copper, P. & Gourvenec, R. 1996. Evolution of the spire-bearing brachiopods, (Ordovician-Jurassic). In Copper, P. & Jin, J. (eds) *Brachiopods*, 81–88. Rotterdam: A. A. Balkema.

Chappell, B. W. & White, A. J. R. 1992. 1- and S-type granites in the Lachlan Fold Belt. *Transactions of the Royal Society of Edinburgh: Earth Sciences* **83**, 1–26.

Jarvik, E. 1980. *Basic structure and evolution of vertebrates*, Vol. 1, 74–98. London: Academic Press.

3. Preparation of Tables and Illustrations

3.1. Tables

Tables should be numbered consecutively on separate sheets and should follow the text and References in the manuscript. Each table should have a heading. For layout of analytical data see tables published in previous issues. Authors will be asked to send published analyses of igneous rocks to the UK-IGBA file.

3.2. Illustrations

Number illustrations consecutively through the paper. A list of figure captions should be provided on a separate page following the Tables in the manuscript; figures and figure captions should not be embedded in the text. Where appropriate, group material into one figure and label a, b, c, etc. In the case of groups of photographs, labels and annotation should be on the photograph, not on the space between photographs. Ensure that the size of lettering *after reduction* will be legible (not less than 6 point). A scale should be given on the figure (e.g., a bar scale on a photomicrograph) in case figures are reduced or enlarged. Large figures can be subdivided for reproduction on facing pages. If submitting illustrations in hard copy, photographs should be high-quality prints with good contrast at final size. They should be mounted on *white* card, even if a black background is required in the published version (this should be specified in an accompanying letter). Fossil illustrations should be illuminated top left. Supply originals of line illustrations where possible. For electronic files of figures, use standard software and supply files saved in native file format, together with TIF or EPS where possible. Guidelines for the production of high-quality electronic Figures are available on request from the Journals Officer (email address as above).

4. Proofs and offprints

One extra set of proofs of an accepted paper will be sent to the corresponding author. 25 offprints (with covers) of the published paper are provided gratis and additional copies of offprints may be ordered (in batches of 25) when checked proofs are returned. An electronic PDF of the published paper (“publisher’s version”) can be supplied on request.

5. Copyright

On acceptance, authors will be asked to assign copyright of their papers to the Royal Society of Edinburgh. They are also asked to ensure that any electronic versions clearly state the official place of publication.

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