

## INSTRUCTIONS TO AUTHORS

*Geologos* is published by the Geological Institute of Adam Mickiewicz University (postal address: Editorial Office Geologos, Geological Institute, Adam Mickiewicz University, Maków Polnych 16, 61-606 Poznan, Poland; E-mail [geologos@amu.edu.pl](mailto:geologos@amu.edu.pl)).

### Scope

*Geologos* is an international, peer-reviewed journal publishing research results and review articles covering all earth-science disciplines, with a focus on the geology of central and eastern Europe. Manuscripts dealing with the geology of these areas will get priority. Only manuscripts in English are considered for publication. All manuscripts should meet international standards regarding the quality of both the scientific content and the presentation (structure, style, good English, high-quality figures, etc.). By submitting a manuscript, the authors agree implicitly that (1) the manuscript has not been published in whole or for a considerable part elsewhere; (2) a similar or largely comparable manuscript has or will not be submitted to any other journal as long as the manuscript submitted to *Geologos* has not been rejected; (3) no plagiarism is involved; (4) no copyrights are infringed; (5) no scientific fraud is committed; (6) no conflict of interest exists.

### Submission

New manuscripts should be submitted in electronic form, in either Word or WordPerfect. An accompanying letter should stipulate why the manuscript is of interest for the readership of *Geologos*.

The text (including references, annexes, and captions to figures and tables) should be submitted as a file with an unambiguous name (e.g., Smith-text.doc). Each table should be submitted as an individual file (e.g., Smith-Table-7.doc). Each figure should be submitted as an individual file, preferably in pdf format (e.g., Smith-Fig-3.pdf).

All files should be submitted either via internet ([www.geologos.com](http://www.geologos.com)) or on CD-ROM to the above address (the latter option is advised in the case of manuscripts with large number of figures).

Receipt of a manuscript will be acknowledged. If no acknowledgement is received within one week (except for the summer field season), the Editors should be contacted by e-mail.

## **Format**

The following instructions apply for the submission of a manuscript. The text should be double-spaced on A4 page size with 2.5 cm margins and 12-point font size (Times New Roman). All lines should be numbered consecutively (not per page). The text should be in good English; if the English is of poor quality, the manuscript may be returned to the corresponding author, requesting language correction first (the Editors may be consulted by the authors for addresses of professional text correctors).

The text file should be arranged in the following order:

- title
- full name(s) and address(es) (including e-mail)
- abstract (maximally 350 words, preferably 150-250 words)
- keywords (maximally five)
- main text
- acknowledgements
- references
- captions for tables and figures

### *Illustrations*

Figures must be of high quality, with lettering and lines easy to read, taking into account that the preferred size of figures in the journal is: (a) width 170 mm (two columns of text) and height maximally 250 mm, or (b) width 80 mm (one text column) and height maximally 250 mm. All figures and tables should be cited in the text in the correct order.

Both drawings and photographs are considered as figures and should be numbered as such (Fig.). Figures are, as a rule, printed in black-and-white. One or two pages may be printed in full colour free of charge, after consultation with the Editors.

### *Tables*

Tables should be reducible in print to (a) a width of 80 or 170 mm and a maximum height of 250 mm, or (b) a width of 250 mm and a maximum height of 170 mm. Vertical lines in tables should be avoided.

Tables should not be prepared with the table option of Word, but by using tabs (not spaces!).

### *Appendices*

An appendix should contain information that is substantial in length, that is not necessary for the reader to understand the running text, and that would unduly interrupt the running text. As such material is rarely interesting for a large number of readers, the Editor-in-Chief, in consultation with the reviewers and/or the Editorial Board, can decide that the Appendix (or Appendices) will not be published, but should be replaced by a sentence in the text that the data can be obtained from the corresponding author. If appendices are considered acceptable, each of them should be submitted as an individual file (e.g. Smith-Appendix-1-doc).

### *References*

References in the text should be as follows: "... as shown by Smith (2003, 2008), Brown & Johnson (2007) and Fedorowski et al. (2008); or, alternatively, "... as was found already some years ago (Smith, 1993, 1998; Brown & Johnson, 1997; Fedorowski et al., 1998).

In the reference list, works of one author should be ordered according to year; if there are also works with co-authors, first the works with one co-author are mentioned, alphabetically and then according to year; in the case of three or more authors, the references should be according to year, then alphabetically. If there are more publications by an author in one year, they should be referred to in both the text and the reference list as a, b, etc.

Examples (note that journal titles are written in full, and that journal and book titles are written in italics):

Gross, M.R. & Eyal, Y., 2007. Throughgoing fractures in layered carbonate rocks. *Geological Society of America Bulletin* 119, 1387-1404.

Gudmundsson, M.T., 2005. Subglacial volcanic activity in Iceland. [In:] C. Caseldine, A. Russell, J. Hardardóttir & Ó. Knudsen (Eds): *Iceland - modern processes and past environments*. Elsevier, Amsterdam, 127-151.

Yang, X.-S., 2008. *Mathematical modelling for earth sciences*. Dunedin Academic Press, Edinburgh, 310 pp.

In the case of reference to a text that was not written in English, French, German or Spanish, the title of the work should be given in English [between brackets] immediately after the original title, for instance:

Wysota, W., 2002. Stratygrafia i środowiska sedymentacji zlodowacenia Wisły w południowej części dolnego Powiśla [Stratigraphy and sedimentary environments of the Weichselian glaciation in the southern part of the lower Vistula region]. Thesis Torun University, 144 pp.

Note: references to material in an 'exotic' language or published in a journal (or by a publisher) which is not generally accessible, should be restricted to an absolute minimum.

## **Reviews**

Each manuscript will, as a rule, be reviewed by two referees, commonly one Polish and one foreign. In the case of contradictory advises, additional reviews can be considered by the Editors. If major revision is advised, the revised manuscript may be sent out again for review, in principle to the same reviewers. The Editor-in-Chief decides eventually about acceptance, taking into account the advises of the reviewers.

The reviewers judge about suitability of the manuscript for the journal, scientific quality, compactness and structure of the text, quality and usefulness of the photos and artwork, and the quality of the English language. The review is anonymous.

## **Offprints**

20 offprints of each published contribution and one issue of Geologos are supplied free of charge. Additional offprints cannot be ordered, but a pdf version of all individual contributions can be downloaded from the Geologos website: [www.geologos.com.pl](http://www.geologos.com.pl)