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- 2 Manuscripts should preferably not take more than 8 printed pages, including the illustrations. A printed page with text only comprises – from volume 79 (2000) on – some 750-775 words, which should allow a fairly accurate estimate of the length of the text in printed form. For manuscripts of more than 12 printed pages, 50 Euro per additional page will be charged (p 13 etc.). Colour pages cost 500 Euro per page.
- 3 Manuscripts should be submitted electronically and be accompanied by 3 printed copies (with double spacing and wide margins), the carrier should be clearly labelled and dated. They should be sent to the Editorial Office. Details for the electronic submission are provided underneath.
- 4 In the case of a multi-author manuscript, it should be clearly stated who is the corresponding author. The corresponding author will receive the proofs, a reprint-order form, and the form for copyright transfer. The corresponding author should, if possible, provide an e-mail address with other address data; co-authors are strongly advised to do so, too.
- 5 Submission of a manuscript is understood to imply that it has not been, and is not being, considered for publication elsewhere. Manuscripts that have been published previously, partly or in full, in a language other than English, French, German or Spanish may be considered for publication; the original publication should be mentioned explicitly in the accompanying letter.
- 6 Manuscripts must be written in English. Authors whose native language is not English, are urged to have their text corrected by a colleague who has English as his mother-tongue. The use of a spelling checker as present in most word-processing software is strongly advised, the agreed spelling for NJG is English (UK). Manuscripts that would require much language correction, may be rejected. If accepted, their handling will not have the highest priority.
- 7 Authors should adhere to IUGS terminology. SI units should be used wherever possible; details on this system are to be obtained from OFFILIB, 48 Rue Gay-Lussac, F-75005 in Paris. Non-SI units may be used only where this is necessary for practical understanding.
- 8 Manuscripts should generally be organized in the following order: (1) title; (2) name(s) of the author(s); (3) the author(s) affiliation(s) and e-mail address(es); in the case of more than one author, please, indicate to whom the correspondence should be addressed; (4) abstract; (5) keywords (in alphabetical order); (6) introduction; (7) methods and materials; (8) results and analyses; (9) discussion and conclusions; (10) acknowledgements; (11) references (according to the format detailed below); (12) appendices (if any; their use should be restricted to a minimum); (13) tables; (14) figure and table captions; (15) figures.

The Editors reserve the right of returning a manuscript to the author for revision prior to the review procedure if it is not in the form given in this guide.

The *title* should be as concise as possible, but leave no doubt as to the contents. Area and age of studied material should – if appropriate – be mentioned. Abbreviations in the title should be avoided. Names etc. should contain all relevant diacritical symbols required.

The *abstract* should not be descriptive but rather be a concise summary stating the methods used, the main results and the conclusions; it must be understandable on its own and not refer to illustrations or references. It should not be longer than 500 words.

Keywords should preferably amount to 3-6. They should preferably be taken from the most recent American Geological Institute GeoRefThesaurus. A single keyword should not consist of more than three words, but preferably of one.

The *running text* should be subdivided into chapters and – if required – sections and subsections. The headings are, respectively, in bold (with a white line underneath), in italics (with a white line underneath), and in italics (without a white line underneath). Chapters, sections and subsections should not be numbered. Unduly long descriptions should be replaced by tables or figures, whenever possible.

All *references* cited in the text are to be listed in the reference list (and vice versa). The manuscript should be carefully checked to ensure that the spellings of authors' names and publication years are exactly the same in the text as in the reference list. Do not type anything in bold or italics. Do not abbreviate journal titles. Refer in the text to the author's name (without initials) and year of publication: 'as suggested earlier (Smith, 1999)' or 'as suggested by Smith (1999) and Johnson & Petersen (2000)'. If reference is made to publications written by more than two authors, the name of the first author should be used, followed by 'et al.'. This indication should, however, never be used in the list of references: all names of authors and all co-authors must be given in full in the list.

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Example: Louwije, S., De Coninck, J. & Verniers, J., 1999. Dinoflagellate cyst stratigraphy and depositional history of Miocene and Early Pliocene Formations in northern Belgium (southern North Sea Basin). *Geologie en Mijnbouw* 78: 31-46.

2 Books: names and initials of all authors, year. Title of the book. Publisher (location of publisher): page numbers.

Example: Brodzikowski, K. & Van Loon, A.J., 1991. Glacigenic sediments. Elsevier Science Publishers (Amsterdam): 674 pp.

3 Edited volume papers: names and initials of all authors, year. Title of paper. *In:* Names and initials of the volume editors: title of the edited volume. Publisher (location of publisher): first and last page numbers of the paper.

Example: De Jong, J.D. & Maarleveld, G.C., 1983. The glacial history of the Netherlands. *In:* Ehlers, J. (ed.): *Glacial deposits in North-West Europe*. Balkema (Rotterdam): 353-356.

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All *illustrations* must be presented separate from the manuscript. The design, line widths, letter sizes and scale bars should allow reproduction at column width, 120 mm width, or page width in such a way that the 'information density' is high. All illustrations must be numbered consecutively and referred to in the text in the same order. Numbers of electronic files and printed figure numbers must be the same. Foldouts and colour figures are possible. The author should indicate this and state explicitly that the cost will be paid.

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Additional information

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