

## ***Mercian Geologist* - NOTES FOR CONTRIBUTORS**

**Submissions.** Papers may be of local or wider interest (normally where the author has some local connection). Shorter reports, news items, reviews and comments are all welcome, especially where they have a local interest. Papers are accepted providing they have not been published elsewhere.

**Text.** This is required in an electronic file in Word (or in WordPerfect), either sent attached to an email or mailed on a disk. Please follow the style used in *Mercian Geologist*; the e-file should have a minimum of formatting, which is set by the editor. For those without computer facilities, a paper copy may be sent in, preferably as a clean typescript.

**Figures.** These are essential to almost any paper, and are of prime importance because they are conspicuous and so tend to be studied more frequently than their parent text. Please take care over preparation of maps and diagrams, and follow the guidance notes in the adjacent panel. Electronic files as .psd, .tif or large .jpg are preferred, and may be sent as email attachments (best with <10 Mb per email) or on a CD. All e-files of figures must be in images at least as large as their intended print size and at 300 dpi. Each figure or photo must be in a separate file, and must not be embedded in Word documents. Clean paper drawings can be submitted to be scanned. All figures must be numbered in a single sequence, with captions provided on the end of the text file.

**Photographs.** These may be printed in black-and-white or in colour, depending on their need for colour, and on the availability of colour pages. Requirements for electronic files are as for figures, above. Good photographic prints or 35mm slides can be scanned.

**Abstract.** Scientific papers should start with an abstract that states the essential themes and results.

**References.** Text references should be in the style of (Smith, 1992) or related to work by Smith (1992); use (Smith et al.; 1992) for more than two authors. All references must be cited in an alphabetical list at the end of the text; please copy the style that is already used in *Mercian Geologist*, and cite journal titles in full.

**Copyright.** Authors are responsible for clearing copyright on any material published elsewhere.

**Offprints.** Authors will receive a single copy of the issue of the *Mercian Geologist* that carries their paper, and also an e-file (in .pdf) of the relevant pages. Those without computing facilities will be provided with paper copies by arrangement.

**Correspondence and submissions.** All items should be addressed to the editor, Dr Tony Waltham, 11 Selby Road, Nottingham NG2 7BP. The editor welcomes queries and discussion concerning any intended submissions; please phone on 0115 981 3833 or email to [mercian@geophotos.co.uk](mailto:mercian@geophotos.co.uk).

### **PREPARATION OF FIGURES**

**Size and shape.** Each illustration should be of a shape that reduces sensibly to one or two columns width in the *Mercian Geologist* format and then has a size that reflects its importance and its amount of detail. Avoid large blank spaces within any diagram; place the key to create a good shape; north should preferably be at the top of maps - but this is not essential if rotation improves the

shape. Maps and diagrams are normally only printed in black-and-white.

**Drawing.** Figures drawn by hand should be at least 150% of final print size, drawn in black ink on good tracing paper. Take care with line weight; for Rotring pens, lines should be in the range 0.2 - 0.8. Each drawing must be enclosed in a frame; contours, roads, boundaries, etc. should reach to the frame.

**Lettering.** All lettering must be machine produced, preferably by computer on a scanned image. Lettering should be in sizes that will reduce to 6-12pt on the printed copy; use size and/or bold face to indicate importance; there should be minimal use of upper-case lettering. Arial is the preferred font.

**Ornament.** Carefully hand-drawn ornament can be very effective. Alternatively add by computer; tones of 20-50% are easily placed by filling in Photoshop. Where ornaments are used, lithologies should follow convention; shales/clays/mudstones = dashes; sandstone = dots; limestone/chalk = brickwork; igneous = x, + or v. Dot sizes and dash lengths allow variations for multiple units of comparable lithology. On cross sections, dashes or bricks must follow the bedding; they may best be drawn by hand unless morphing software is available. Tones must not be added to hand-drawn artwork, as they cannot be scanned, but are useful in figures prepared on a computer. Colour can be welcome on maps, but, before preparing, please check with the editor that colour pages are available.

**Digital preparation.** Figures are best scanned into a computer file before adding symbols, tones and lettering. The completed files should be saved as .psd, .tif or .jpg (save at 10 or 12) at 300 dpi at image size larger than that to appear in print; other software (including Corel) cannot be accepted.

**Help.** Figure drawing is normally the responsibility of the author. Digital files are preferred, but figures on paper are acceptable. Where drawing facilities are unavailable, the editor may be prepared to offer assistance. In such cases, the author should prepare clean drawings of all the lines, in black ink, on tracing or white paper; then send these to the editor, together with a photocopy of each line drawing with the lettering added by hand (at the suggested size and in correct position) and with any additional ornament clearly indicated.