Instructions to Authors

The Proceedings of the Yorkshire Geological Society is a biannual publication that caters for original research papers on all aspects of geology. Emphasis is placed on (i) papers relating to the geology of the North of England (but including aspects of more than local interest) and (ii) papers of general geological interest. Papers should normally be between 3000 and 15000 words in length, including allowances made for references and text-figures (a full printed page consists of c. 1200 words). Shorter contributions should not be submitted without prior consultation with the Chief Editor. Review papers are normally published by invitation only, but ideas for a review paper may be submitted to the Chief Editor for assessment by the Publications Committee.

1. SUBMISSION OF PAPERS
Papers are welcome from Society members and non-members alike. Three complete copies of papers should be submitted to the Editor. Typescripts should be in their final form, and should be arranged according to the layout used in the latest issue of the Proceedings (see below for details). Typescripts that deviate excessively from the standard layout will be returned to the authors for modification. Copies of illustrations should be photographic and at anticipated final publication size, to allow proper assessment of their composition and reproducibility. Originals of illustrations should be retained until requested.

2. PREPARATION OF PAPERS

2.1. Typescripts
Typescripts should be double-spaced throughout (including references and figure captions), with each page numbered serially; A4 size is preferred. Only the first order headings should be typed in capitals. The typescripts should be arranged as follows:
1. Title, which should be concise yet informative. The title should be typed in lower case.
2. Summary. This should not exceed 250 words, and should be a self-contained summary of the main achievements of the paper and not a mere statement of the scope and contents of the paper.
3. Main text. This should be organised according to the system of headings described in section 2.2. Reference to text-figures may be made thus: Figure 1 or (Fig. 1). References to the literature take the following forms: Young and Bird (1822), Young & Bird (1822) or (Young & Bird 1822), depending on the context. Where the reference involves more than one author, the first author only should be given, followed by et al. Cross-references in the text may be related to the relevant numbered section, rather than to a page number. Intended locations of text-figures and tables should be indicated in the left-hand margin. Words to be printed in italics should be underlined.
4. Appendices, if necessary.
5. References (see section 2.5).
6. Name and full postal address of authors.
7. Tables, each typed on a separate sheet, together with its caption.
8. List of figure captions, typed on a separate sheet.
9. A list of contents should be provided on an unnumbered sheet.

2.2. Headings
Four grades of headings are normally used in the Proceedings:

1. FIRST-ORDER HEADING

1.1. Second-order heading. Text follows on next line.
1.1.1. Third-order heading. Text follows on next line.
Fourth-order heading. Text follows on same line.
In certain circumstances (e.g. where there are frequent short sections) it may be decided to vary this arrangement. The introductory section should not be numbered: the heading 'Introduction' may, for clarity, be used on the typescript, although it will not be used in the printed paper. The first line of the first paragraph following each heading should begin at the left-hand margin (no indent).

2.3. Systematic palaeontology
The layout for palaeontological systematics should follow the usual conventions. Examples of house style may be found in previous volumes (from Vol. 45 onwards), e.g. Vol. 45, pp.113-120, 179-182, 220-223; Vol. 46, pp. pp.1-10, 57-75. There is no rigid rule concerning the system of sub-headings used, except that each paper should be internally consistent.

2.4. Systematic lithostratigraphy
Any new lithostratigraphic terms should be rigorously defined to conform to the various codes for lithostratigraphic nomenclature. Examples of house style may be found in previous volumes (from Vol. 45 onwards), e.g. Vol. 45, pp. 52-57, 103-106; Vol. 46, pp. 57-75.

2.5. Reference list
The accuracy of references is the responsibility of the authors. Serial titles should be quoted in full, and follow the wording on the title sheet. In book titles, capital letters should be used for proper nouns only (except in German titles, where all nouns should possess capital letters). Accents should be included in all foreign book and serial titles. Examples of house style are given below; further examples may be found in earlier copies of the Proceedings, from Vol. 46 onwards.

Authors names should be given in lower case in the typescript:


2.6. Illustrations
Illustrations may be prepared to fit a printed column width of 85mm or a page width of 176mm. The printed page height is 250mm. If it is intended that the caption be placed beneath a full-page illustration, the height of the latter will need to be modified accordingly. Line drawings should be drafted at 1½ times the final printed size, on good quality white paper or plastic tracing paper. Lettering should be no less than 1mm high on reduction. Half-tone illustrations should be high-quality glossy prints with good contrast; magnification should be indicated by means of a scale bar on the photograph or, if this is not possible, in the figure caption. All half-tone illustrations are referred to as Figures, not Plates. In composite illustrations the individual photographs should be labelled 1, 2, 3, etc. or A, B, C, etc. Where possible, labels should be on the photographs, not in the space between.

2.7. Tables
These should be designed to column width (85mm) or page width (176mm) and should be submitted, with captions, on separate sheets.

3. OFFPRINTS
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