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a) Do not introduce extra spaces at the end of each sentence; only 1 space is necessary after a full point. A space is necessary after a comma or other punctuation, after authors’ initials and before opening parentheses.

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c) Text can be justified and hyphenated, although ranged left, unjustified, unhyphenated text is preferred. Avoid using any ‘tab’ or ‘indent’ or centring facility to display any headings, lists or quoted material.

d) Compile figure captions separately from the main text.

e) Compile references in a separate file.

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g) Where a parenthetical dash is intended (a dash with space either side) or a dash denoting a range, such as a page number range, please use a triple dash (---) and a double dash (--) respectively, to distinguish between these and an ordinary hyphen, e.g. pp 21–23.

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l) Do not leave space for figures and tables within the text, but you can indicate on the manuscript where you would like these to go.

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a) The final, revised, text should be submitted in both manuscript (hard copy) and disc form.

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1. SUBMISSION OF PAPERS

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Typescripts should be in their final form, and should be arranged according to the layout used in the latest issue of the Proceedings. Typescripts that deviate excessively from the standard layout will be returned to the authors for modification. Copies of all illustrations should be at anticipated final publication size and of sufficient quality to allow proper assessment of their composition and reproducibility. Copies of half-tones must be photographic prints not photocopies. One set of camera-ready photographic prints of all line drawings should be submitted with the revised manuscript; these should be at final publication size (see 2.6). Originals of line drawings will be requested only in exceptional circumstances. Referees are appointed to assess the papers, and the author will be informed of the decisions reached. In multi-authored works, correspondence will be with the first-named author unless otherwise arranged. Proofs will be sent directly to the author who must read and correct them, returning them to the Editors. Prompt attention to proofs is essential.

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Typescripts should be double-spaced throughout (including references and figure captions), with each page numbered serially; A4 size is preferred. The typescripts should be arranged as follows:

1. Title, which should be concise yet informative.
2. Name(s) and full postal address(es) of author(s).
3. Summary. This should not exceed 250 words, and should be a self-contained summary of the main achievements of the paper (without references) and not a mere statement of the scope and contents of the paper.
4. Main text. This should be organized according to the system of headings described in section 2.2.
5. Appendices (if necessary).
6. References (see section 2.5).
7. Tables, each on a separate sheet, together with its caption.
8. List of figure captions.

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1. FIRST-ORDER HEADING

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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 conventions adopted by the Palaeontographical Society. Examples of house style may be found in Volume 49, part 4.

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. 48, pp. 124-136, 389-390, 447-452.

2.5. References

All references cited in text and captions must appear in the list, and vice versa. The accuracy of references is the responsibility of the authors. Within the text, the citation should be name and date: Young & Bird (1822) or (Young & Bird 1822) depending on context. Where the reference has 3 or more authors, the text citation should be first-named author et al. Periodical titles should be quoted in full, and follow the wording on the title sheet. Where indication of the country or region of origin would assist in the identification of the periodical, additional wording should be included in parentheses, using Roman characters: e.g. Nature (London); Journal of the Geological Society (London). 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. Postgraduate theses are treated as published books.


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Illustrations should be prepared to column width of 85 mm, intermediate width 110 mm (printed with caption in 50 mm-wide block alongside) or page width of 176 mm. The printed page height is 250 mm. The caption will be placed beneath a full-page illustration and the height of the latter should be reduced accordingly. Authors proposing to include coloured figures are advised to consult the Editors; these are very expensive to produce and authors may be asked to bear the costs.

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# PROCEEDINGS OF THE
Yorkshire Geological Society

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