



Instructions for Authors for Submissions to The Geological Curator

General manuscript formatting

- Use double or 1.5 space for initial manuscript submission.
- The font should be Times New Roman.
- Separate paragraphs with one space, but do not start new paragraphs with an indent.
- There should be a single space between sentences (**not** double space).
- Do not format the manuscript into columns.

General formatting guide

Layout:

Submissions for regular articles should have all of the following sections in this order.

1. Title
2. Authors
3. Author affiliation and contact details of corresponding author (email)
4. Abstract
5. Article reference
6. Article body
7. Acknowledgements
8. References

Title:

- Left justified and bold, 14 pt in size and in sentence case (first word capitalised), with no final punctuation (except question marks or quotation marks).

Authors:

- There should be a single line space between the title and the authors.
- The authors should be centred and bold, 12 pt in size.
- They should be preceded by a lowercase 'by' and there should be no final punctuation.
- Please include the full names, or initials if preferred, of each author in your preferred order.
Nicknames can be included in single quotation marks if desired. Initials should be followed by full stops, and spaces should separate them.
- Follow the format:

by A. B. 'Chippy' Smith¹, Sarah Clarke², and Emma Jones²

Author affiliation and contact details:

- Please include the author affiliations after the authors, separated by a semi colon.
- Affiliations should be indicated by superscript numbers in the authors section (see previous 'Authors' example).
- Affiliated institutions should be in italics, 9 pt in size and aligned to the left.
- The email of the corresponding author should be after that author's address and separated from it by a comma.
- Follow the format:

*Department of Earth Sciences, The Natural History Museum, Cromwell Road, London,
SW7 5BD, UK, <http://orcid.org/0000-0002-1495-XXXX>, example.email@gmail.com;*

*²Department of Natural Sciences, National Museums Scotland, Chambers Street,
Edinburgh EH1 1JF, Scotland*

Abstract:

- Please include a brief abstract for your article one line space after the authors affiliations.
- This should not include references.
- The paragraph(s) should be justified and in 10 pt sized font.

Article reference:

- Please include a reference for the article one line space after the authors.
- This should be 9 pt in size, left justified and follow the format:

Cook, K. S. 2019. A geological tale of two cities: Cuvier and Brongniart's map of Paris (1811) and Conybeare and De la Beche's map of Bath (1823). *Geological Curator* **11** (2): XXX-XXX.

NOTE: This formatting is different from the formatting used in the references section.

- The journal volume, issue and page numbers can be left as XX (X): XXX-XXX.

Article body:

- The body of the article should be 11 pt in size except for headings.
- The body should be right justified and paragraphs should be separated by two (hard) carriage returns at the end of each paragraph, separating the paragraphs by a single blank line.
- Headings should be 12 pt in size and bold, in sentence case and with no final punctuation unless the title is a question. Subtitles are 11 pt and bold. There should be a single space (hard carriage return) between the heading and the following paragraph.

Acknowledgements:

- Include a brief acknowledgements section following the conclusion of your article, including any institutions or people that were particularly useful for the completion of the article and any funding bodies. Text should be 11 pt.

References:

- Include a references section, guidelines on how to format references can be found below.
- Submissions for book reviews should follow this format:
- The title of the page should be "Book review" in bold, 14 pt font, centred.
- Next should be the reference to the book being reviewed. This should be in bold, with the title of the book italicised, and 12 pt in size. It should follow the format:

North Pole: Nature and Culture. Michael Bravo. Published by Reaktion Books,

London, 2019. UK£14.95, paperback, 254 pp. ISBN 978-1-78914-008-8.

(Note that this is different formatting than book references for regular articles).

- The body of the review should be 11 pt in size and right justified.
- Following the body of the review, please include the author and their affiliation(s), 9 pt in size and in italics; Left justified.

Stylistic guide

Text usage

- Use italics for Latin names and expressions which are not in common use (e.g., *et al.*).
- Generic names should be spelled out when they are first used, and when used with 'sp.' (e.g. *Chlorella* sp.)
- Ensure British spelling throughout (except in quotations or references where appropriate).
- Use past tense when referring to published texts or experiments.
- Avoid using the ampersand (&) unless it is part of a quotation or published work.
- Define acronyms or abbreviations at their first use.
- Do not include a full stop after 'vs'.
- Nested parentheses use the order ({}).

Numbers

- Compound numbers (numbers made up of two words) have a hyphen between each word. This applies to any number between twenty-one (21) and ninety-nine (99). Round numbers higher than ninety-nine don't require a hyphen. Whole numbers below 10 are spelled out, while 10 and above are in Arabic numerals, unless they are units of measurement (e.g. 4 µm) or used in relation to figures or tables.
- Units of measurement should be separated from the number by a space (e.g. 4 µm, not 4µm).
- Use SI units unless unavoidable. There should not be a full stop following the unit.

Quotations

- Please avoid quoting large blocks of text unless it is necessary for the article. Quotations should be in double quotation marks, "", and followed with the reference. This should include the page numbers after the reference, in the format: (Harris 1991: p. 115-116).

Footnotes

- Please avoid using footnotes wherever possible.
- Footnotes should be cited in the text as superscript numbers.
- They should be 8 pt in size and on the page they were cited on.

Figures and captions

- Figures can be either small or large. Small figures should be 80.5 mm in width and a minimum of 300 dpi. Large figures should be 166 mm in width and a minimum of 300 ppi.
 - Figures should be submitted as .tif files wherever possible.
 - Images can be in colour or black and white, but please ensure that all are readable in black and white if necessary.
 - There is no limit to the number of figures/tables, and no limit to colour figures in the pdf version. However, for print versions, there is a limit of two colour figures – above this there will be a £10 charge per page of colour. Please specify which figures should be printed in colour at the time of submission.
 - Figure parts should be lettered not numbered (*i.e.* 1A, 1B, 1C **not** 1.1, 1.2, 1.3). Letters should be capitalised and positioned at the top left corner of each image, unless this covers the image in which case it can be moved to a different corner. There should be no punctuation on the image. The letters should be at least 8 pt in size (11 pt if possible, but ensure the full image can be seen) and Times New Roman in font.
 - Any other annotations on the image itself should also be 11 pt in size (minimum 8 pt) and Times New Roman.
 - Figures should be numbered and lettered as they are referred to in the text.
 - When describing figure parts in the caption, the figure letter should be followed by a bracket, *e.g.* A).
- Note that there should not be a bracket on the image.
- Figures should include a scale bar where appropriate.
 - Tables should be formatted either in Excel or Microsoft word (as a table). They should follow the size formatting for figures. Large tables can be inserted horizontally (landscape) if this makes it easier to read.
 - Include a caption for each figure and table in your manuscript. This should be bold and italicised, 11 pt in size, and should be included at the end of the manuscript, after the references.

File format instructions

First submissions (pre-review)

- First submissions and enquiries should be emailed to journal@geocurator.org.
- Initial manuscripts should be sent as an MS-Word file with the necessary sections and formatting.
- Figures can be included at the end of the document or submitted as separate files; for the final submission they will need to be separate files.
- There is no limit on the size of regular articles, however we encourage conciseness. The length of the article will be taken into consideration when accepting manuscripts, with the preference being for shorter, more impactful papers. Longer submissions should be discussed with the editor before submission. There may be a charge for articles that are longer than 20 pages in length.
- Book reviews should be a maximum of 500 words.
- All manuscripts should be accompanied by a statement regarding competing interests, even if the authors are declaring no competing interests.
- Funding sources must be listed in the acknowledgements.

Final submissions

- Final submissions should be an MS-Word file without figures. Figures should be sent separately as .tif or .psd files, ideally with layers enabled.
- Figure captions should be listed at the end of the MS-Word document in the correct order.

Appendices and tables

- Appendices and tables should be included in the MS-Word document in the first submission, and separately (as either MS-Word documents or Excel files) for the final submission.

Reference formatting

In-text citations

- All works cited in the text must also be listed in the references section at the end of the manuscript.
- There is no comma separating the author and the date, e.g. (Smith 2015).
- Do not abbreviate 'Anonymous', write it out fully, e.g. (Anonymous 1837).

- Two authors are separated by 'and', e.g. (Thomas and Clarke 2020).
- The designation *et al.* is used for three or more authors and should be italicized. There should not be a comma after the first author or before the date, e.g. (Smith *et al.* 2015).
- In-text citations are listed chronologically then alphabetically. They should be separated by a semicolon, e.g. (Smith 2015; Jones *et al.* 2018; Thomas and Clarke 2020).
- All publications by the same author should be grouped together, with dates separated by a comma, e.g. (Smith 2015, 2020; Jones *et al.* 2018, 2019).
- For works that have the same author(s) and year of publication, differentiate them through 'a' and 'b', which is determined by the order they appear in the reference list. In works with more than three authors, if the first author is the same, include the letters, e.g. (Smith 2015a, b; Jones *et al.* 2018a, b).
- For works that are still in press, replace the date portion of the reference with 'in press', e.g. (Smith in press; Jones *et al.* in press).
- Personal communications are formatted as the author/speaker including their first initial or name, followed by 'pers. comm.', e.g. (H. Smith pers. comm.).
- If necessary, use square brackets inside the round brackets, for instance if indicating differing positions (e.g. Smith 2015; Jones *et al.* 2018; but see Thomas and Clarke [2020] for contrary opinions).

Examples:

- (Smith 2015)
- (Thomas and Clarke 2020)
- (Jones *et al.* 2018)
- (Smith 2015, 2020; Jones *et al.* 2018)
- (Smith 2015a, b; Jones *et al.* 2018a, b)
- (e.g. Smith 2015; Jones *et al.* 2018; but see Thomas and Clarke [2020] for contrary opinions).

References

- If you are using a reference manager, please convert all references and in-text citations to ordinary text before submitting the manuscript, as they do not always format correctly.
- References should have a hanging indent of 0.5 cm.

- The reference list should be alphabetical by author first, then chronological, and should not be numbered. For references with the same first author, first list the single-author papers in chronological order, then the two-author papers in chronological order, then the three-author papers, *etc.* Write out the author for each reference (do not use a dash).
- Include all authors listed on the article in the order they are listed in (do not use *et al.* in the reference list). Do not include a comma before the 'and' preceding the last author.
- For works with the same authors and publication year, include the letters used in the in-text citations, *e.g.* SMITH, A. 2015a.
- For journal articles, include the DOI if possible.
- For journal articles and book chapters, only capitalise the first word and proper names (sentence case). For book titles, capitalise every word.
- Author surnames are in all capital letters, followed by the initials (which should be separated by spaces).

Journal articles:

AUTHOR, A. B. Year published. Title of journal article in sentence case. *Journal title* **volume number** (issue number), page numbers. DOI.

BERTAZZO, S., MAIDMENT, S. C. R., KALLEPITIS, C., FEARN, S., STEVENS, M. M. and XIE, H.-N. 2015. Fibres and cellular structures preserved in 75 million year old dinosaur specimens. *Nature Communications* **6**, 7352. doi:10.1038/ncomms8352.

HONE, D. W. E., FARKE, A. A., WATABE, M., SHIGERU, S. and TSOGTBAATAR, K. 2014. A new mass mortality of juvenile *Protoceratops* and size-segregated aggregation behaviour in juvenile non-avian dinosaurs. *PLoS ONE* **9**, e113306. doi:10.1371/journal.pone.0113306.

CATALANI, J. 2014. Contributions by amateur palaeontologists in 21st century paleontology. *Palaeontologia Electronica* **17**.2.3E:1-4.

LISTON, J. J. 2013a. Pulling teeth: 2 - Hunter's Tusk, Wodrow's Tooth and the Bite of the Lepus. *The Geological Curator* **9** (8), 421 - 428.

Notes:

- There is no Oxford comma in the authors list.
- There are full stops before and after the DOI.
- Write out the journal title in full.

Book chapters:

AUTHOR, A., AUTHOR, B. and AUTHOR, C. Year published. Title of chapter in sentence case.
In D. Author (ed.), *Title of Book with Each Word Capitalised* (Number edition). Place published:
Publisher. Pages.

CARPENTER, K., MILES, C. A. and CLOWARD, K. 2001. New primitive stegosaur from the Morrison Formation, Wyoming. *In* K. Carpenter (ed.), *The Armored Dinosaurs*. Bloomington; Indianapolis: Indiana University Press. 55-74.

SULLIVAN, M., DUNCAN, T., BERRIE, B. and WEISS, R. 2017. Rigid polysaccharide gels for paper conservation: a residue study. *In* L. V. Angelova, B. Ormsby, J. H. Townsend and R. Wolbers (eds.), *Gels in the Conservation of Art*. London: Archetype. 250–256.

Notes:

- The editors do not have their surname in all capital letters, and the initial comes before the surname. This is opposite the way authors of the book chapter are formatted.
- There is no full stop after '*In*', which is in italics.
- There is a full stop before the page numbers.

Books:

AUTHOR, A. B. Year published. *Title of Book with Each Word Capitalised*. Place published: Publisher.

CROFT, D. A. 2016. *Horned Armadillos and Rafting Monkeys: The Fascinating Fossil Mammals of South America*. Bloomington and Indianapolis: Indiana University Press.

POPPER, K. 2005. *The Logic of Scientific Discovery* (reprint of 1959 English version). London: Taylor and Francis.

Abstracts:

AUTHOR, A. B. Year published. Title of abstract in sentence case. *Journal title* **volume number** (issue number). DOI.

CRANE, C. D. 2016. The Aurora Fossil Museum: a model showcase of the contributions of the citizen scientist. *Geological Society of America, Abstracts with Programs* **48** (3). doi:10.1130/abs/2016SE-273478.

Web articles:

AUTHOR or ORGANISATION Year published. Title of article. Website URL. Accessed dd/mm/yyyy.

ANONYMOUS 2010. Dinosaur tracks in Oxfordshire mudflats to be protected.
<http://news.bbc.co.uk/1/hi/england/oxfordshire/8469459.stm>. Accessed 17/01/2018.

Notes:

Please include the date you accessed the website.

If the website does not have the date it was last updated, please stated undated.

Archival sources:

CREATOR or AUTHOR Year. Specific item title, page, section. Date. Box and file number. Name of archives. Location of archives.

BRITTAİN, V. 1950. Letter from Vera Brittain to XYZ. 29 June 1950. Box 4, Folder 1. Coll2009-004 Lesbian Legacy Collection Subject Files. ONE Archives at the University of Southern California Libraries, University of Southern California, Los Angeles, California.