

## Standards

GEUS standards can be seen in *Geological Survey of Denmark and Greenland Bulletin* 11 (2006), 16 (2008) and 17 (2009).

## Manuscript

In *British English* as a Word-file, single column, no word splits, pages numbered. Figures and tables must **not** be integrated into the main text, but should be referred to. All manuscripts – except for *Review of Survey activities* – must contain the following seven items:

**1. Title page** has title, author name(s) and keywords. Use lower- and upper-case letters. *Title* must be concise and internationally relevant. *Authors' names* should have at least one first name in full. *Keywords* in alphabetical order.

**2. Table of contents** must contain all headings following the sections into which the text has been divided.

**3. Abstract** must be intelligible without reference to the main text; it should highlight new findings and any new nomenclature. Ideally, it should state the problem addressed, data obtained and conclusions drawn. In short papers (e.g. multi-article volumes), the abstract must not exceed 200 words; in single-work volumes, the maximum is 460 words (= one page). Long abstracts must be split into paragraphs.

**4. Authors' addresses.** Full postal address of all authors together with affiliations and the first author's e-mail address.

**5. Main text** – please note the following:

*References.* Two authors: put an ampersand (&) between names (Hansen & Jensen 1996). Three or more authors: first name is followed by *et al.* in *italics*. Papers by different authors are separated by a semicolon (Hansen 1996; Andersen 1999; Børgeesen 2000) and are cited chronologically. Two or more papers by the same author(s) are separated by commas (Hansen 1996, 1997, 2000). Check that confidential material is not quoted.

*Personal communications* (written and verbal) are given with initials and year (e.g. P.V. Herz, personal communication 2008). Another form is: P.V. Herz, unpublished data 2008.

*Reference to own figures, tables, plates, appendices, maps* has an initial capital, e.g. 'Fig. 6', 'Table 5' whereas figures, tables, etc. *from elsewhere* have a small initial letter, e.g. 'fig. 4', 'table 3'. Abbreviations: Fig. and Figs (the latter without a full stop). Do not abbreviate after a full stop or at the beginning of a new paragraph.

*Quotations* are put in double quotation marks. Page citation is obligatory.

*Lists* are of two types: (1) phrases and short sentences with number in parentheses in running text (as here) and (2) longer sentences or paragraphs preceded by a number plus full stop, i.e. 1., 2., 3., etc.; see example section 7.1–4.

*Footnotes* are not accepted in the text, only as part of a table.

*Acknowledgements.* Only persons who have made a substantial contribution outside their line of duty, qualify for inclusion. Routine clerical and drafting work does not. All *external* financial support must be acknowledged.

**6. Reference list.** For style, please see examples on p. 2.

When there are more than 10 author names and more than 3 editor names, abbreviate to *et al.*, see Holland *et al.* (1978) and Grunsky *et al.* (1992) on p. 2.

No comma between author name(s) and year, and no space between author initials, but with point. Use English alphabetical order with the Å treated as A, Æ as AE and Ø as O. All unpublished reports must contain details that enable location of them. Do not put 'in prep.' papers in the reference list. 'In press' indicates *final* acceptance of a paper, not submission.

**7. Captions to figures, plates, appendices, maps.** Captions should not duplicate the text. The word 'Figure' is abbreviated to 'Fig.' at the beginning of the caption.

*Composite figures/plates.* On such material, capital or small letters are used for identity, viz. **A, B, C** or **a, b, c** (be consistent). In the captions, the letters are in boldface.

*Location.* Provide geographic information on features and scenes to enable the reader to locate them.

*Scale.* Most figures need a scale.

*Photograph credits* are in the form 'Photo: Poul Davidson' with a year if relevant. *No credits to author photographs.*

*Repository and sample numbers.* All palaeontological specimens collected under the auspices of DGU, GGU or GEUS should retain their respective numbering, as well as have a catalogue number from the Geological Museum which represents the final repository, e.g. 'MGUH 19493 from GGU 316062'.

*Source.* Like the text, figures are subject to source citation. Choose from these four in the captions:

1. "From Simonsen (1956)." = the figure is a *facsimile* of Simonsen's figure; copyright permission may be needed (see 'Copyright' p. 2).

2. "Slightly modified from Simonsen (1956)." = minor changes to the original figure.  
3. "Modified from Simonsen (1956)." = significant changes.  
4. "Based on Simonsen (1956)." = totally redesigned but elements or ideas from Simonsen are still present.

*Maps and reconstructions.* Maps showing other than present-day geography must be clearly identified in the caption.

## Figures

Must be delivered in eps- or tiff-format for reproduction purposes and as separate pdf-files for editorial purposes. Figures generally have three widths: 1 (82 mm), 1½ (112 mm) or 2 (171 mm) columns, but tables only 82 or 171 mm. Maximum page heights are 232 mm (Bulletin) and 235 mm (Map Series). *State publication size for each figure.*

Design in 'portrait style'. For double-page spreads and fold-outs, consult editorial staff.

**1. Maps** must include a metric scale. All regional maps must have coordinate information. In re-using figures ensure explanation of all symbols/ornaments and that *all superfluous information is removed*. Explain as much as possible by a legend on the figure; *avoid explanations of ornaments/symbols in the caption.*

**2. Digital photographs.** To record the best possible photo, set the digital camera to the highest resolution available and the largest possible frame/picture size. Always submit the original image file in its original format (RAW files must be submitted as jpg- or tiff-files). Leave the image as it is: do not lighten or darken and do not crop it. Resolution for publication is 300 dpi in final layout size.

**3. Slides/prints for scanning.** Post us the actual slides or prints. Do not scan your own prints and e-mail them to us. Do not send your only copy of your favourite photo; have a copy made.

**4. Tables.** Each table must be in a separate file. Deliver tab-separated Illustrator files in GEUS style, or deliver well-organised Excel files with all relevant data. Do not attempt to set up Excel files in GEUS style. A point is used between decimals in English. Each table must have a *short title*, and below the table, footnotes explaining all symbols used, each on a separate line. If hyphens or dashes are used in numerical lists, explain what they mean.

*Mark material clearly.* All figures must be marked with author's name and figure/plate number. Remember to mark the suggested reproduction size and the way up where there is ambiguity.

## Language

At [http://www.geus.dk/publications/geus\\_rap\\_2007\\_55-dk](http://www.geus.dk/publications/geus_rap_2007_55-dk) a *glossary* gives recommended GEUS spellings and usage.

## Author instructions for the peer-reviewed series of the Geological Survey of Denmark and Greenland (Bulletin and Map Series)

*Spelling of geological units named after localities in Greenland.* Formal lithostratigraphical units and names of magmatic intrusions named after localities in Greenland should remain unchanged even if the eponymous locality names have since been changed in accord with Greenlandic orthography.

*Abbreviations and italics.* Latin words and some abbreviations are given in italics, for example *c.*, *et al.*, *in situ*, *sensu lato*, while others, such as *cf.*, *e.g.*, *i.e.*, *viz.*, are not.

*Units of measure, symbols, letters etc.* The Survey uses the SI system (Système International) of units, viz. G (giga), M (mega), k (kilo), d (deci), m (milli),  $\mu$  (micro), n (nano) etc. to give Ga (gigayear), Ma (megayear), km (kilometre), mm (millimetre) etc. Imperial units (feet etc.) may be retained for older subsurface data/samples.

### Systematics

Authors must follow international conventions, codes and systematics.

### Copyright and confidential information

It is the authors' responsibility to obtain permission to use published (non-Survey) copyright material, and state it in the caption(s) or in the acknowledgements. The author must also make sure that the manuscript does not contain any confidential information (incl. GEUS).

### Submission

A Word-file of the main text, figure captions, figure material for reproduction and pdf-files for editing should be sent in an e-mail to the editorial office (jhol@geus.dk or ewg@geus.dk). Large amounts of data can be transferred via CD/DVD or ftp.geus.dk. For the latter purpose, please first contact jhol@geus.dk or ewg@geus.dk.

*Peer review and resubmission.* Peer review is by at least two referees (map series one referee). An electronic copy of the complete, revised manuscript must be resubmitted.

### Reference examples

#### Article in journal

Middlemost, E.A.K. 1975: The basalt clan. *Earth-Science Reviews* **11**, 337–364.

Sobolev, V.S. & Florensov, N.A. 1948: Genesis of the Botogol graphite. *Sovietskaiya Geologiya* **32**, 29–35 (in Russian).

#### Article in journal – DOI reference

Regelous, M., Turner, S., Falloon, T.J., Taylor, P., Gamble, J. & Green, T. 2008: Mantle dynamics and mantle melting beneath Niuafu'ou Island and the northern Lau back-arc basin. *Contributions to Mineralogy and Petrology* **156**, 103–118 <http://dx.doi.org/10.1007/s00410-007-0276-7>.

#### Article in special issue of journal

Thurston, P.C. & Chivers, K.M. 1990: Secular variation in greenstone sequence development emphasizing Superior Province, Canada. In: Gaal, G. & Groves, D.I. (eds): *Precambrian ore deposits related to tectonics*. *Precambrian Research* **46**, 21–58.

#### Authored book

Adams, H. & Adams, A. 1858: The genera of recent Mollusca arranged according to their organisation **1, 2, 3**, 484 pp., 661 pp. + plate vol. London: John van Voorst.

#### Edited book

Nørrevang, A. & Lundø, J. (eds) 1981: *Danmarks natur, Grønland*, 3rd edition, **11**, 587 pp. København: Politikens Forlag.

#### Article in edited book

Koch, L. 1961: Precambrian and Early Palaeozoic structural elements and sedimentation: North and East Greenland. In: Raasch, G.O. (ed.): *Geology of the Arctic* **1**, 148–154. Toronto: Toronto University Press.

#### Authored serial volume

\*Holland, C.H. *et al.* 1978: A guide to stratigraphical procedure. *Geological Society Special Report (London)* **11**, 18 pp. [\*NB. More than 10 author names.]

#### Article in edited serial volume

Grunsky, E.C., Easton, R.M., Thurston, P.C. & Jensen, L.S. 1992: Characterization and statistical classification of Archean volcanic rocks of the Superior Province using major element geochemistry. †In: Thurston, P.C. *et al.* (eds): *Geology of Ontario*. *Ontario Geological Survey Special Volume* **4**, 1397–1438. [†NB. More than 3 editor names.]

#### Article in conference, symposium, congress, etc.

Kujansuu, R. 1969: On the landslides in Finnish Lapland. IX Nordiske geologiske vintermøde, Lyngby, Copenhagen, Denmark, 5–7 januar, 1970. Program og resumeer af foredrag, 51 only.

Habermehl, M.A. 1989: Hydrology of the Great Artesian Basin, Australia. 28th International Geological Congress, Washington D.C., 9–19 July, 1989. *Abstracts* **2(2)**, 2–3.

#### Map

Swager, C. & Griffin, T. 1990: *Geology of the Archaean Kalgoorlie Terrane*, 1:250 000, 2 maps. Perth: Geological Survey of Western Australia.

#### Map description

Brandon, A. 1989: *Geology of the country between Hereford and Leominster*. Memoir for 1:50 000 geological sheet 198 (England and Wales), 62 pp. Keyworth: British Geological Survey.

#### Unpublished thesis

Andersen, L.S. 1974: Rapport over geologien mellem Frederikshåbs Isblink og Quvnilik Fjord – Vestgrønland **1, 2**, 295 pp. Unpublished cand.scient. thesis, Københavns Universitet, Danmark.

Carmichael, A.J. 1988: The tectonics and mineralisation of the Black Angel Pb-Zn deposits, central West Greenland **1, 2**, 369 pp. Unpublished Ph.D. thesis, Goldsmith's College, University of London, UK.

#### Unpublished report

Kragh, K. 1996: Geologisk setting og tekturelle undersøgelser af Citronen Fjord ekshalative sulfidforekomst, Nordgrønland, 62 pp. Unpublished report, Geologisk Institut, Aarhus Universitet, Danmark.

Thomassen, B. & Schönwandt, H.K. 1981: Prospecting for Cu-Pb-Zn-Ag-Au in the Upper Permian sediments and Devonian volcanics of East Greenland, 100 pp. + map vol. Unpublished report, Nordisk Mineselskab A/S, Copenhagen, Denmark (in archives of Geological Survey of Denmark and Greenland, GEUS Report File 20702).