

AUTHOR GUIDELINE INFORMATION

Manuscript should be double-spaced (this includes the abstract, references, figure captions, and tables) on a 8 ½ X 11 inch size paper with wide margins. Three unbound copies and three sets of figures (we will not print out extra copies of either in our office). Number all pages beginning with the abstract. Upon acceptance, a disk/CD-R containing all camera-ready graphs, charts, photographs, etc. in TIFF (for electronic submittal, call or e-mail for directions first), must accompany your word-processed manuscript. Authors will receive proofs, and may purchase reprints at that time.

TITLE SECTION

1. Running Head (all in capital letters, not bold): a descriptive condensation of the title, not exceeding 80 characters in length including spaces.
2. Title (all in capital letters, bold)
3. Author List: in capital and lower-case letters, all in a single paragraph, with first names or initials first, with superscripts in the front to identify addresses below.
4. List of addresses: in italics; in capital and lower case letters; superscripted in the front to correspond to the list of authors. Please make sure to list current address that you can be reached at for questions as well as your normal address for the paper. Add E-mail address and fax numbers where appropriate.

HEADINGS (centered later)

1. FIRST ORDER HEADINGS capitals, bold
2. Second Order Headings capitals and lower-case letters, bold
3. *Third Order Headings*.-- (Italics with the first letter of the first word capitalized followed by a period and two hyphens)
4. Fourth, fifth, etc. order headings...up to the author for style, but be consistent. Don't make the reader guess.

FIGURES

1. One set of photographs must be camera-ready (originals). The other two sets may be photocopies.
2. Line figures no larger than one USA standard 8 1/2 x 11 inch page are accepted.
3. We suggest three standard figure sizes: one column 8.3 cm (3.25 in), two-thirds page 11.4 cm (4.5 in), and two columns 17 cm (6.75 in).
4. Lettering on figures should be large enough to be seen after our smallest reduction has been made (see above).
5. Identify all figures on the back in pencil by the senior author's last name and the figure number.
6. If you are submitting in electronic TIFFs, please make sure you scan them all at 500 dpi.
7. If you submit a CD-R, make sure to close it completely and virus check it with an updated virus checker.
8. Do not lock your electronic files so that I can't change them, because I may need to make small changes.
9. Virus check all electronic files before you send them to me. Send me only clean files.
10. Color figures/photos are published at the author's expense. We recommend black and white photos be submitted.

REFERENCES

1. No abbreviations are acceptable, especially in journal names!
2. Author names must be CAPITAL.
3. Do not format tabs, we will do that later.
4. Please be careful to follow punctuation style as in recent issues.
5. Italicize journal names.
6. Parenthetical citations in the text should not have a comma between author and year but have a semi-colon between year and next author's name. In the case of the same author repeated with different year, a comma should be used. If the same author, but more co-authors, use the semi-colon again. Example: (Sloss 1963; Jones 1990; Friedman 1990, Friedman 1991; Friedman, Sanders, and Kopaska-Merkel 1992; Scal 2002a,b)
7. Do not list numbers (no. or nos.) unless text starts over on page one in each new issue. Most journals continue pagination throughout entire volume, disregarding which issue within the volume it is.
8. Leave a space between each reference for editing purposes.
9. Do not use a space or underline in place of an author's name. Be redundant.
10. Do not use ET AL. unless there are more than 20 authors listed on the one reference.

Reference Examples:

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- GAVISH, E., KRUMBEIN, W.E., and HALEVY, J., 1985, Geomorphology, mineralogy, and groundwater geochemistry as factors of the hydrodynamic system of the Gavish Sabkha, *in* G.M. Friedman and W.E. Krumbein, eds., *Hypersaline ecosystems*. Springer-Verlag, Berlin, p. 186-217. [note: style for article in a book, place of publication comes after publisher name]
- SIRKIN, L. and STUCKENRATH, R., 1980, The Port Washington warm interval in the northern Atlantic coastal plain: *Geological Society of America Bulletin*, v. 91, p. 332-336. [note: journal in italics, number not listed since it is a continuous numbered issue, colon after title preceding journal name, space between p and number, "and" in lowercase]
- WELLER, J.M., 1960, *Stratigraphic principles and practice*. Harper and Row, New York, 725 p. [note: book title ends with period, commas surround year, no space between initials, but periods are present after each initial]