

Bulletin of the Natural History Museum: Geology

AIMS AND SCOPE

The Natural History Museum publishes four Bulletins biannually: Botany, Entomology, Geology and Zoology. Manuscripts for the Geology Bulletin should be submitted to the scientific editor: Dr M K Howarth, Department of Palaeontology, The Natural History Museum, Cromwell Road, London SW7 5BD. Authors who are members of staff of the Museum may include material that belongs to any institution in the world. Authors from outside the Museum should describe material that belongs to the Museum's collections or deposit their figured material in the Museum's collections, although some comparative material from others institutions may be allowed.

SUBMISSION OF PAPERS

Papers should be submitted on computer disk together with two printed copies. The disk must match the printouts exactly, and any late changes not on the disk must be clearly indicated on the printouts. The disk label should include: the word processor used, the names of the files containing the text, and the author(s) names. Manuscripts should be double-space on one side of A4 paper, and pages should be numbered. The guidelines given below should be followed and manuscripts that do not conform may be returned.

REFEREEING PROCESS

All papers submitted to the Bulletin will be subject to appropriate internal and external refereeing.

PROOFS, OFFPRINTS, COPYRIGHT

Authors will receive the first (page) proof, but second proofs will not normally be sent. Twenty-five reprints will be supplied free of charge, and an order form for the purchase of more reprints (minimum of 25 extra) will be sent with the proofs. Authors who are not members of staff will normally be required to assign copyright to the Museum. A letter of agreement will be sent with the first page proofs covering the copyright situation.

MANUSCRIPT

TEXT

The attached copies of pages from recent Geology Bulletins show the format and style that should be followed, but recent copies of the Bulletin should also be consulted where possible. Tables of Contents and Indexes are not normally included in papers, though tables of contents can sometimes be useful as an index to the taxonomic contents, and taxonomic indexes may be considered for papers that have complex taxonomic nomenclature or long taxonomic revisions.

1. Title page: the title should be as concise as possible; author(s)' names should be without academic titles, and be followed by the full institutional address; the Synopsis should be a brief summary of the paper not exceeding 200 words, and should not include references.
2. In taxonomic headings, categories down to subgenus are centred. Suprageneric names are in bold capitals, but genus and subgenus names are in bold italic capitals.
3. In the taxonomic headings to species descriptions, the genus and species names are in bold italics followed by author and date, while figures numbers are on the same line formatted flush right.
4. Subheadings within genus and species descriptions are in capitals followed by a full-stop, not a colon (eg. REMARKS.).
5. In synonymy lists, species authors are followed by subsequent authors without punctuation when the genus is changed from the previous item in that synonymy, but there is a semi-colon between species author and subsequent author when there is no change in the generic name.
6. In figure explanations, figure numbers are in bold, both at the start and subsequently in the explanation (see example pages).
7. First paragraphs are full left, but subsequent paragraphs under the same heading should be indented.
8. Genus and species names should be in italics.
9. Place names should be spelt as in the latest comprehensive edition of the Times Atlas of the World, or Ordnance Survey maps, and anglicized names of foreign localities should be avoided.
10. Measurements should be metric and follow the SI system, using the appropriate symbols (eg. mm, not millimetre), with a space between the figure and unit of measurement (eg. 6 mm).
11. There is no full point after contractions (e.g. Dr, Mr, St). Abbreviations or foreign words should be in roman (except c. or ca.).
12. Z spellings should be used, e.g. recognize not recognise.
13. References in the text are in the forms: Gregory (1896), Gregory (1896: 172), (Smith & Thomas, 1845; Davidson, 1869: 106), or Gregory et al (1974) where there are three or more authors.
14. All publications cited in the text should be included in the list of References. Entries should give authors names in bold (not capitals) and joint authors are separated by '&'. Several works by the same author in the same year should be indicated by a, b, c, &c, after the year, eg. White, 1972a (note the italics), and a long dash (---) used for repeated author references. Volume numbers are in bold. Journal titles should be given in full, not abbreviated. In book references, give place of publication, but the publisher should not be included. Each reference has a hanging first line (flush left), and follow-on lines are indented. Follow the attached sheet for other features of style in references.
15. In both synonymies and references note that abbreviations are followed by a full-stop, then a single space before an accompanying number (eg. pl. 7, fig. 2; not pl.7, fig.2), but contractions are not followed by a full-stop (eg. figs 7-10).
16. Male and female symbols within the text should be flagged somehow within curly brackets to enable setter to do a swift global search.

ILLUSTRATIONS

All illustrations, whether line drawings or photographs, should be numbered as text -figures consecutively through the text. Separate numbers should be given to each specimen, with different views of the same specimen distinguished by suffix letters a, b, c, &c. Consideration will be given for groups of figured

specimens occupying whole pages to be called plates (also distributed through the text), if requested. The maximum size for full-page illustrations is 175 mm x 235 mm, or 84 mm wide to fit a single column, and figures should be designed to use make good use of the space.

Line drawings - should normally be prepared at x1.5 of final size or larger, but photographs can be for reproduction x1. Drawings should be in black on white card, with a line weight and lettering suitable for the same reduction throughout (ideally not more than 40%). After reduction the smallest lettering should not be less than 10pt (3mm) Tracing paper should ideally be avoided because of the possibility of shadows when scanned. All artwork must have bulletin, author and figure number included, outside of the image area, and must be free of pencil, glue or tape marks.

Photographs - All photographs should be prepared to the final size of reproduction, mounted on stiff card and labelled with press-on lettering. After reduction the smallest lettering should not be less than 10pt (3mm). Photos, when components of figure plates, should be abutted, trimmed as regular rectangles or close trimmed up to edge of specimen. They can be mounted on white or black background. If photographs are to be mounted on a white background, they should be either trimmed as regular rectangles, or close trimmed up to the edge of the specimen, or trimmed to leave a narrow white border round the specimen. In all cases the printer will block out to produce a pure white background. Figures with black backgrounds are often less satisfactory, but if they are necessary, it is essential that the background is evenly black all over, and is free of all pencil and glue marks within the image area. The printer cannot add black to cover up blemishes in the originals. Joins etc. can be removed at the scanning stage but at extra cost. Cropping instructions, if any, should be indicated on an overlay or marked on a photocopy of the figure.

We are required to submit figures to the printers with numbering ready prepared. The results of various methods can be seen in recent Bulletins, and a sheet is attached showing some of them. Allowance should be made for reduction in size of the originals, and the final size should be the same as normal printing, ie. about 10pt, or 3mm high. Letraset or Kroy letters can produce good results, but unsuitable fonts are used too often, and lining-up and letter spacing are often unsatisfactory. However, white Letraset gives the best results on a black background. The best results on a white background are obtained by using numbers generated by a wordprocessor and laser printer. The fonts used should be 11pt or 12pt Times Roman or CG Times (to match the font used on the printed page) with proportional spacing. The numbers should be accurately positioned with double-sided sellotape or glue on an overlay of tracing paper fixed to the figure.

Maximum size of artwork for use of flatbed scanners is A3. Larger artwork has to be reduced photographically prior to scanning, therefore adding to expense.

COMPUTER FILES

Bulletin manuscripts are sent to the printer as files on a computer disk accompanied by a print-out. The printer sets direct from the disk, making no changes except for formatting (point sizes, column width, &c), so the print-out should match the computer file exactly. Currently, files are sent to the printer in WordPerfect 5.1 for DOS. Although files will be accepted in any wordprocessor and any format, all are converted to WordPerfect 5.1 for editing. Apart from editing for conversion to the Bulletin style, the commonest reason for editing is to eliminate formatting that has been achieved by the insertion of multiple spaces (with the space bar), especially for paragraph indents and lining up columns in tables. The following notes are offered to WordPerfect users and others in an effort to reduce the amount of editing that is necessary.

1. *Standard Control Codes*. Papers are often prepared originally for a purpose other than publishing in the Bulletin (eg. for theses). They may contain many items that require to be deleted before a standardized set of Control Codes is put at the beginning of the file. The following standard set of control codes (in WordPerfect 5.1) should be followed when the accompanying print-out is on A4 paper:

[Just:Full][Ln Spacing:2][L/R Mar:2.5c,1.8c][Tab Set:Rel;0c, every 1c] [T/B Mar:1.2c,2.5c][Pg Numbering:Bottom Centre][Paper Sz/Typ:21c x 29.7c, Standard][Undrln:][Font:Sans Serif PS]

Notes:

1. Codes that agree with the Setup configuration of WordPerfect in the computer may not appear at the top of each file. Settings can be checked in Format (Shift-F8).

2. [Tab Set]. This is a good starting point, but may need to be changed several times in the paper, for tables, synonymies, &c.

3. [T/B Mar:1.2c,2.5c]. Some printers may not print properly if the top margin setting is less than 1.2c. This setting gives 29 double-spaced lines and an average of 360 words per page on A4, when combined with the proportional spaced font.

4. [Undln:]. Blank spaces (eg. between genus and species) and Tab spaces are not underlined with this setting.

2. *Other Control Codes.* Almost all other control codes are not necessary and should be deleted. Amongst these are:

[HEADERS:] and [FOOTERS:]. Page numbers should be bottom centre and should be configured in Format; they should not be inserted by using a Footer code.

[W/O:On]. Widow/Orphans On is not necessary.

[Large] and [Small]. Codes for type sizes are not needed.

[BOLD][bold], [ITAL][ital] and [UND][und]. Many files as received contain unused bold, italics and underline codes. They should be deleted where possible.

Wordprocessor formatting for double columns or column width is not required.

3. *Italics or Underline.* Italics or underline are equally acceptable for genus-species names &c. If a change from underline to italics is necessary it can be done by the Bulletin editor.

4. [Tab], [Indent] and [Mar Rel]. It is not satisfactory to achieve paragraph indents or outdents (hanging first line), line-up of columns in tables, or the layout required in synonymy lists, by means of spaces inserted with the space bar. Layouts made with such spaces are disrupted if line length, font size or type of printer is changed, and proportionally spaced fonts make column line-ups difficult or impossible. More manuscript editing is usually necessary because of the use of such formatting spaces than for any other reason. The format required should be achieved by using Tab, Indent and Margin Release, not by using spaces. It should be remembered that:

Tab works in the place and only on the line where it is inserted. Indent (F4) is like Tab, but works on all subsequent lines as well in the same paragraph. Margin Release (Shift Tab) is Tab backwards, ie. the cursor moves to the next Tab setting to the left, and applies to the current line only.

If Tab settings are at the left hand margin, then every 1c, most formatting features can be achieved by the use of Tab, Indent and Margin Release singly or in combination, eg. the hanging first line in Reference lists and Figure Explanations is achieved with the codes [Indent][Mar Rel] at the beginning of each paragraph. Spacing of columns in a table might require changed Tab settings, and reversion to the original settings can be made at the end of the table.

5. *Tables.* Proper alignment of columns in tables that have measurements with differing numbers of significant figures is achieved by using [Tab Align] (Ctrl F6). The appearance of tables of non-numeric data is sometimes improved if the data in each column is centred by the use of [Cntr Tab] instead of the normal [Tab] setting.

Copies of Bulletin pages attached: Vol. 45 (1), p. 152; Vol. 47 (1), pp. 35, 70. Page of figures to show different styles of numbering.

EXAMPLES OF FIGURE NUMBERING

Top left: Letraset numbers are often too large, badly spaced and lined-up, and the font is not suitable. Top right: numbering in white Letraset is usually the most satisfactory method on black backgrounds. Bottom:

better results are obtained by using word-processed, laser-printed numbers fixed to an overlay of tracing paper (see text for more details).

Editor: Mike Howarth
Department of Palaeontology
The Natural History Museum
Cromwell Road
London SW7 5BD
Tel: +44 (0)20 942 5684