Supplied as a Word-file, single column, no word splits, 1.5 spacing, pages and lines numbered. All manuscripts should contain the following:

**TITLE PAGE**
Include the article title, author name(s) and their affiliations and addresses, email address for the corresponding author and 5 keywords. The title should be concise and internationally relevant. Use a declarative title that states or points towards the main conclusion of your study, rather than the broad topic of interest. Keywords should be in alphabetical order.

**TABLE OF CONTENTS**
A list of section and sub-section headings used throughout the manuscript. Maximum three levels.

**ABSTRACT/SUMMARY**
State the problem addressed, data obtained and conclusions drawn. Avoid use of subject-specific terminology and acronyms and write for a broadly scientific audience. Abstract length varies according to the article type: 6 page short papers (200 words); 20 page original research and review articles (300 words); single-work volumes including monographs and map series (460 words, equivalent to one typeset page).

**MAIN TEXT**

**Introduction.** Concisely state the research question in the opening sentences of the article, avoiding jargon. Provide brief introductory information and the aims and objective of the article, such that a reader from any geoscience field can understand.

**Methods.** Document all methods such that a reader understands how data were collected. Short papers (6 pp.) can include a brief summary with a more detailed methodology supplied as supplementary information. Standard methods need not be described if suitable references can be cited. Otherwise, provide sample/data collection and preparation, analytical procedures, make and model of equipment used and any statistical treatment of the data.

**Figures and tables cited.** Cite all figures and tables, plates, appendices, supplementary files and maps in the main text. Abbreviate and use an initial capital, e.g. ‘Fig. 6’, ‘Figs 1A, B, C’ (no full stop) and ‘Table 5’. Citation of figures, tables, etc., from elsewhere have a small initial letter, e.g. ‘fig. 4’, ‘table 3’. Do not abbreviate at the beginning of a new sentence.

**References cited.** All citations in the main text, figures, tables, captions and appendixes must be listed in the References section. See page 3 for examples of reference style.

Citations in the main text are as follows:

1. One author: name and year of publication (Hansen 2019).
2. Two authors: an ampersand (&) between names (Hansen & Jensen 1996).
3. Three or more authors: first name followed by et al. in italics (Fausto et al. 2018).
4. Lists of papers by different authors are separated by a semicolon (Hansen 1996; Andersen 1999; Børgesen 2000) and are cited chronologically.
5. Two or more papers by the same author(s) are separated by commas (Hansen 2015, 2018, 2019).

Unpublished reports and repository-hosted pre-prints (with a DOI) may be cited. Papers marked as ‘in press’ (i.e. papers that have been accepted) may be cited when a version of record is available online, preferably with a DOI.

Personal communications (verbal and written, including manuscripts that are submitted or in preparation) are given with initials and year (e.g. P.V. Herz, personal communication 2008). Another form is: P.V. Herz, unpublished data 2008. A published paper/book/conference abstract is always a preferred source.

**Acknowledgements.** All financial support must be acknowledged, including funding agency name and grant number where available. We encourage authors to acknowledge the reviewers.

**Captions.** Figure, plate, appendix and map citations should be concise and should not duplicate the main text. Define all symbols and abbreviations used. The word ‘Figure’ is abbreviated to ‘Fig.’ at the beginning of the caption. See example on p. 2.

Composite figures/plates should include letters to identify each panel. Use either upper or lower case letters but not both.

Photo credits are in the form “Photo: Poul Davidson” with a year if relevant. No credits to author photographs.

Provide credit for figures reproduced wholly or partially from elsewhere as follows:

1. “Reproduced with permission from Svennevig (2019).” I.e. the figure is a facsimile of the original and permission has been granted for reproduction.
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Also note. Footnotes can be used as part of a table, but not in the main text.

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. (as above).
FIGURES

Submit figures as separate files. Acceptable file formats are: .png, .jpeg, .tif, .eps, .ai and .pdf (with vector layers).

Mark all figures with author’s name and figure/plate number.

Figures can have three widths: 1 column (82 mm), 1½ columns (112 mm) or 2 columns (171 mm). Maximum page heights are 232 mm (articles and monographs) and 235 mm (map descriptions). State preferred publication size for each submitted figure.

Provide a scale (metric) and geographic information (latitude and longitude), where relevant. Generally, all maps should have coordinates.

Digital photographs should be 300 dpi in final layout size. For help scanning slides/prints, contact the editorial office.

Borders around figures and lines in graphs or charts should be 0.5 pt. thickness. Use the same font for all figures (suggestion: Gill Sans Alt One or Helvetica; 9 or 8 pt).

Fig 1. The three figure widths used in the Geological Survey of Denmark and Greenland Bulletin. A: 81 mm (1 column). B: 112 mm (1.5 column). C: 171 mm (2 columns).

TABLES

Submit tables as separate files in Excel or Word. Mark all figures with author’s name and table number.

Tables can be 82 (1 column) or 171 mm (2 columns) wide. Maximum page heights are 232 mm (articles and monographs) and 235 mm (map descriptions). State preferred publication size for each submitted table.

Each table must have a short title, no full stop. Table number written as “Table 1.”

Use footnotes below the table to explain all symbols, acronyms or data sources, each on a separate line. Use superscript symbols or letters.

An example layout is provided below. Avoid vertical borders. Use single horizontal line borders, 0.5 pt., to separate table headings from the first row of data, and to define groups of data.

Table 1. New radiocarbon ages from Storebælt, Denmark

<table>
<thead>
<tr>
<th>Core no.</th>
<th>N. lat.</th>
<th>E. long.</th>
<th>Laboratory no.</th>
<th>Species</th>
<th>Depth b.c.t. (cm)</th>
<th>Age (14C years BP)</th>
<th>Calibrated age (years BP)</th>
</tr>
</thead>
<tbody>
<tr>
<td>544001-1</td>
<td>55.571°</td>
<td>10.828°</td>
<td>AAR-29105</td>
<td>Scetpus lacustris</td>
<td>201</td>
<td>11 374 ± 54</td>
<td>13 094–13 315</td>
</tr>
<tr>
<td>544001-1</td>
<td>Beta-481723</td>
<td>Beta nana</td>
<td>447</td>
<td>12 310 ± 40</td>
<td>14 070–14 560</td>
<td></td>
<td></td>
</tr>
<tr>
<td>544002-1</td>
<td>55.538°</td>
<td>10.823°</td>
<td>AAR-29106</td>
<td>Phragmites australis</td>
<td>214</td>
<td>9294 ± 33</td>
<td>10 433–10 561</td>
</tr>
<tr>
<td>544002-1</td>
<td>AAR-29107</td>
<td>Phragmites australis</td>
<td>229</td>
<td>9455 ± 38</td>
<td>10 604–10 741</td>
<td></td>
<td></td>
</tr>
<tr>
<td>544002-1</td>
<td>Beta-481724</td>
<td>B. nana, Dryas octopetala</td>
<td>375</td>
<td>11 405 ± 44</td>
<td>13 130–13 340</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Below core top.
① Calibrated to calendar years before present according to the IntCal13 dataset.
LANGUAGE

Use UK English. Refer to the [glossary](#) for recommended spellings and usage according to the Geological Survey of Denmark and Greenland.

**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), (micro), n (nanno) etc. to give Ga (gigayear), Ma (megayear), km (kilometre), mm (millimetre) etc. Imperial units (feet etc.) may be retained for older subsurface data/samples.

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MANUSCRIPT SUBMISSION

Submissions are processed manually. Authors should email the editor in chief (Cath Jex; *cje@geus.dk*) ahead of submission with an intention to submit. Include a working title and authorship list if known, submission type (e.g. short paper: data) and an approximate submission date.

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*A new submissions system is due to be implemented in January 2020. All active submissions will be migrated over to the new system when available.*

REFERENCES – EXAMPLE STYLES

List references alphabetically by (1) first author’s surname and (2) by second author’s surname, then chronologically.

Ten or more authors or three or more editors are shortened to the first author’s name only followed by "*et al.*".

Include DOIs where available in the format https://doi.org/... Use the [CrossRef Metadata Search](#) to check the DOI before submitting your manuscript.

Use the full journal title and book publisher name. For website citations include the date (month and year) the site was accessed. Datasets should include a DOI or URL link to the dataset online.

No comma between author name(s) and year, and no space between author initials, but with point.

If using a reference software tool, we recommend exporting references in APA style and amend to our in-house format using the examples below.

**ABSTRACT**

**Author(s) last name and initials. Year: Abstract title.**

**Conference title: City, Country, Date. Additional info if available. DOI if available**


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Author(s) last name and initials. Year: Article/Abstract title. In: Editor(s) names (eds): Proceedings title. Pages. 'Date of conference. City: Publisher. DOI [If different to publication year.]


REPORT (BY COMPANY / INSTITUTION / SOCIETY)
Author(s) last name and initials. Year: Report title. Pages. Publisher name, country. Additional info. DOI/URL if available [NB: If the report is unpublished and not available online, add ‘Unpublished Report’ to citation See below.]


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