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

**Standards**

**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. 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.

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 Another form is: P.V. Herz, unpublished data 2008.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.

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

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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), ½ (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 superficial 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-separa-

   rated 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 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), µ (micro), n (nanno) etc. to give Ga (gigayear), Ma (megayear), km (kilometre), mm (millimetre) etc.

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

Article in journal – DOI reference

Article in special issue of journal

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

Article in edited book

Authored serial volume

Article in edited serial volume

Article in conference, symposium, congress, etc.


Map

Map description

Unpublished thesis


Unpublished report