

Author Guidelines: Geological Survey of Belgium

(both for Professional Papers and Memoirs)

Manuscript versions

Submission version

A pdf file including text and figures should be submitted by e-mail to the Editor in chief (xdevleeschouwer@naturalsciences.be).

Figures (tables, photos, plates) and their captions have to be enclosed in your document.

Our readers and referees should be able to receive and read everything in ONE document.

Original figures at High Resolution are not necessary for the submission of the manuscript.

The authors are requested to give the names and addresses of **four possible unbiased reviewers**, at least one of them being chosen outside Belgium.

Final version

1. Text

For your final version after peer review and revision, send all files (text, artworks, tables) by mail or on a CD to the editor in chief. Each artwork as a separate file.

The requested software is Word and .doc format. Use the TIMES 12 throughout the text including titles.

Use the same file for text, references and artwork captions; these should not be included in the text or merged with the figures, but put together at the end of the manuscript and presented as follows:

Figure 1. Caption

Table 1. Title ...

Plate 1. Title ...

2. Original figures files (artworks)

Figures should have a resolution of 200 dpi minimum. For larger figures, 300 dpi are required.

Photographs should be in Jpeg or tiff format.

Electronic figures should be in ai (Adobe Illustrator), and/or pdf format.

All elements of a figure must be “grouped” before saving.

No graphics in Excel format will be accepted. Please try to use the same format for all figures. Do not mention the figure number on the figure.

Do not group the figures but provide one file for each figure and table.

Proof

A proof (pre-press file) will be provided, but author's text changes will not be accepted except minor corrections (grammatical, type writing, etc.).

Styleguide

Title (low case and bold)

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Running title (top of each page)

In case the title of the paper is longer than 60 characters including space, the authors should provide an abbreviated title (< ca. 70 characters, blank spaces included).

Abstract

Not more than 200 words (\pm 15 lines). Do not repeat information contained in the title. The abstract, together with the title, must be self-contained as it is published separately from the paper in abstracting services such as Current Contents. Omit all references to the literature and to tables or figures, and omit obscure abbreviations and acronyms even though they may be defined in main body of the paper.

Keywords

Not more than 8 words. Do not repeat words already present in the title.

Optional...

Titles styles

1. First order headings (in bold)

Do not imitate the layout of the journal, but the layout of these instructions only. Use the same font and the same STYLE (normal) throughout the manuscript. **Leave a free line to separate the paragraphs, and do not indent the first line of the paragraphs.** The text should be double spaced and the size of the characters at least 12.

Numerical system is requested: 1., 1.1., 1.1.1., 1.1.2., 1.2., 1.3., etc. but do NOT use "numbering" or "bullets".

Footnotes are only accepted below each page.

Introduction, conclusion and references should not be numbered.

1.1. Second order headings (in bold and italics)

1.1.1. Third order headings (normal)

Besides the 3rd order headings, use:

- a) ...
- b) ...
- c) ...

Cross references

In the text, cross references are as follows:

- a) to reference list, citations are as follows: write “the results of Lebeau (1982) are questionable (Dupont, 1973a, 1973b; Dupont & Durand, 1975)”; if more than two authors (Dupont *et al.*, 1978a); for comparison (see Servais, 1994; cf. Servais, 1993; e.g. Servais, 1990, fig. 3).
- b) to other sections of the text, write “(see 2.3.1)”, but not “(see p. 8)”.
- c) to artworks write “as represented in fig. 7, table 2 and elsewhere (fig. 1; fig. 2B; fig. 2A-B; figs. 2 & 3D; table 4; plate 1A)”.

Do not forget nonbreaking spaces after fig. or p. (for instance) or after an initial : A. Einstein (for instance)

- d) *op. cit.*, *id.*, *ibid.*, *et al.* should be used in **italics**.

References

They are provided at the end of the text.

The journal names should be written **in full and in italics**. Follow scrupulously the examples below, **and leave a blank line between each reference**:

André, L., 1991. The concealed crystalline basement in Belgium and the “Brabantia” microplate concept: constraints from the Caledonian magmatic and sedimentary rocks. *Annales de la Société géologique de Belgique*, 114, 117-139.

Haesaerts, P., Juvigne, E., Kuyi, O., Mucher, H. & Roebroeks, W., 1981. Compte rendu de l'excursion du 13 juin 1981, en Hesbaye et au Limbourg néerlandais, consacrée à la stratigraphie des loess du Pléistocène supérieur. *Annales de la Société géologique de Belgique*, 104, 223-240.

Zonneveld, J., 1957. River terraces and Quaternary Chronology in the Netherlands. *Geologie en Mijnbouw*, 19, 277-285.

Please provide any DOI available!

Book (Monographs or Proceedings) names should be written **in full and in italics**.

Follow scrupulously the examples below, **and leave a blank line between each reference**:

Boudagher-Fadel, M.K., 2008. *Evolution and geological significance of larger benthic foraminifera*. Elsevier, Amsterdam, 540 p.

Curry, D., 1937. The English Bartonian nummulites. *Proceedings of the Geological Association of London*, XLVIII, 3, 229-246.

Measurements

Measurements are written: 1 to 9999 (no comma); from 10,000 (comma); 2.1 mm; 5 µm; 6.84 kg; 27%; 25,000 a BP (conventional ¹⁴C age); 17,000 a cal BP (calibrated ¹⁴C age); 60 ka (thousand years) for non ¹⁴C-ages; 5.2 Ma.

Do not forget nonbreaking spaces before units, for instance km, kg, ka, Ma, mm (etc.)

Compass points & geographic coordinates

The four basic nouns are written in full; they are capitalized only when designating the compass point: the North, the East, the South, the West (but: south Belgium, west Netherlands). Complex nouns are abbreviated and capitalized: NE, NW-SE, NNE-SSW, ... Adjectives are not capitalized: southern regions, ...

Geographic coordinates of a place should be written with straight apostrophes.

Stratigraphy

Adhere to the international rules for stratigraphic nomenclature. Capitalize a common noun or adjective that is part of a formal name: Matagne Shales, Diest Formation, Brabant Massif, Middle Ordovician, Lower Cretaceous, ... Informal designations are not capitalized: upper Paleozoic, late Cenomanian, ...

Palaeontology

Adhere to the international codes for botanical or zoological nomenclature. Systematic work is always introduced by the 1st order heading "Systematic Paleontology".

For taxonomic papers, the following layout is adopted:

- Sub-order...

- Superfamily: ...

- Family Loxochoncidae Sars, 1925

- Genus *Touroconcha* Ishizaki & Gunther, 1976; *Touroconcha lapidiscola* (Hartmann, 1959) (pl. 1, figs. 1-6; pl. 2, fig. 3)

- Synonymies 1959 *Loxoconcha lapidiscola* Hartmann: 223, pl. 41, figs. 128-129, pl. 42, figs. 131-133.

1974 *Loxoconcha ? lapidiscola* Hartmann; Swain & Gilby: 324, fig. 24, pl. 5, fig. 9A-B.

pp. 1965 *Loxoconcha lapidiscola* Hartmann 1923; Swain: 32, fig. 1.

non 1965 *Loxoconcha lapidiscola* Hartmann 1923; Swain: 32, fig. 1.

? 1965 *Loxoconcha lapidiscola* Hartmann 1923; Swain: 32, fig. 1.

Genus *Chelinospora* Allen 1965

Chelinospora (*Archaeozonotriletes*) *timanica* (Naumova) comb. nov. (pl. 2, figs. 8-9).

Basionyme: (*Archaeozonotriletes*) *timanicus* Naumova 1953: 81, pl. 12, fig. 4.

Powder X-ray diffraction data

Follow the procedure given in Acta Crystallographica A39, 174-186, Annexe III.