

# INSTRUCTIONS FOR AUTHORS

## Introduction

The Bulletin of Geosciences is an international journal publishing original research papers, review articles, and short contributions concerning palaeoenvironmental geology, including palaeontology, stratigraphy, sedimentology, palaeogeography, palaeoecology, palaeoclimatology, geochemistry, mineralogy, geophysics, and related fields. All papers are subject to international peer review, and acceptance is based on quality alone.

Only previously unpublished articles, which are not simultaneously submitted for publication elsewhere, will be accepted for publication. With acceptance and publication of a manuscript the exclusive copyright for every language and country is transferred to the publishers. Authors wishing to include figures or text passages that have already been published elsewhere are required to obtain permission from the copyright holder(s) and to include evidence that such permission has been granted when submitting their papers. Any material received without such evidence will be assumed to originate from the authors.

## Preparation of text

Use MSWord compatible software if preparing manuscript electronically. Or print all text double spaced on one page if preparing only hard copy. Use Times New Roman letters, size 12, black colour, double spaces, normal letters, italics only for taxon names. Use English (with either British or American spelling). Authors whose first language is not English are urged to seek linguistic help from English-speaking colleagues before manuscript submission in order to facilitate the review process.

First page should include: Title, authors, addresses (indicate corresponding author please), Abstract (not longer than 500 words) and Keywords (no more than 10).

Divide main text in headings: Introduction, Methods, Results (Systematic part), Discussions, Summary, Acknowledgement and References.

## References

The list of References should only include works that are cited in the text and vice versa. Personal communications, papers presented at meetings but not yet published or accepted for publication, and unpublished data should only be mentioned in the text.

The references should be cited in the text by author and year in grammatical sequence: Barrande (1887), Boucot *et al.* (1989, 1990a, b), Boucot & Talent (1995), Kríž *in* Boucot (1999) *etc.*, or as a parenthetical expression: (Barrande 1887; Boucot *et al.* 1989, 1990a, b; Boucot & Talent 1995; Kríž *in* Boucot 1999 and Boucot *et al.* 1989, 1990a; Kaljo 1996). For more than two authors, give the first name and then “*et al.*”. Use commas (Barrande 1887, Boucot & Talent 1995) to separate multiple citations, or semicolons, in case of more publications by the same author(s) (Bisat 1924, 1934, 1952; Moore 1936, 1946, 1952, 1958; Hodson & Moore 1959).

The list of References should be ordered alphabetically according to the authors' names. In cases of repeated names, order the publications chronologically: Black (1988); Black (1991a); Black (1991b); Black & Blue (1990); Black & Brown (1970); Black, Brown & Blue (1990a); Black, Brown & Red (1990b).

Papers that have been accepted for publication should be included in the list of references with the name of the journal and “in press”.

Use full names for journal titles.

## Examples

### Journal articles:

HAVLÍČEK, V. 1982. Lingulacea and Paterinacea (Brachiopoda) in the Lower Ordovician sequence of Bohemia. *Sborník geologických věd, Paleontologie* 25, 9–82.  
SZDZY, K., HAMMANN, W. & VILLAS, E. 2001. The upper Tremadoc fauna from Vogtendorf and the Bavarian Ordovician of the Frankenwald (Germany). *Senckenbergiana lethaea* 81, 207–261.

### Electronic journal articles:

GNOLI, M. 2003. Northern Gondwanan Siluro-Devonian palaeogeography assessed by cephalopods. *Palaeontologia Electronica* 5(2), <http://palaeo-electronica.org>, 1–19.

### Books:

STANLEY, S.M. 1979. *Macroevolution: pattern and process*. 525 pp. W.H. Freeman, New York.

### Multi-author books:

NOVAK, J.L. 1999. Coral reefs, 77–90. *In* WHITE, P. & BLACK, P. (eds) *Organic reefs*. Elsevier, Amsterdam.  
KRÍZ, J. 1991. The Silurian of the Prague Basin (Bohemia), 179–203. *In* BASSETT, M.G., LANE, P.D. & EDWARDS, D. (eds) *The Murchison Symposium: proceedings of an international conference, Special Papers in Palaeontology* 44.

### Ph.D. or Master thesis:

BERKYOVÁ, S. 2003. *Environmental changes and Emsian-Eifelian (Lower-Middle Devonian) biostratigraphy of the Prague Basin, the Basal Choteč event*. 125 pp. Ph.D. thesis, Charles University, Prague, Czech Republic.

## Figures

Figures and tables must be cited in consecutive order in the text, e.g., (Fig. 1A–C), (Table 1), (Figs 1A, 2, 3B). All figures must be submitted as separate files – do not integrate them within the text. The file name (one file for each figure) should include the figure number.

The figures should match the width of either a text column (82 mm) or page (170 × 230 mm).

Figure legends should be described on the figures themselves (e.g., geological maps, cross-sections), not keyed to numbers in the figure caption. The legends should be placed at the end of the text.

The preferred figure formats are EPS, SVG or CDR for vector graphics, and TIFF, PNG for halftone illustrations or line drawings.

### Line drawings (vector graphics)

Good-quality electronic drawings with clearly legible inscriptions, minimum 8-point font of a sans-serif type. The minimum line width is 0.2 mm (i.e., 0.567 pt) relative to the final size. Scanned line drawings should be digitised as greyscale TIFF with a minimum resolution of 1200 dpi relative to the final figure size.

### Halftone illustrations (greyscales and colour photos)

Half-tone illustrations should be submitted as TIFF with a resolution of 600 dpi or higher. Store colour illustrations as RGB (8 bits per channel). The inscriptions on halftone figures should be clearly legible. Use uppercase, 10-point font of a sans-serif type (like Helvetica or Arial), and save the figure inscriptions in another layer of your TIFF. Magnification should be indicated by scale bars or in the figure caption.

### Tables

Use MSExcel compatible software. Tables should have a title and a legend explaining any abbreviation used therein.

## Procedure

Save your work in the IBM compatible standard format of your word processing program or in RTF (Rich Text Format). Place figure captions and tables at the end of the manuscript. The file name should be memorable (e.g., author's name), and include no accents or special symbols. Please be sure to include your e-mail address.

Manuscripts must be submitted in electronic form, or as one hardcopy including all tables and figures. Use e-mail ([bulletin@geology.cz](mailto:bulletin@geology.cz)); only suitable for small volumes of data) or send them through any web storage service (like [www.uschovna.cz](http://www.uschovna.cz) or [www.dropbox.cz](http://www.dropbox.cz)) or delivery them on CD-ROM, DVD media or as hardcopy by post to the Editorial Office (Bulletin of Geosciences, Czech Geological Survey, Klárov 3, 118 21 Praha 1, Czech Republic). The revised final version of article must be submitted in electronic form.

Please always supply the following information with your data: version of word processing program, drawing program, and image processing program. ZIP or RAR compression extensions are accepted.

Manuscripts that are returned to the authors for revision should be sent back to us within 3 months, otherwise they will be considered withdrawn.

Proofreading is the responsibility of the author. Corrections should be clear; standard correction marks should be used. Corrections that lead to a change in the page layout should be avoided. Authors should make their proof corrections on a printout, checking that the text and all figures

are complete. The proofs will be sent to author(s) as PDF or printout depending on author(s)'s decision.

## Bulletin of Geosciences – open access future

Despite recent budgetary constraints, the Editorial Board of the Bulletin of Geosciences has decided to reaffirm the status of the Bulletin as an open access journal. The Bulletin of Geosciences is published as a non-profit making journal and the vast majority of people (including members of the Editorial Board) receive no payment for their work. The budget covers costs for type-setting and printing. The decision to maintain open access publishing requires changes in journal policy with regard to reprints and colour illustrations (see below).

After 85 years of independent publication, the Bulletin of Geosciences will be co-published together with the Western Bohemian Museum in Pilsen in 2011. Gifts from other sponsors are very welcome. The names of sponsors will be listed in both the printed and electronic versions of the Bulletin; those giving 100 Euros or more may obtain free issues of the Bulletin of Geosciences.

## Colour illustration and reprint payments

The cost of all **colour illustrations** will be charged to the authors (students and authors without financial support may apply for dispensation). One colour illustration or two consecutive pages printed in colour will cost 110 Euros. Three or four consecutive pages printed in colour will cost 150 Euros.

The corresponding author may obtain 50 free **reprints** and/or a free copy of the issue containing the paper but payment of shipping costs will be required. Additional reprints can be ordered at a cost of 4 Euros per 100 printed pages (e.g., 10 reprints of a paper 10 pages long, or 25 reprints of a paper 4 pages long), plus shipping costs.

## Subscription

Subscription orders should be directed and remittance made payable to:

Bulletin of Geosciences  
Czech Geological Survey  
Klárov 3/131  
11821 Praha 1  
Czech Republic

Please transfer money to the account of the Czech Geological Survey at Komerční banka, Na Příkopě 33, 114 07 Praha 1, Czech Republic, IBAN number: CZ8401000000511078850237 for payment in Euros or CZ350100000000087530011 for payment in Czech crowns. SWIFT: KOMBCZPPXXX.

Subscription orders and any questions can be sent also via e-mail to the technical editor Šárka Doležalová ([bulletin@geology.cz](mailto:bulletin@geology.cz)) with a copy to [bellerophon@seznam.cz](mailto:bellerophon@seznam.cz).

Subscription rates (in EUROS):

	INDIVIDUALS	INSTITUTIONS
Single issue	EUR 14	EUR 20
Volumes (4 issues)	EUR 50	EUR 65

Please add **EUR 8** (standard mail), or **EUR 13** (priority mail) for mailing per issue – see price list (<http://www.ceskaposta.cz>) or ask the technical editor Šárka Doležalová ([bulletin@geology.cz](mailto:bulletin@geology.cz)) for a price quotation.

Back issues beginning with Vol. 1 are also available at the following prices:

Volumes (4 issues)	INDIVIDUALS	INSTITUTIONS
1 (1925)–75 (2000)	EUR 12 (single issue EUR 3)	EUR 16 (single issue EUR 4)
76 (2001)–86 (2011)	EUR 40 (single issue EUR 10)	EUR 65 (single issue EUR 18)

The cost of postage and packing will be added. Typically, single issues of the Bulletin of Geosciences published in the last few years weigh ca 700–900 g (for postal charge see information above). Inquires about priority mail (air mail) charges should be sent to Šárka Doležalová ([bulletin@geology.cz](mailto:bulletin@geology.cz)).

[www.geology.cz/bulletin](http://www.geology.cz/bulletin)