

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.

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Preparation of text

Use MS Word compatible software when preparing manuscript. Use Times New Roman letters, size 12, black colour, double spaces, normal letters, italics only for taxon names, small capitals for authors' names in References. 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 Personal communications, papers presented at meetings but not yet published or accepted for publication, and unpublished data should only be mentioned in the text.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), Kříž *in* Boucot (1999) *etc.*, or as a parenthetical expression: (Barrande 1887; Boucot *et al.* 1989, 1990a, b; Boucot & Talent 1995; Kříž *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).

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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.

SDZUY, 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. *Palaentologia 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.

Multiauthor 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:

BERKOVÁ, 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, CDR or TIFF for vector graphics or line drawings, and TIFF or JPEG for halftone illustrations.

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.

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Tables

Use MS Excel compatible software. Tables should have a title including a legend explaining any abbreviation used therein.

Procedure

Save your work MS Word compatible software (doc, docx, rtf). 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 including all tables. Figures must be submitted separately. Use e-mail (bulletin@geology.cz; only suitable for small volumes of data) or send them through any web storage service (like www.uschovna.cz or www.wetransfer.com) or delivery them on CD-ROM or DVD media 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.

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