

# EESTRSE Notes for Authors

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## 1. Submission

Ideally, manuscripts should be submitted electronically, with separate text and figure files on disk or CD. (Text in WORD format; Tables in Excel; Figures as PDF files, preferably at publication size). These should be sent to the Journals Officer, The Royal Society of Edinburgh, 22–26 George Street, Edinburgh EH2 2PQ, Scotland, UK. Files can be emailed to [publications@royalsoced.org.uk](mailto:publications@royalsoced.org.uk) or sent through this link:

<http://journals.cambridge.org/action/manuscriptSubmission?jid=TRE>

Any queries regarding submission may be sent to the email address as above. **Submissions to *Earth and Environmental Science TRSE* must not have been published, or be under consideration, elsewhere.**

## 2. Preparation of papers

### 2.1. Language

We recommend that non-English-speaking authors have their manuscripts checked by an English language native speaker before submission, to ensure that submissions are judged exclusively on academic merit. A number of third-party services specialising in language editing and/or translation can be found here:

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&menu=Authors&pageId=3608 Use of any of these services is voluntary, and at the authors' own expense.

### 2.2. Title page

The first page should show: (a) a title that is concise and informative; (b) the name(s) and full address(es) of the author(s); and (c) a running head abbreviation of the title of not more than 50 characters. Papers by more than one author must be submitted with statements from all the authors, approving the paper in its entirety and its submission to *EESTRSE*, and naming the author responsible for correspondence.

### 2.3. Abstract and Key Words

The second page should contain an **abstract** of not more than 200 words, intelligible without reference to the text or references, and a list of **key words** (not already in the title) of no more than 150 characters, in alphabetical order.

### 2.4. Text

Text should start on the third page. Words to be printed in italics, e.g. names of taxa, should be underlined, unless already in italic typeface. Use capital letters for formal terms only. The metric system should be used throughout. Abbreviate compass points to N, NW, SE etc. Enclose map references in square brackets, e.g. [NM 4437 0293]. In papers on systematic palaeontology, anatomical abbreviations should be included in the relevant Figure captions, rather than listed in a separate section. See a recent issue for general systematics style.

### 2.5. Headings

The introductory section requires no heading. The first section after the introduction should be numbered as section 1. Primary headings are numbered consecutively 1, 2, 3, etc. Secondary headings are 1.1., 1.2., 1.3., etc. Both should appear flush left, with their text starting on a separate line below. Tertiary headings (1.1.1., 1.1.2., etc) should start a new paragraph, with indent, and should be followed by a full stop and the text to which they refer. All headings should be in bold. Cross-references in text should be to a section, e.g. (see section 2.3), not to a page.

### 2.6. Footnotes

Do not use footnotes.

### 2.7. References

All publications cited in the text, **including those pertaining to the authorship of all taxa**, must be included in the Reference list, which is arranged in alphabetical order by author.

**2.7.1. Citations in text.** These should appear as in the following examples: (a) Jennings & Smith (1967) record that.....; (b) It has been recorded (James 1931) **or** (Jennings & Smith 1969, p.32) **or** (Jenkins 1947, 1950; Jenkins & Brock 1975) that.....

(NB: 'pers. comm.' citations in the text should include the name of the person and the date (year) of the communication; these should not be included in the Reference list.)

**2.7.2. References at end.** Only published or in press items, or unpublished Theses with the University clearly specified, are to be included in the References. Journal and series titles should be written out in full, upper and lower case italics.

### References at the end should be ordered thus:

- (i) single author – by date (and alphabetical by initials): e.g., Smith, A. B. 1990; Smith A. B. 1996; Smith, C. D. 1989; Smith, C. D. 1990
- (ii) author plus two or more co-authors (*et al.*) – by date: e.g.,: Smith, Jones & Clerk 1993; Smith, Brown & Clerk 1995; Smith, Clerk, Brown & Jones 1997
- (iii) author plus one other – alphabetical by 2nd author: e.g.,: Smith & Brown 1997; Smith & Jones 1987

### Set out as indicated below:

Copper, P. & Gourvenec, R. 1996. Evolution of the spire-bearing brachiopods, (Ordovician–Jurassic). In Copper, P. & Jin, J. (eds) *Brachiopods*, 81–88. Rotterdam: A. A. Balkema.

Chappell, B. W. & White, A. J. R. 1992. 1- and S-type granites in the Lachlan Fold Belt. *Transactions of the Royal Society of Edinburgh: Earth Sciences* **83**, 1–26.

Jarvik, E. 1980. *Basic structure and evolution of vertebrates*, Vol. 1, 74–98. London: Academic Press.

## 3. Preparation of Tables and Figures

### 3.1. Tables

Tables should be numbered, and cited, consecutively and provided on separate pages at the end of the MS, **not embedded in the text**. Each table should have a caption. For layout of analytical data, see tables published in previous issues. Authors will be asked to send published analyses of igneous rocks to the UK~IGBA file.

### 3.2. Figures

Illustrations should be numbered, and cited, consecutively through the paper. A list of figure captions should be provided on a separate page after the References; **figures and figure captions should not be embedded in the text**. A scale should be shown on the figure (e.g., a bar scale on a photomicrograph), rather than giving magnifications in the caption, in case figures are reduced or enlarged. Large figures can be subdivided for reproduction on facing pages. Fossil illustrations should be illuminated top left. Figures in PDF format are sufficient for submission purposes. Should a paper be accepted for publication, high-quality files will be requested. Detailed guidelines for their production are available on request from the RSE's Journals Officer.

## 4. Proofs and offprints

A PDF proof of an accepted paper will be sent to the corresponding author for checking. 25 offprints (with covers) of a published paper are provided gratis and additional offprints may be ordered (in batches of 25) when checked proofs are returned. An electronic PDF of the published paper (the "publisher's version") can be supplied on request.

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# Earth and Environmental Science

## Transactions of the Royal Society of Edinburgh

Volume 104 2014 (for 2013) Parts 3 & 4

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### The Fauna and Flora of the Insect Limestone (late Eocene) Isle of Wight, UK Volume I

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*Transactions* available **on-line**:

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This page on the CJO site also includes a link, under 'back issues', to the complete digitised archive of the journal under its former titles of *Transactions of the Royal Society of Edinburgh: Earth Sciences* (volumes 71–97 (1980–2006)) and *Transactions of the Royal Society of Edinburgh* (volumes 1–70 (1795–1979)).

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*(Issue date 31 May 2014)*

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ISSN 1755-6910 TREASO 103, 187–595 2013; ISBN: 978 0 902198 57 9

Published by the RSE Scotland Foundation, 22–26 George Street, Edinburgh EH2 2PQ, UK

Typeset and printed by Henry Ling Limited, Dorchester, UK

Distributed and Marketed by Cambridge University Press, Cambridge, UK

The RSE Scotland Foundation, a charitable body attached to The Royal Society of Edinburgh, is Scottish Charity No. SC024636

**EARTH AND ENVIRONMENTAL SCIENCE**  
**TRANSACTIONS**  
OF  
**THE ROYAL SOCIETY**  
OF  
**EDINBURGH**

Volume 104

PUBLISHED BY THE RSE SCOTLAND FOUNDATION  
22-26 GEORGE STREET, EDINBURGH EH2 2PQ

2013–2014

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