

NOTES FOR THE GUIDANCE OF AUTHORS

General: Typescripts and all editorial correspondence should be addressed to the Staff Editor, The Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath, Avon BA1 3JN. Papers are accepted on the understanding that they have not been submitted or published elsewhere, and they become copyright of the Geological Society.

Papers on major topics of international interest in engineering geology and hydrogeology are welcomed; those of local interest may not be suitable. Normally papers should not exceed ten pages, including references and figures: there are c. 900 words on a printed page. Short topical papers of four pages or less will be published quickly.

Four complete copies and all original line drawings and photographs should be sent to the Staff Editor who will acknowledge their receipt. Typescripts must be accurate and in their final format, in the style and layout used in the journal as outlined below. Those which do not comply may be returned to the author for modification. Owing to the high cost of corrections at proof stage, the editors reserve the right to charge authors the full cost of corrections resulting from inaccurate typescripts. Afterthoughts and additions at proof stage are not allowed.

Layout: Typescripts should be double spaced, including references, on one side only of A4 paper, with a 25 mm margin on each side. All pages should bear the author's name and be numbered serially. Papers should be succinct and arranged as follows.

1. Title: brief and specific.
2. Full name(s) and address(es) of author(s). Where there is more than one author, state to whom proofs and offprint order forms should be sent.
3. Abstract: this must be intelligible without reference to the paper, and should not exceed 200 words (100 words for short papers). It should be a condensation of the essential new information and interpretations in the paper, and not a mere recital of the subjects covered.
4. Main body of paper: subdivided as unnumbered sections and subsections. In all cases metric units must be used and measurements given in mm, m and km. Do not use cm.
5. Appendices: see Supplementary Publications below.
6. References: see below.
7. Tables: each to be typed on a separate sheet.
8. Figure captions: Plates and Figures are numbered serially as figures.
9. A full set of photocopies of Figures is required.

References: The author is responsible for ensuring that the references are correct. In the text, papers with more than two authors should be quoted in full on the first occasion, thereafter '*et al.*' should be used. In the reference list, all authors should be cited and the references given in full with no abbreviations. Where a publication to which reference is made is not written in English but the reference is a translation of the title, the language of the original article or book must be given. List only those references cited in the text.

Illustrations: Diagrams should be drawn in black ink on tracing material or smooth white board with a line weight and lettering suitable for reduction to fit single or double column width as appropriate. Photographs should be sharp and of good contrast. The author's name should be given on each sheet and 'top' indicated. All maps should include a metric scale and north point (or, where relevant, coordinates of latitude and longitude, or National Grid). Large folding figures and coloured maps and photographs are subject to rigorous scrutiny and will be accepted only in special cases or when publication is assisted by a subvention. If the return of original figures and photographs is required after publication, please make this clear at the time they are submitted.

Offprints may be ordered on the form provided at proof stage. Fifty free copies are supplied.

Discussion of papers: Short discussions (maximum 750 words) on papers which have already appeared in the journal are acceptable. Two copies should be submitted; the title and author(s) of the paper discussed should be clearly indicated.

Supplementary Publications: Limited space in the journal, rising costs of printing, and improved copying methods mean that detailed material (e.g. in appendices) will be made available in the form of Supplementary Publications. Such items include locality lists, tables of chemical and other analyses, details of techniques, stratigraphic sections, photographs and photomicrographs, maps, cross sections, borehole data, mathematical derivations, and computer printouts. These will be stored at the British Library Document Supply Centre, Boston Spa, UK, and the Library of the Geological Society, and made available as photocopies or microfiches upon payment by prepaid coupons (consult librarians) or by payment to the Society. Sections of typescript suitable for such deposition may be indicated by authors and may be recommended by editors and referees.