

GUIDANCE TO AUTHORS

Policy

Journal of Geosciences (formerly Indian Minerals) is the official journal of the **Geological Survey of India** and aims to publish quality research articles and notes dealing with all aspects of Earth sciences. Anyone – both from within and outside the Department - can contribute to the journal, provided that the contribution is of interest to Earth scientists. The papers are accepted on the merit of quality and originality of the research work and its significance to the readership. Names of two referees may be suggested at the time of submission of the manuscript. Submission in the Journal is understood to imply that the same is not published or submitted for publication elsewhere. The Editor reserves the right to accept or reject any material for publication or to modify a manuscript towards improving its communication and polishing the language. Author should retain copies of manuscript and other documents as material once submitted cannot be returned.

Manuscript Preparation and Submission

- (a) Manuscript should be written in English and spellings should conform to the *Concise Oxford Dictionary of Current English*.
- (b) The typescript should preferably be prepared on a word processor with 12 font size, double spacing and wide (about 3cm) margins only on one side of A4 size paper.
- (c) The typescript should include a title page with a concise, informative title and a short, running title for page headings, a list of authors' names and affiliations with respective addresses (postal as well as e-mail); corresponding author should also be clearly specified. It should include an Abstract of not more than 500 words. Abstract should not contain abbreviations or reference. Three to 10 key words should also be provided for indexing purpose.
- (d) The main body of the text should be arranged under up to four different levels of heading.
- (e) The use of S.I. units is recommended.
- (f) Authors should not indulge in formatting (e.g. bi-column, etc.) while preparing the typescript.
- (g) **Tables** and **figures** must be numbered consecutively in Arabic numerals in accordance to the order of their appearance in the text. The word 'figure' should be shortened to 'Fig.' except when starting a sentence. All illustrations (line drawings and photographs) are to be classified as figures.
- (h) The actual tables and figures may be kept separate from the text and presented with captions in separate sheets of A4 size. Tables and figures should be self-contained and understandable without the reference to the text. Sources of tables and figures taken from already published material must be properly acknowledged.
- (i) In the tables, vertical lines should not be used to separate columns.

- (j) Captions of maps and other line drawings must not be included within the artwork.
- (h) All references cited in the text should be given in the reference list and *vice versa*. References in the text should follow the author(date) system. In the list, references should be listed in the alphabetical order of the first author(s), citing the names of all the co-authors as well. The Journal style for listing the references are as follows:

GLAESSNER, M.F., 1984: The Dawn of Animal Life. Cambridge University Press, Cambridge, 244p.

_____ AND WADE, M., 1966: The Late Precambrian Fossils from Ediacara, South Australia. *Palaeontology*, **9**, 599-628.

GROTZINGER, J.P., BOWRING, S.A., SAYLOR, B.Z. AND KAUFMAN, A.J., 1995: Biostratigraphic and Geochronologic Constraints on Early Animal Evolution. *Science*, **270**, 598-604.

- (i) Authors are encouraged to submit manuscripts electronically. Electronic submissions should be sent as e-mail attachments as a MS-Word document with figures incorporated, and should be no more than 4MB including figures and tables. Figures are to be incorporated as JPEGs.
- (j) If email submission is not possible, three paper copies of texts, tables and figures may be sent.
- (k) At the time of submission of the final revised versions both a hard copy (paper) and the electronic files of the complete paper may be sent, bearing in mind the following points :
- Hard copy printout should be identical with the material on the disk. Retaining of a back-up of the submitted files is advised.
 - Electronic files should be sent on a high-definition CD.
 - The software program (and version) used to generate the text, tables and figures must be specified.
 - Each figure should be saved as a separate file of manageable size.
 - Figures are to be submitted in Tagged Image File Format (TIFF). Files must be submitted at a resolution of at least 300 d.p.i at full size. Powerpoint and PDF files are not acceptable
 - It must be ensured that files are not saved as read only.
 - CDs should be virus checked before sending on to the Editor, and labeled clearly with the corresponding author's name and files saved.
 - CDs should be sent in a protective package to avoid damage.
 - CDs will not be returned after publication.

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