

# Author's Instructions

## 1. Manuscript presentation

Please structure submission in the following way: cover page, title page, abstract, key-words, text, acknowledgements, references, titles of tables and captions (if necessary), tables, figure captions, figures and, where appropriate, an appendix.

Authors are requested to send an electronic version of their work. *Save the text both as a Microsoft® Word file and as an RTF (Rich Text Format). CLEARLY IDENTIFY THE FILE NAMES. Illustrations should be submitted in EPS format for vector graphics exported from a drawing program, or in TIFF for halftone illustrations (300 dpi, against 1200 dpi for line drawings and 800 dpi for combination art). EPS files must contain a preview in TIFF of the figure and include all the fonts used in the vector graphics. 'Helvetica' and 'Symbol' fonts are highly recommended; note that Symbol should not be used in italic or bold form; avoid Times Roman.*

## 2. Cover page

The cover page contains the title, the running title (less than 60 characters including spaces, to be printed at the top of each right-hand page), the plan of the article (i.e. hierarchy of headings and subheadings), the mailing address, e-mail address, phone and *fax numbers* of the corresponding author, *a statement on the type of computer, operating system and word-processor used* of the whole text. The corresponding author should notify the editorial office of any address change.

## 3. Title page

The title page contains:

- title (no full stop at the end).
- name of authors (with first name given in full for each author).
- mailing addresses of the relevant institutions (if different, the authors' mailing addresses should appear as footnote).
- electronic-mail address of the corresponding author.

## 4. Abstract

The abstract (with an English translation for papers in another language) should summarize the main results giving

quantitative data and be as concise and informative as possible. It is followed by up to five standard *key-words*, which characterize the subjects, the techniques and the results.

## 5. Text

The text should be clear and concise. Each page should be numbered and indicate the name of the first author. It is suggested to use up to four levels of headings in the papers; note the lower-case characters for all headings.

There must be consistency throughout the entire text between the preferred language (english/spanish) and the punctuation, diacritical marks, scripting, etc. used.

Indent all paragraphs. Avoid word-breaks; carry the whole word down to the next line. Indications should be given in the margin to avoid possible confusion, e.g. between letter O and zero, number 1 and letter l, letter x, chi and kappa, etc. For clarity, avoid long adjectival sentences; use hyphens to join words that make adjectives (e.g., high-temperature metamorphism, four-circle diffractometer), but do not join adverbs that end in -ly (e.g. rapidly cooled melt). For papers written in English, both British and American spellings are acceptable, but internal consistency is the rule.

- Use preferably Times (or Times New Roman) for the text font and Symbol for the Greek and special characters.
- Keep the lay-out as simple as possible, essentially identical to that of conventional manuscripts.
- Do not use a style sheet.
- Do not right-justify your text, flush it left only.
- Indent each paragraph by using the TAB key (not by using paragraph-formatting procedures).
- Leave only one space after each punctuation sign, including full stops.
- Never split words at the end of a line nor use the word-splitting option of the processor.
- Symbols and units: Cell parameters and letters in space-group notation should be in italic, vectors and axes in bold-face characters. A space must separate number and unit. The sole abbreviations for the units

micrometre(s), second(s), kelvin(s), kilovolt(s) and kilobar(s) are  $\mu\text{m}$ , s, K, kV and kbar, respectively. Use always the International System of Units (see <http://physics.nist.gov/cuu/Units/>) unless strictly necessary.

- Indicate the approximate position of figures and tables in the margin of the manuscript.
- References in the text should appear as follows: (Guinier, 1956; Halbach & Chatterjee, 1982) or according to Guinier (1956) and Halbach & Chatterjee (1982) or, if more than two authors are involved, (Conticelli et al., 1992). If there are several references to the same author(s) with the same publication year, they must be distinguished by a letter as follows: (Brindley & Robinson, 1947a and b). Note the lower-case characters for authors' names.
- Note that a section labelled "Conclusions" should not be a repetition of information already included in the abstract.

## 6. References

These should be presented as follows in the alphabetic list.

For journal articles:

- Brindley, G.W. & Robinson, K. (1947a) Note on the occurrence of anatase in some fire clays deposits. *Mineral. Mag.*, 28, 244-247.
- \_ & \_ (1947b) An X-ray study of some kaolinitic fire clays. *Trans. Brit. Ceram. Soc.*, 46, 49-62.
- Conticelli, S., Manetti, P. & Menichetti, S. (1992) Mineralogy, geochemistry and Sr-isotopes in orendites from South Tuscany, Italy: constraints on their genesis and evolution. *Eur. J. Mineral.*, 4, 1359-1375.

For books:

- Guinier A. (1956) *Théorie et technique de la radiocristallographie*. Dunod éd., Paris, 736 p.
- For chapters in a book:
  - Halbach, H. & Chatterjee, N.D. (1982) The use of linear parametric programming for determining internally consistent thermodynamic data for minerals. in "High-pressure researches in geoscience", W. Schreyer, ed. Schweizerbart'sche Verlagsbuchhandlung, Stuttgart, 475-491.

Note the lower-case characters for

authors' names and the comma after each author and journal name. Note also that the symbol & is used only for two-author papers and that long dashes are used only if all authors are identical in successive references. A space must separate the different parts of a journal-name abbreviation, i.e., Eur. J. Mineral. and not Eur.J.Mineral.).

References are ordered alphabetically by first author, then two-author papers are ordered alphabetically by second author and followed by papers with three or more authors ordered chronologically (if published the same year, these must be distinguished by a, b, c according to their order of occurrence in the text).

Authors must check the names and dates in the list and cross-check the references in the list against those in the text before submission.

### 7. Tables

These will be printed from the file included in the authors' diskette if suitable. For scanning, the tables must be carefully prepared and submitted on separate sheets. Tables will be reduced. Compose tables to be as compact as possible, with either single or one-and-half spacing, and no more than two to three spaces between columns of data at their widest. Begin with a single horizontal rule, followed by the column headings (units in parentheses) and another single rule. End the data set with another single rule, as well as one after any footnote. Complete the frame with a single vertical rule on either side of the table; no other rules are generally necessary. Use decimal points, not commas. Align the decimal points within each column and ensure that the number of significant digits quoted is realistic with respect to the uncertainty or standard deviation, if given. Use characters that are easily read after reduction (e.g. Arial, Letter Gothic, Helvetica, Univers).

For typesetting, author's files prepared with Microsoft® Word® or Excel® may prove difficult to convert. Therefore, tables should be prepared in the simplest format using just the TAB key to separate columns and not by use of the space bar. If you use a table editor function, never use carriage returns within cells. A hard copy of each table should be sent along with the diskette.

### 8. Figures

ALWAYS PROVIDE ELECTRONIC FILES OF EACH FIGURE. Figures must be prepared to allow reduction. Make sure that the figures are homogeneous in style (font type, line weight) throughout the paper and that the lettering, line width, etc., are large enough to still be readable after reduction. The maximum size of submitted originals should be designed to fit in an A4 sheet. Use decimal points, not commas. The author's name, figure number and indication of top and bottom (if necessary) should be indicated outside the figure.

- Photographs: these should have good contrast; the *scale should be indicated on each photograph*. If photographs are assembled into a plate, one set of photographs should be submitted in non-assembled form with the final version.
- Colour: It is strongly encouraged to reduce to a minimum the use of colour.
- Line drawings: the line thickness and letter size (including subscripts and superscripts) should be suitable for reduction. No frame is needed around the drawing. Because photocopying may distort the figures, only the original drawings or glossy prints can be used for printing.

### 9. Captions

These should be given in the language of the text and in English; they should make figures and tables self explanatory. Figure captions and table titles should accompany the relevant material, but also be typed on a separate sheet. *Titles of tables must be kept short, explanatory material appearing as a footnote.*

***This journal follows the rules of the Commission on New Minerals and Mineral Names of the I.M.A. in all matters concerning mineral names and nomenclature.***