

## ARTICLE SUBMISSION

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## THE SUBMISSION PROCESS

Before any article can be submitted, a **pre-submission** must be accepted by the editors; this must be uploaded on the above-mentioned website using the "Submit new manuscript" option with the article type "Pre-submission". A pre-submission must consist only of:

- a title
- the names of the co-authors (if any)
- an abstract
- a list of four suggested reviewers
- an explanatory letter.

**No attempt should be made to submit a full manuscript at this point.** If the pre-submission is accepted, the Editors will contact the author, giving the names of two reviewers who may, or may not, be taken from the supplied reviewer list. Once a pre-submission has been accepted, the author will be expected to contact the two reviewers with the full manuscript and organize the review process with them.

Once reviewers' suggestions have been integrated into the manuscript, the author is then free to submit the full manuscript to the above-mentioned website as an "Original Article"; the reviewers' comments should also be uploaded along with any necessary support file (figures, tables, etc.). A decision concerning the article will then be communicated by the Editors.

## PREPARATION OF THE MANUSCRIPT

### Length and language:

Articles must be submitted in English. French language may be exceptionally authorized by the Editor-in-Chief, provided that an abridged English version (referring to the major illustrations and references) is associated with the French text. Maximum length: 10 printed pages in the journal, illustrations and reference list included (a page without illustration corresponds to 5 500 characters, spaces included).

**Commentary/Response** or **Perspective**, is limited to 2 printed pages.

### Organization (in order of appearance):

- title page: title (20 words maximum), full first name, family name and affiliation of each author; postal address, phone and fax number, **e-mail address** of the corresponding author;
- short abstract (100 to 150 words) with keywords (7 maximum);
- text of the article;
- acknowledgements (optional);
- bibliographical reference list;
- figure and table captions;
- figures;
- tables.

### Bibliographical references:

References must be listed first in alphabetical order, and then chronologically, as follows: author alone, author with only one co-author, author with several co-authors, chronological order for references quoting the same authors. The list must include all references quoted in the text as well as in the figure and table captions.

In the text, references must be quoted in round brackets, by the author's or authors' family name(s), followed by a comma and by the publication year, from the oldest to the most recent one. If several authors are quoted in the same brackets, please quote in alphabetical order of the authors; for example: (Aquilina, 2005; Chabaux, 2003; Van der Voo, 1991; Van der Voo, 1993).

Journal titles must be abbreviated according to international rules. Do not use italics and bold for journal titles and volume numbers.

## Examples (all authors must be indicated, please follow the punctuation):

### Article

Salvador-Blanes, S., Cornu, S., King, D., 2002. Distribution d'un élément en trace (Cr) dans un sol développé sur roches métamorphiques: variabilité à l'échelle d'un versant. *C. R. Geoscience* 334, 51-58.

### Book

Van der Voo, R., 1993. Paleomagnetism of the Atlantic, Tethys and Iapetus Oceans. Cambridge University Press, Cambridge, UK, 304 p.

### Chapter in a book

Durne, W.M., Hancock, P.L., 1994. Paleostress analysis of smallscale brittle structures. In: Hancock, P.L. (Ed.), Continental deformation, Pergamon Press, Oxford, UK, pp. 101-120.

## Illustrations (graphics, plates, photographs, etc.):

These must all be labelled as figures and numbered using Arabic numerals. If possible, please submit them in their final size (75 mm width). If they are wider than 1 column (to be avoided if possible), their width must be no more than 160 mm. **Tables** must be sized in the same way and numbered sequentially in Arabic numerals. All figures and tables must be quoted in the text. **Every colour figure will be included as such in the electronic version (ScienceDirect), but will be printed in black and white in the paper version. Colour printing may be exceptionally allowed by the Editor-in-Chief, when colour is imperative to highlight the information present in the figure.** Figures must be free of copyright. If re-using a figure already published, the authorization of the publisher of the original article is necessary, for both paper and electronic publishing.

## Equations and mathematical or chemical formulae:

These must be clearly set out: exponents and indices should be carefully placed (write  $x_1$  instead of  $x1$ ); avoid ambiguous expressions such as  $1/2x$ : write either  $1/(2x)$ , or  $(1/2)x$ ; the same quantity should be always indicated by the same symbol, in the same font. Please respect the usual typographic rules: for instance, mathematical or physical quantities, such as the  $x$  axis or a mass  $m$ , must be written in italics. So  $x+1$  de  $x+l$  will be distinguished, as well as the logarithm  $\ln$  and the product of  $l$  by  $n$ .

## ELECTRONIC VERSION OF THE ARTICLE

**The electronic version** must be supplied in an editable form (source file).

**Highly recommended software:** Microsoft Word higher than 5.0, or  $L^A_T_E_X$ .

**Graphics and illustrations:** preferable formats are TIFF or high-definition JPEG, EPS (inappropriate if figure contains text), Adobe Photoshop or Illustrator, all at a minimum of 400 dpi. Avoid PowerPoint documents. Figures must be supplied separately, in their source file, and in no instance incorporated in the text file.

## PROOF CORRECTION

Proofs will be directly sent to the corresponding author, generally via e-mail, with the correction instructions, copyright-transfer and offprint-order forms. Corrections made to proofs should only be typographical. They must be communicated as soon as possible to the e-mail address indicated in the message accompanying the proof.

## OFFPRINTS

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