

ELECTRONIC 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. The editors may select reviewers whom they think are more appropriate and suggest their names to the author(s). 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. The reviewers will also be informed by the editors, and they will send a copy of their reviews directly to them.

Once reviewers' suggestions have been integrated (or not) into the manuscript, the author will submit the full manuscript to the above-mentioned website as an “**Original Article**”. The maximum time period between acceptance of the pre-submission and submission of the original article is 3 months, after which the paper will be considered as withdrawn. The material to be uploaded includes (1) the original manuscript as sent to the reviewers, (2) the revised manuscript with all changes clearly indicated, (3) an accompanying letter indicating how the reviews were taken into account, and (4) the full reviewers' comments as sent by the reviewers, along with any necessary supporting file (figures, tables, plates, etc.). A decision on the article will then be communicated by the editors, who may, if they think it useful, consult with anonymous reviewers of their choice.

PREPARATION OF THE MANUSCRIPT

Length and language:

Articles will be in English.

Maximum length: 10 printed pages in the journal, illustrations and reference list included (a page without illustration corresponds to 5500 signs, spaces included).

Commentaries and Responses or Perspective are limited to 2 printed pages, all included.

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;
- plates.

Bibliographical references:

References must be listed first in alphabetical order of author's last names 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, table and plate 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 lapetus 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. The maximum size of **plates**, also numbered in Arabic numerals and quoted in the text, is 220 mm in height and 160 mm in width.

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

Electronic version to be supplied in an editable form (source file).

Highly recommended software: Microsoft Word higher than 5.0, or L^AT_EX.

Graphics and illustrations: preferable formats are TIFF or high-definition JPEG, EPS (inappropriate for text-containing figures), Adobe Photoshop or Illustrator. Avoid PowerPoint documents. Figures must be supplied separately, in their source file, and in no instance incorporated in the text file. Resolution must be appropriate for printing (avoid absolutely ‘screen’-quality images, 72 dpi) and be higher than 300 dpi at the printing size.

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Proofs will be directly sent to the corresponding author 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.

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