

INSTRUCTIONS TO AUTHORS

DUNCAN HERON

*Division of Earth & Ocean Sciences
Duke University
Durham, NC 27708-0233*

ABSTRACT

The person preparing the final manuscript for *Southeastern Geology* should follow these instructions. Prepare your manuscript using Microsoft Word. Please note the *do* and *do not* special instructions. Use the enclosed check list to make sure all instructions have been followed. Don't forget to spell check your manuscript. An example of this essay in submittal form is on pages 3 and 4.

TITLE

Use the style shown on page 4. Do **not** scale type or use caps, boldface or italics.

SPECIAL INSTRUCTIONS ABOUT TYPING

Do not 1) indent beginning of paragraph, 2) type as double columns, 3) hyphenate words at end of line, 4) double space, 5) put two spaces between sentences, or 6) separate paragraphs with a line space.

Do 1) type as a single column, 2) separate paragraphs with a carriage return, 3) spell check your final manuscript version.

HEADINGS

Use no more than three orders of headings. First order is in caps and centered. Do not separate with a line spacing the heading from the preceding or following paragraphs.

Second Order Headings

Second order headings have initial letters

capitalized. Don't forget to center.

Third Order Headings

Third order headings have initial letters capitalized. There is no line space between the heading and the preceding or following paragraph.

FIGURES AND TABLES

Submit all figures sized as you would like for them to be reproduced. Portrait page size figures can be **no** larger than 5 1/4 by 8 inches (smaller lengths are desirable in order to have enough space to put the caption on the same page). Landscape page size figures should be less than 5 1/4 in order to leave room for the caption. Column figures can be no wider than 2 5/8 inches. Remember that authors commonly oversize figures. Just because a figure can be 5 3/8 inches wide doesn't mean it should be. The key is readability.

Submit figures as TIF or JPEG format (at 600 dpi). Crop to eliminate excessive white space.

Photographs should be submitted exact size for publication usually no wider than 2 3/8 (single column), 5 1/4 (double column) or 8 inches if it must be printed as landscape. **Crop all unnecessary details. Don't forget resolution as 6 dpi.**

Figure 1. This is an example of a figure caption. Note that it is not indented and the word "figure" is not abbreviated. Important: Figure captions go at the very end of the manuscript. The figure will be placed as near as possible to where first referenced in the manuscript.

Table 1. Do table title as figure caption.

Do not capitalize table title except where

DUNCAN HERON

conventional. It is best to submit tables as separate Word files. Use the table function in Word. Do not double space and do not waste any vertical line

Keep in mind the size restriction (5 1/4 by 8). Reduce the font size to 6 or 8 points to make the table fit.

REFERENCES CITED

Follow a standard style as in the example below. Note that the journal name must be spelled out. *Do not skip lines between citations.* Do not indent the second line. Type out author names, do not use “____,” in place of the name. Do not use tabs

Smith, John, 1994, Notes on style and other information of no possible use to anyone: Journal of Useless Information, v. 100, p. 875-876.

OTHER STYLE NOTES

When referring to figures, use Figure 1, not Fig. 1. Do not use *et al*, rather use and others, thus Smith and others, 1985.

HEADERS

Please specify a running title for the header. Keep it short. **Do not** use headers on manuscript.

IFINAL MANUSCRIPT CHECK LIST

- ____ Type as single column
- ____ No hyphenated words at end of line
- ____ Paragraphs not indented
- ____ Paragraphs not separated with a line space, use carriage return
- ____ Sentences not separated with two spaces.
- ____ No more than three orders of headings

- ____ 1st order heading all caps and centered
- ____ 2nd order heading with initial letters caps and centered
- ____ 3th order heading with initial letters caps and aligned left
- ____ No line space between any headings, use carriage return
- ____ Figures critically reduced to minimum readable size
- ____ Figures sized no wider than 2 5/8 inches (column width) or 5 1/4 (page width) or 5 1/4 x 8 (full page)
- ____ All figures submitted as separate files. *Do not place figures or tables in Word manuscript file.*
- ____ Photos (crop all unnecessary details) submitted exact size for publication but no wider than 2 5/8 or 5 1/4 as TIF or JPEG file at 600 dpi.
- ____ Figure and table captions at end of manuscript
- ____ Tables submitted as separate files using your word processor table function. Keep tables as tight as possible
- ____ Reference list with no indentation on second line. Place a carriage return after each reference.
- ____ All journal names spelled out
- ____ Reference citation use “and others” rather than *et al* such as (Smith and others, 1994)
- ____ Spell check your manuscript
- ____ Specify a running title for header, but do not prepare manuscript with any headers

Instructions to Authors
Duncan Heron
Division of Earth and Ocean Sciences
Duke University
Durham, NC 27708-0233

ABSTRACT

The person preparing the final manuscript for Southeastern Geology should follow these instructions. Prepare your manuscript using Microsoft Word (Windows or Mac versions). Please note the do and do not special instructions. Use the enclosed check list to make sure all instructions have been followed. Don't forget to spell check your manuscript. An example of this essay in submittal form is on page 4 and 5.

TITLE

Use the style shown on page 4. Do **not** scale type or use caps, boldface or italics.

SPECIAL INSTRUCTIONS ABOUT TYPING

Do not 1) indent beginning of paragraph, 2) type as double columns, 3) hyphenate words at end of line, 4) double space, 5) put two spaces between sentences, or 6) separate paragraphs with a line space.

Do 1) type as a single column, 2) separate paragraphs with a carriage return, 3) spell check your final manuscript version.

HEADINGS

Use no more than three orders of headings. First order is in caps and centered. Do not separate with a line spacing the heading from the preceding or following paragraphs.

Second Order Headings

Second order headings have initial letters capitalized. Don't forget to center.

Third Order Headings

Third order headings have initial letters capitalized. There is no line space between the heading and the preceding or following paragraph.

FIGURES AND TABLES

Submit all figures sized as you would like for them to be reproduced. Portrait page size figures can be no larger than 5 1/4 by 8 inches (smaller lengths are desirable in order to have enough space to put the caption on the same page). Landscape page size figures should be less than 5 1/4 in order to leave room for the caption. Column figures can be no wider than 2 5/8 inches. Remember that authors commonly oversize figures. Just because a figure can be 5 3/8 inches wide doesn't mean it should be. The key is readability.

Submit figures as TIF or JPEG format (at 600 dpi). Crop to eliminate excessive white space.

Photographs should be submitted exact size for publication usually no wider than 2 3/8 (single column), 5 1/4 (double column) or 8 inches if it must be printed as landscape. Crop all unnecessary details. Don't forget resolution as 6 dpi.

Figure 1. This is an example of a figure caption. Note that it is not indented and the word "figure" is not abbreviated. Important: Figure captions go at the very end of the manuscript. The figure will be placed as near as possible to where first referenced in the manuscript.

Table 1. Do table title as figure caption.

Do not capitalize table title except where conventional. It is best to submit tables as separate Word files. Use the table function in Word. Do not double space and do not waste any vertical line. Keep in mind the size restriction (5 1/4 by 8). Reduce the font size to 6 or 8 points to make the table fit.

REFERENCES CITED

Follow a standard style as in the example below. Note that the journal name must be spelled out. Do not skip lines between citations. Do not indent the second line. Type out author names, do not use "____," in place of the name. Do not use tabs

Smith, John, 1994, Notes on style and other information of no possible use to anyone: Journal of Useless Information, v. 100, p. 875-876.

OTHER STYLE NOTES

When referring to figures, use Figure 1, not Fig. 1. Do not use *et al*, rather use and others, thus Smith and others, 1985.

Headers

Please specify a running title for the header. Keep it short. Do not use headers on manuscript.