

# AUTHOR INSTRUCTIONS

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## Introduction

We recommend reading each of the sections below before preparing your submission to GEUS Bulletin. These instructions refer to article submissions. Separate instructions for preparing monographs and map descriptions are available upon request to the editorial office.

## 1.0 Formats and Publishing Criteria

Authors should read this section before making a submission to GEUS Bulletin, especially if this is your first submission.

Topics covered in this page include:

- [1.1 Journal remit and readership](#)
- [1.2 Article types](#)
- [1.3 Publishing criteria](#)

### 1.1 Journal remit and readership

GEUS Bulletin publishes geoscience research papers with a focus on Denmark, Greenland and the wider North Atlantic and Arctic regions. The journal serves a broad geoscientific readership from research, industry, government agencies, NGOs and special interest groups. We welcome submissions that fit this remit.

### 1.2 Article types

GEUS Bulletin publishes two main categories of articles: **(1) short articles** (up to 6 pages), in a rapid-communication style that are of immediate interest to the geoscience community, and **(2) regular articles** (up to 20 pages) with fewer restrictions on the total word count and number of display items.

#### 1.2.1 Short articles

These short articles often provide first accounts of ongoing research projects, case studies or descriptions of new methods under development, early publication of which may be of interest to scientists in this field, or another related field. Authors can choose one of the following types of short articles:

**RESEARCH ARTICLE | SHORT** – documenting new results from a complete or ongoing research project.

**REVIEW ARTICLE | SHORT** – a mini-review of literature on a topical subject.

**DATA ARTICLE | SHORT** – documenting a new or updated dataset. These articles should be accompanied by a (DOI) link to the dataset in a recognised data repository. Read more in our [data sharing and reproducibility policy](#).

**METHOD ARTICLE | SHORT** – documenting a new or updated method relevant to the geoscientific community.

These short articles are limited in space to 6 pages of typeset manuscript. This roughly corresponds to 3000 words and a maximum of 4 mid-sized (half page) display items (figures

and tables). Authors can submit supplementary files to document technical but essential information regarding methods (sample collection, preparation, analyses and statistical treatment of data), and additional figures and tables that add deeper context and additional documentation of the results.

We request a review turnaround time of 2 weeks for these submissions, though the actual return time depends on the reviewers' availability.

### 1.2.2 Regular articles

These articles document original research or a literature review and are ideal for submissions that require extra space or additional figures and tables that would otherwise exceed the limits of a short-format article.

Authors can choose one of the following types of regular articles:

**RESEARCH ARTICLE** – documenting new results, datasets or methods.

**REVIEW ARTICLE** – a literature review on a subject of interest to the geoscience community.

These articles are limited to 20 pages of typeset manuscript. Authors can submit supplementary files to document additional explanatory text, figures or tables that provide useful, though not essential, information. Any information or data that are essential to understanding the line of argument and conclusions developed in the manuscript should be presented in the main text.

We request a review turnaround time of 6 weeks for these submissions, though the actual return time depends on the reviewers' availability.

## 1.3 Publishing criteria

At GEUS Bulletin, our editorial team believes that the role of a scientific journal is to provide the professional services and resources needed to read and publish peer-reviewed scholarly research. This includes managing the peer-review process, encouraging transparency and ethical reporting of scientific results, and providing a modern, user-friendly and reliable platform for publication and long-term preservation of the scientific record.

We do not set arbitrary editorial restrictions on an article's perceived 'novelty' or 'impact'. We do not prioritise articles for publication based on the perceived popularity of a certain topic, nor do we penalise articles for focusing on a single study site without seeking a larger, regional or global application of their findings.

We do, however, require that the following criteria are met before an article is published on our platform:

1. An article should fall within the journal's remit.
2. An article must document fully the methods used. This includes any field methods and sample collection, software, laboratory analyses and statistical treatments of data.
3. Articles must contain a clear rationale for the study. This includes a clearly formulated research question, aims and objectives.
4. Conclusions must always be supported by the data presented and the methodology described.
5. Articles must be written in clear (UK) English and follow a logical structure.

6. An article must not have been published before in a peer-reviewed journal or be under consideration for publication elsewhere.

In submitting an article to GEUS Bulletin, authors agree to our policies on [authorship](#), and [intellectual property](#). In publishing an article in GEUS Bulletin, authors consent to publishing their work under the conditions described in the journal's policies on [open access and copyright and licensing](#).

Where relevant, our editorial team will explain how a manuscript falls short of these criteria and recommend steps that the corresponding author might take to rectify them.

Note that manuscripts are rarely rejected because of poorly written English or structural issues, alone. However, a published article must be understandable, with well-written English and a logical structure. Our editorial team will always discuss such issues with the corresponding author and advise them on how to proceed.

## 2.0 Editorial and Peer Review Process

We recommend reading this section if it is the first time that you are submitting an article to GEUS Bulletin. Here, we outline the editorial process from the moment we receive your submission through to publication, including how to report an issue with your submission.

All research papers published by GEUS Bulletin are peer-reviewed by at least two scientists who are expert in their fields. Submissions are by the GEUS Bulletin online submission system and undergo the process outlined in the following sections.

Topics covered in this page include:

- [2.1 Initial checks](#)
- [2.2 Peer review](#)
- [2.3 Resubmission](#)
- [2.4 Pre-production](#)
- [2.5 Production](#)
- [2.6 Publication](#)
- [2.7 Types of peer review](#)
- [2.8 Reporting a dispute](#)
- [2.9 Pre-submission editing services](#)

### 2.1 Initial checks

All manuscripts are initially examined by one or more members of the editorial team and run through CrossRef Similarity Check plagiarism software. A manuscript that fails the plagiarism check or falls outside of the journal's remit may be unsuitable for publication. Manuscripts will be returned to the corresponding author if the submission is incomplete (i.e. missing or incomplete figures or text), or requires significant editing for language, readability or structure.

The corresponding author will be notified if the submission is unsuitable for publication in GEUS Bulletin, along with an explanation. Likewise, we will notify the corresponding author if the manuscript, figures or tables require revisions before they can proceed to peer review. We will always provide feedback and instructions to help authors prepare their manuscript for resubmission.

### 2.2 Peer review

Submissions deemed suitable for peer review will be assigned to a subject editor, who arranges for the submission to be reviewed by at least two scientists who are experts in their fields. After receiving the reviewers' comments, the subject editor takes the decision to accept the manuscript subject to a full readability and language edit, request revisions (with or without another round of peer reviews) or to reject the manuscript. Their decision is based on feedback from the reviewers and their own editorial judgement and will be clearly communicated to the corresponding author with a detailed explanation, intended to help the authors in future submissions to this or any other journal.

### 2.3 Resubmission

In preparing a resubmission, authors should read and address all the comments and edits from the reviewers and the editor handling their submission. Depending on the extent of

revision required, authors may be asked to prepare their manuscript according to the 'initial submission' guidelines or the 'final submission' guidelines. Authors should follow the editor's instructions to ensure that they submit the correct files for production and copyediting. The subject editor takes the decision to accept the manuscript subject to a full readability and language edit, request further revisions (with or without another round of peer reviews) or to reject the manuscript.

## 2.4 Pre-production

To maintain the professional level of articles published in GEUS Bulletin, all articles must undergo a thorough language and readability edit prior to production and publication. This is conducted by a member of the journal editorial team before the files are sent to production. No significant scientific changes or addition of figures or data can be made at this point.

At this stage, our editorial team ensures that the manuscript is generally readable and suitable for a broad geoscientific audience, follows a good structure with a clearly defined research question, aims and objectives, and so far as possible adheres to subject- and regional-specific standards. For example, ensuring the correct spelling of Greenlandic place names. The editorial team also checks that the total word count and display items adhere to the guidelines and that the final submitted artwork files (figures and tables) are ready for publication. This stage may require multiple rounds of edits between the editorial team member and the corresponding author.

## 2.5 Production

Once the editorial team member and corresponding author have agreed on the final version, it is sent to production. The corresponding author will receive the typeset proofs for their approval. No significant changes or addition of figures or data can be made at this point.

## 2.6 Publication

Approved PDF proofs are published immediately online at [www.geusbulletin.org](http://www.geusbulletin.org). Articles published in or after 2019 are available in PDF, EPUB, HTML and a 'side by side' (xml) format designed for optimal reading, online.

## 2.7 Types of peer review

GEUS Bulletin adheres to a semi-open or a single-blind review process. Specifically, the editor's name will always be made known to the authors and reviewers. The authors' names will always be known to the subject editor and reviewers. And by default, the reviewers' names are included in the published PDF of the article. However, a reviewer can request to remain anonymous when they return their review comments. In such cases, it is the reviewer's responsibility to ensure that they have anonymised their comments and any edited manuscript file included in their review.

The editorial team aims to complete the initial in-house checks within 5 working days, but this may be delayed during busy periods or the holidays. Authors should note that it can take 2 weeks (sometimes more) to assign an editor and find suitable reviewers, and for all reviewers to accept and receive the manuscript files.

For short, rapid communication articles, we ask reviewers to return their comments within 2 weeks. For all other articles we request that comments are returned within 6 weeks.

However, we appreciate that reviewers volunteer their time to deliver a comprehensive and considered review, so these deadlines are flexible.

## 2.8 Reporting a dispute

How to report a dispute largely depends on the nature of the dispute, who is raising it and the stage at which the dispute is raised.

Most disputes that arise during the editorial and review process can be resolved between the editorial team and the authors or reviewers. For example, where the authors dispute the validity of comments made by a reviewer, or where the authors disagree with an editor's advice for resubmission. Usually, such issues can be discussed between the parties, and a consensus reached.

In the first instance, we ask that the parties discuss the issue to try to find a solution. Where a dispute cannot be resolved in this way, the issue can be raised with the editor in chief.

All complaints, appeals or allegations of misconduct can be addressed in writing to the editor in chief at [complaints@geusbuletin.org](mailto:complaints@geusbuletin.org).

## 2.9 Pre-submission editing services

Poorly written English or poor structure are rarely reasons enough to reject a manuscript. However, a poorly written manuscript or an illogical structure, can be distracting. Manuscripts that suffer from these issues, to the extent that they are likely to prevent the reviewers from judging the scientific merits of the work, will be returned to the authors with advice for how they might improve and prepare a resubmission.

For authors with a GEUS affiliation, we offer a pre-submission language and developmental editing service of manuscripts, for free. Here, the authors will receive an edited and commented version of their manuscript, and a short summary report by email to highlight the main areas that could benefit from revision before submission.

Using this service in no way guarantees acceptance of a manuscript. But it does help authors to prepare their manuscript to a good level of English, with a logical structure and catches any editorial inconsistencies before the manuscript is submitted for peer-review. This helps to ensure that the editor and reviewer can concentrate solely on the scientific merit of the work without distractions. This service is only available to GEUS-affiliated lead- or corresponding authors. It is currently performed by the editor in chief, Catherine Jex, and as such is subject to availability. Email [enquiries@geusbuletin.org](mailto:enquiries@geusbuletin.org) to find out more about this service.

## 3.0 Submitting a Manuscript

This page describes how to submit your manuscript to GEUS Bulletin using our online submission system. It includes a list of all the information and files you will need to complete your submission. A short video is available on the GEUS Bulletin [YouTube channel](#) that describes the submission process.

Topics covered in this page include:

- [3.1 Submit a manuscript](#)
- [3.2 Information to include](#)
- [3.3 Files to include](#)
- [3.4 Author declarations](#)
- [3.4 Datasets and code](#)

### 3.1 Submit a manuscript

After reviewing these guidelines, submit manuscripts online using the GEUS Bulletin [online submission system](#). Step-by-step instructions are available during the submission process. Track the progress of your submission by logging into the GEUS Bulletin website. Use the register/login links at the top right corner of this site.

For technical support contact [support@openacademia.com](mailto:support@openacademia.com).

### 3.2 Information to include

You should have the following information ready when you make a submission:

- **Login details for the online submission system.** First time users will be invited to register to access the submission system.
- **Content type.** Authors will be prompted to choose an article type from a drop-down list. Please refer to the article types section, before beginning your submission.
- **Full and correct names and affiliations of all the co-authors.** It is the submitting author's responsibility to check all names and affiliations for correct spelling.
- **Names and contact details for at least 4 reviewers.** Suggested reviewers must not have a competing interest in the study. For example, authors should avoid suggesting anyone with whom they have had an active collaboration in the past two years, or anyone from the same institution or research group. Exceptions are made for long authorship lists, consisting of large consortia. In such cases, a suggested reviewer and co-author may have an overlapping publication history as part of a large consortium, but must not have worked together, personally.
- **Other metadata from your manuscript file.** Besides the author names and affiliations, you will also be prompted to enter 5 keywords and the abstract.
- **Additional information.** The manuscript file should contain a funding statement, a list of author contributions, a declaration of any competing interests, and a list of any additional material (i.e. supplementary files or links to online datasets).

### 3.3 Files to include

You will need to upload the following files during the submission:

- **A single manuscript file.** For an initial submission (i.e. first submission of the manuscript, intended for peer review), authors can submit a single .docx or .pdf file containing all the article text (title, authors, affiliations, keywords, abstract, main text, acknowledgements, references, additional information) and display items (figures and tables). Place display items after the references or where they are first cited in the text.
- **Any supplementary files.** When submitting supplementary files authors are asked to include a file with the name readme.docx that briefly describes the contents of each file.

Note that additional files are required when resubmitting a manuscript after the peer review stage. This is referred to as a final submission.

### 3.4 Author declarations

As part of the submission process, authors are required to check off their submission's compliance with the following items. Submissions may be returned to authors that do not adhere to these guidelines.

- I declare myself as the corresponding author and will act as spokesperson for all authors during the review process and beyond. I understand that it is my responsibility to inform all co-authors of the manuscript's progress following submission.
- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The contents of this paper are agreed on by all the co-authors and the submission adheres to the criteria laid out in the authorship and contributions policy.
- I declare no competing interests, real or perceived concerning myself or any of the co-authors. Or, I have declared these as part of the submission, under Additional Information. It is the corresponding author's responsibility to declare such interests on behalf of all authors upon submission.
- The manuscript adheres to the content and formatting guidelines described in the journal's author instructions.
- In submitting an article to GEUS Bulletin, authors agree to our policy on intellectual property and consent to publishing their work under the conditions described in our open access and copyright and licensing policy.

### 3.4 Datasets and code

We encourage authors to make their data and methods as open as possible, by one of the following methods:

- Provide a (DOI) link to the original data or code in a data repository as part of the manuscript.
- Upload data or code to the GEUS Bulletin Dataverse for free. When you submit your manuscript, under "Comments to the Editor", indicate that you wish to upload your data or code to the GEUS Bulletin Dataverse.

If you have a GEUS email address, you can login and upload your dataset to the GEUS Bulletin Dataverse. Go to <https://dataverse01.geus.dk/dataverse/bulletin> to login or signup using your GEUS email.

After logging in, click "add dataset" to upload your files and provide all required metadata. Datasets can be submitted any time after your initial submission.

If you do not have a GEUS email, contact the editor handling your submission who will arrange for the files to be uploaded on your behalf.

All datasets are reviewed for completeness by a member of the editorial team and are published when the article is accepted, or earlier, by arrangement with the author. All published datasets receive a DOI, providing a permanent link between the dataset and the corresponding research article.

Published datasets can be updated as more data become available. All versions will be preserved.

## 4.0 Preparing an Initial Submission

Please read this section before preparing your manuscript files. This page contains full instructions to help you prepare and format your initial submission, including the main text, figures and tables, references, supplementary files and other important items.

Our editorial team will always advise and work with authors to develop their submissions to a publishable level. This includes helping them to improve the readability and structure of their accepted manuscripts prior to publication, such that the wider geoscience community can fully understand and build upon the published research. We can also advise and help authors to improve the quality and clarity of display items (figures and tables) prior to publication.

Topics covered in this page include:

- [4.1 Manuscript](#)
- [4.2 Manuscript length](#)
- [4.3 Display items \(figures and tables\)](#)
- [4.4 Citations and reference styles](#)
- [4.5 Supplementary information and data files](#)
- [4.6 Language](#)
- [4.7 Copyright and confidential information](#)
- [4.8 Plagiarism and intellectual property](#)

### 4.1 Manuscript

The manuscript should be supplied as a single file (pdf, doc or docx). Text should be in a single column, 1.5 line spacing and pages and lines numbered. This file should contain a title page, abstract, main text, acknowledgements, additional information, references, figures, tables and captions.

Each of these items are described in more detail, in this section.

#### 4.1.1 Title page

Include the article title, author name(s) and their affiliations and addresses, email address for the corresponding author, 5 keywords and the abstract. The title should be concise and convey a sense of the study outcome. For example, use a declarative style that states or points towards the main conclusion or outcome of your study, rather than the broad topic of interest. For example:

**Topic-based title:** *“Titanite precipitation in Paleogene sandstones from a volcanic terrane, East Greenland”*

**Declarative title:** *“U-Pb dating identifies titanite precipitation in Paleogene sandstones from a volcanic terrane, East Greenland”*

Keywords should be in alphabetical order.

#### 4.1.2 Abstract

The abstract should provide brief context for the study, a clearly formulated research question and aim(s), and a summary of the key results and conclusions reached. Avoid subject-specific terminology and acronyms and write for a broad geoscientific audience. The

maximum word limit for abstracts varies according to the article type: 6-page short papers (200 words), 20-page research and review articles (300 words). Do not use citations in the abstract.

### 4.1.3 Main text

Follow a logical structure that starts with an 'introduction' to establish the rationale for the study. The introduction should provide relevant background information to understand the rationale, a statement of the knowledge gap to be addressed and the research question(s), as well as the study's aims and objectives. From here, any further background information and new results should be introduced in a logical order. For example, include a section to summarise the study area, including the geological or climatological setting, as appropriate, followed by a section to describe the methods (and materials) used. Results and discussions should follow, then conclusions or summary.

#### 4.1.3.1 Introduction

The introduction should provide context to understanding the rationale of the study and define the research question that the study aims to address. Ideally, the research question should appear in the opening sentences of the article. The rest of the introduction should expand upon this background information and close with concise, clearly formulated aims and objectives. To maintain a good structure, make sure that the aims and objectives are listed in the same order in which they are later addressed in the paper. Both the abstract and the introduction should be written, such that a reader from any geoscience field might understand. An effective introduction avoids subject-specific terminology, but where it is necessary such terms should always be defined.

#### 4.1.3.2 Methods

Document all methods such that (1) a reader understands how all data were collected and analysed, and (2) a qualified person might replicate them. In short papers (6 pages) the methodology can be provided as a supplementary file, or if there is space, authors can include a brief summary in the main text with a more detailed methodology supplied as supplementary information. Standard methods need not be described in full if suitable references are cited. Otherwise, document all field methods and sample collection procedures, software, laboratory analyses (including the make and model of analytical equipment) and statistical treatments of data.

#### 4.1.3.3 Results and discussions

These sections need not be labelled as such, but the manuscript must include some description and discussion of the main trends shown in the data presented. Cite (and describe) each figure or table in the same order in which they are numbered. And avoid vague descriptions of data as "high" or "low", without citing examples.

Don't write: *"Pb values are high in the top 20 cm of soil. Lower values are observed in deeper soils."*

Do write: *"Pb values are elevated in the top 20 cm of soil (225 ppm). Lower values are observed below 5 m depth (100 ppm)."*

Where relevant include uncertainties or a suitable statistical measure of the likely spread of values observed in the data.

#### 4.1.3.4 Conclusions or summary

The conclusions or summary section should not simply repeat text already presented in the manuscript. Rather, it should build upon the main outcomes of the study and set the results

in a broader context of the overarching field. For example, state how the results have addressed the research question and how they may contribute to advancing knowledge in the field. You may consider closing the manuscript with a brief statement on the next steps for any future research.

#### 4.1.4 Acknowledgements

Contributions that do not meet the [authorship criteria](#) might be better recognised in an acknowledgement. Authors might wish to thank colleagues for their technical, analytical or field assistance. We recommend that authors seek permission from so-named individuals, since their acknowledgement might imply that they endorse the work.

It is also common practice to thank reviewers for their comments, which often help to develop the manuscript for publication. Acknowledgements should be brief and concise, avoiding personal sentiments and superlative language.

#### 4.1.5 Additional information

**Funding statement:** All sources of financial support for the study (or parts of the study) must be acknowledged, including grants, or funds from private companies or the authors' host institutions. Include the grant number where available. Example formats include:

*"This study was supported by [insert funder name], grant number [insert grant number]."*

*"Fieldwork was funded by [insert institution/company name]."*

*"Analyses were paid for by [insert funding body and grant number if relevant]."*

**Author contributions:** All submissions to GEUS Bulletin should include a brief statement of who contributed to the work and in what capacity. State the initials of each author followed by their contribution. Example format, where "KS" and "DJR" are the initials of two co-authors:

*"KS: modelling, statistical analyses and prepared first draft. DJR: collected field samples and helped draft and revise the manuscript."*

**Competing interests:** Authors are required to declare any actual or perceived competing interests. For example, where the authors have a competing financial interest that may be perceived to impact the publication of the work. Example formats include:

*"The authors declare no competing interests"*

*"KS and DJR are consultants for the company who funded the work."*

**Additional files:** Here, authors can include DOI or URL links to data produced as part of the study. If supplementary files were included in the submission, they are mentioned here in the article pdf with a link to the article, online. Example formats:

*"Data produced as part of this study are available for download/purchase at [insert data repository url or DOI where the data can be accessed]."*

*"The software developed for this study is available for download/purchase at [insert URL or DOI]."*

## 4.2 Manuscript length

Short articles are limited to 6 pages of typeset manuscript, which corresponds to c. 3000 words and 4 mid-sized display items. This word limit includes all components of the manuscript: title, authors and affiliations, abstract, main text, acknowledgements, additional information, references and captions.

Regular research articles are limited to 20 pages of typeset manuscript.

For guidance, one typeset page of unbroken text or a full-size display item typically corresponds to 800 words. A mid-sized display item corresponds to half a page or 400 words. A small figure corresponds to a quarter of a page or 200 words.

## 4.3 Display items (figures and tables)

### 4.3.1 Figures

For the initial submission, authors do not need to submit final, publication-quality display items. Figures and tables are to be supplied as part of the manuscript file, in the size intended for publication and at a resolution that allows the editors and reviewers to assess the data.

Authors will be sent further instructions to prepare their final artwork should the manuscript be accepted. However, authors may wish to follow these brief guidelines when preparing their figures for the initial submission to aid the review and production process:

1. Prepare all figures to at least 300 dpi resolution, including all component parts of an image where, for example, multiple photos are combined into a single figure.
2. If the software gives the option, choose either HMYK or RGB colour space.
3. Prepare figures to the size intended for publication. GEUS Bulletin standard widths are 82 mm (one column) and 171 mm (two columns). We can also accommodate 1.5 columns (112 mm). The maximum page height is 235 mm.
4. At these sizes, use a minimum font size 7pt, maximum size 9pt, in a widely available sans serif font such as Helvetica or Arial.
5. Use the same font for all figures.
6. Provide a scale (metric) and geographic information (latitude and longitude), where relevant. Generally, all maps should have coordinates.
7. Clearly define all symbols, shading, lines or other features in a legend or caption.
8. Use upper case or lower-case letters to identify each panel in a composite figure.

Any questions concerning the preparation of display items and file formats can be addressed to the subject editor or by emailing the graphics team at [graphics@geusbulletin.org](mailto:graphics@geusbulletin.org).

### 4.3.2 Tables

Tables should be included in the manuscript file. In accepted manuscripts, tables will be formatted during the production stage. However, authors can aid the review and production process by adhering to the following guidelines:

1. Prepare tables to the size intended for publication. GEUS Bulletin standard widths are 82 mm (one column) and 171 mm (two columns). The maximum page height is 235 mm.

2. At these sizes, use a minimum font size 7pt, maximum size 9pt, in a widely available sans serif font such as Helvetica or Arial.
3. Always prepare tables in portrait over landscape format where possible.
4. Each table must have a short title. Table number written as “Table 1.”
5. Use footnotes below the table to define all symbols, abbreviations or data sources. Each footnote should be labelled as “a, b, c, etc” or “1, 2, 3 etc” (lowercase, superscript).

### 4.3.3 Captions

Figure captions should be concise and should not duplicate the main text. They should provide enough detail such that the figure can be understood separate to the main text. But they should not contain lengthy descriptions of the results, discussions or methodology.

Ideally the first sentence of any caption should provide a short statement to summarise the title of the entire figure, followed by an explanation of any individual panels. All symbols, abbreviations, shading, lines or other features should be defined in either the caption or a legend.

The word ‘Figure’ is abbreviated to ‘Fig.’ at the beginning of the caption (E.g. “Fig. 1 This is a caption.”).

Photo credits are in the form “Photo: Poul Davidson” with a year if relevant. No credit is needed for photographs taken by a co-author.

Provide credit for figures reproduced wholly or partially from elsewhere as follows:

1. “Reproduced with permission from Svennevig (2019).” I.e. the figure is an exact copy of the original and permission has been granted for reproduction.
2. “Slightly modified from Svennevig (2019).” I.e. minor changes to the original figure.
3. “Modified from Svennevig (2019).” I.e. significant changes.
4. “Based on Svennevig (2019).” I.e. totally re-designed but elements or ideas from the original are still present.

## 4.4 Citations and reference styles

To facilitate review and production, authors may wish to adopt the GEUS Bulletin style for in-text citations of display items (figures, tables and supplementary files) and references, and the full list of references at the end of the manuscript. This is not mandatory for the initial submission as all accepted manuscripts will be formatted prior to publication. However, authors should be consistent with their style of citations and reference formatting.

The GEUS Bulletin styles are outlined below for authors who wish to adopt them in their submission.

### 4.4.1 Citing figures, tables and supplementary files

Number all display items (figures, tables and supplementary files) in the order in which they are cited in the main text.

The GEUS Bulletin style for in-text citations of display items is as follows: ‘Fig. 1’, ‘Figs 1A–C’ and ‘Table 1’. Citation of display items from other papers are ‘fig. 1’, ‘table 1’. Where a figure is cited at the beginning of a new sentence, it is not abbreviated, i.e. ‘Figure 1.’

#### 4.4.2 Citing references

The GEUS Bulletin style for in-text citations of references is as follows:

1. For 1 author, cite the name and year of publication: (Hansen 2019) or Hansen (2019).
2. For 2 authors, use an ampersand (&) between names: (Hansen & Jensen 1996) or Hansen & Jensen (1996).
3. For 3 or more authors, cite the first author's name followed by *et al.* in italics: (Fausto *et al.* 2018) or Fausto *et al.* (2018)
4. Lists of papers by different authors are separated by a semicolon (Hansen 1996; Andersen 1999; Børgesen 2000) and cited chronologically.
5. Two or more papers by the same author(s) are separated by commas (Hansen 2015, 2018, 2019).

Unpublished reports and repository-hosted pre-prints (with a DOI) may be cited. Papers marked as 'in press' (i.e. papers that have been accepted) may be cited when a version of record is available online, preferably with a DOI.

Personal communications (verbal and written, including manuscripts that are submitted or in preparation) are given with initials and year e.g. (P.V. Herz, personal communication 2008). Another form is: (P.V. Herz, unpublished data 2008). A published paper, book or conference abstract is always a preferred source.

#### 4.4.3 Reference style

All citations that appear in the main text, figures, tables and captions must be listed in the references section.

References will be formatted during production, but they will not be checked for accuracy. Remember, it is the author's responsibility to check that all references are correct and provided in full.

Always include a DOI where available, in the format <https://doi.org/...> Use the [CrossRef Metadata Search](#) to check the DOI before submitting your manuscript.

If you supply a URL, please include the month and year the resource was accessed at that URL.

The GEUS Bulletin style is outlined here for authors who wish to adopt it in their submission:

1. List references alphabetically by (1) first author's surname and (2) by second author's surname, then chronologically.
2. Ten or more authors or 3 or more editors are shortened to the first author's name and initials(s) followed by "*et al.*".
3. Use the full journal title and book publisher name. For website citations include the date (month and year) the site was accessed. Datasets should include a DOI or URL to the dataset online.
4. No comma between author name(s) and year, and no space between author initials, but with a point.
5. If using a reference software tool, we recommend exporting references in APA or Chicago style and amend to our inhouse format using the examples below.

#### 4.4.4 Common referencing examples:

**Abstract:** Kjeldsen, K.K., Khan, S.A., Colgan, W.T. & Fausto, R.S. 2018: Improving mass balance estimates of large outlet glaciers from the Greenland Ice Sheet. Washington D.C., USA, 4–10 December, 2018. AGU Fall Meeting Abstracts.

**Article:** Szykiewicz, A., Olichwer, T. & Tarka, R. 2020: Delineation of groundwater provenance in Arctic environment using isotopic compositions of water and sulphate. *Journal of Hydrology* **580**, 124232. <https://doi.org/10.1016/j.jhydrol.2019.124232>

**Article/chapter in book:** Thurston, P.C. & Chivers, K.M. 1990: Secular variation in greenstone sequence development emphasizing Superior Province, Canada. In: Gaal, G. & Groves, D.I. (eds): *Precambrian ore deposits related to tectonics*. *Precambrian Research* **46**, 21–58, [https://doi.org/10.1016/0301-9268\(90\)90065-X](https://doi.org/10.1016/0301-9268(90)90065-X)

**Book:** Masaitis, V. L. & Naumov, M. V. (eds.) 2020: *The Puchezh-Katunki Impact Crater. Impact Studies*. 213 pp. Springer International Publishing. <https://doi.org/10.1007/978-3-030-32043-0>

**Computer programme:** R Core Team. 2017: *R. A language and environment for statistical computing*. R Foundation for Statistical Computing, Vienna, Austria. <https://www.R-project.org/>

**Dataset:** Porter, C. *et al.* 2018: ArcticDEM V2, Harvard Dataverse. <https://doi.org/10.7910/DVN/OHHUKH>

**Map:** Pedersen, A.K., Larsen, L.M., Pedersen, G.K. & Dueholm, K.S. 2008: Geological map of the area around Sikillingi, western Nuussuaq, central West Greenland, 1:20 000. Copenhagen: Geological Survey of Denmark and Greenland.

*Download our full reference style guidelines from our website.*

#### 4.5 Supplementary information and data files

Authors can include supplementary files as part of their submission. For example:

- In short articles, methods can be described in a supplementary file.
- In all articles, information that is of a technical nature, but not crucial to the main line of argument might be best presented in supplementary files.
- Data produced for the study can be included in supplementary files.

These files will be made available to the reviewers, who may suggest changes. Supplementary files are not typeset or copy-edited during production, so authors should take care to submit files that are spell checked and generally understandable.

When submitting supplementary files authors are asked to include a readme.docx file that lists the name of each file and briefly describes their contents. Supplementary files are uploaded to the GEUS Bulletin Dataverse, data repository, where they receive a DOI. This DOI is included in the published article.

#### 4.6 Language

Use UK English. Refer to our glossary ([available to download online as a PDF](#)) for recommended spellings and usage according to the Geological Survey of Denmark and

Greenland (GEUS), including geographical divisions and place names in Greenland and Denmark.

The abstract and introduction should be understandable to a scientist from any geoscience background. So far as possible, avoid using subject specific terminology in these sections. Else, define such terminology where appropriate.

We encourage authors to use active phrasing where possible, or a mix of passive and active phrasing. Active phrasing is especially useful to differentiate between activities carried out in the current study vs. activities completed in the past by other authors. For example, “we collected 71 samples from Disko, west Greenland” is a much clearer statement than “71 samples were collected from Disko, west Greenland”. Only in the former example is it clear who collected the samples and that they were collected as part of the current study. Depending on the context, the latter example could be confusing.

Avoid long sentences, with multiple clauses, which run for three or more lines in the manuscript.

Authors should ask a colleague whose written English is of an excellent standard to read their manuscript before submission.

A few things to note:

**Abbreviations and italics.** Latin words and some abbreviations are given in italics, for example c., et al., in situ, sensu lato, while others, such as cf., e.g., i.e., viz., are not.

**Units of measure, symbols, letters etc.** GEUS Bulletin uses the SI system (Système International) of units. For example, G (giga), M (mega), k (kilo), d (deci), m (milli), n (nano), Ga (gigayear), Ma (megayear), km (kilometre), mm (millimetre) etc. Imperial units (feet etc.) may be retained for older subsurface data/samples.

**Paleo vs. Palaeo.** Either are accepted within a single manuscript, but not both.

#### 4.7 Copyright and confidential information

It is the authors' responsibility to obtain permission to use published copyrighted material, and to state the licence and permission in the main text or caption. It is the author's responsibility to ensure that the manuscript does not contain any confidential information.

In submitting to GEUS Bulletin, the authors agree to the conditions laid out in the journal's policies on [open access, copyright and licensing](#) and [intellectual property](#).

#### 4.8 Plagiarism and intellectual property

GEUS Bulletin considers the following to constitute plagiarism, as defined by the [Council of Science Editors \(CSE\)](#):

*“[T]he unauthorized use or close imitation of the language (figures images or tables) and thoughts of others and the representation of them as one's own original work without permission or acknowledgment by the author of the source of these materials.”*

We consider self-plagiarism to fall within this category, i.e. where researchers re-use their own text or duplicate their own previously published reports without acknowledgment. This, is sometimes called text recycling, duplicate or redundant publication.

Submissions to GEUS Bulletin must not engage in plagiarism or self-plagiarism (text recycling, duplicate or redundant publication). Please read our full policy on [intellectual property](#) for further information.

## 5.0 Preparing a Final Submission

For authors resubmitting a manuscript following the peer review (referred to as a 'final submission'), we require a few additional steps. This section helps authors prepare the final manuscript file and production-ready artwork. Please read this section carefully before resubmitting your manuscript.

Topics covered in this page include:

- [5.1 Production-ready manuscript file](#)
- [5.2 Production-ready display items](#)

### 5.1 Production-ready manuscript file

When resubmitting a manuscript after peer review, authors will be asked to supply 2 files (doc or docx format):

1. **A revised manuscript file.** All changes should be highlighted using the 'track changes' function or some other way.
2. **A letter/summary document that replies to the reviewers' comments, point by point.** Clarify what changes you have made (this is not needed for trivial changes, such as spelling corrections). If you choose not to make a change in response to a comment, please explain why.
3. **Any additional (supplementary) files.** Please resubmit these files, even if they have not changed from your original submission.

In preparing a final submission, authors should address all the reviewers' comments or edits. Include a comment to indicate that the reviewers' edits have been accepted or rejected, and a description of the changes made or a rebuttal (with justification).

The manuscript file should be supplied as a pdf, doc or docx, single column, 1.5 line spacing and pages and lines numbered. The file should contain a title page, abstract, main text, acknowledgements, additional information, references, and all captions.

Before resubmitting, authors should check that the manuscript adheres to the word limit for this type of article and other formatting guidelines described in the previous section.

Unless instructed otherwise by the editor, authors should remove all display items (figures and tables) from the manuscript file, such that it only contains the text elements of the submission. All display items should not be supplied separately.

Note: If the editor requests substantial revisions, they may advise authors to submit a revised manuscript file with display items included, i.e. as described in the previous section: *Preparing an initial submission*. Please refer to the decision email from the editor handling your submission for precise instructions.

### 5.2 Production-ready display items

#### 5.2.1 Figures

At this stage, figures should be supplied as separate files. It is the authors' responsibility to provide production-ready figures as part of the final submission. However, our graphics team

can advise and help. We ask authors to submit figures in a format that, where necessary, allows the graphics team to make minor adjustments before publication.

Here, we summarise the main requirements:

1. Prepare all figures to at least 300 dpi resolution. This includes the component parts of an image, for example where multiple photos are combined in a single figure.
2. If the software gives the option, choose RGB colour space.
3. Prepare figures to the size intended for publication. GEUS Bulletin standard widths are 82 mm (one column) and 171 mm (two columns). We can also accommodate 1.5 columns (112 mm). The maximum page height is 235 mm.
4. At these sizes, use a minimum font size 7pt, maximum size 9pt, in a widely available sans serif font such as Helvetica or Arial.
5. Use the same font for all figures.
6. For mathematical symbols use Basic Math or Greek Letters in Microsoft word.
7. Provide a scale (metric) and geographic information (latitude and longitude), where relevant. Generally, all maps should have coordinates.
8. Clearly define all symbols, shading, lines or other features in a legend or caption.
9. Use upper case or lower-case letters to identify each panel in a composite figure.
10. Prepare display items in one of the following formats to enable our graphic designers to make small amendments: .eps, .ai, .pdf (with layers preserved). We can also accept: .ppt, .xl, .png, .jpg, and .tif where necessary.

## 5.2.2 Tables

All tables should be provided in a single document (preferably as .doc or .docx, but .xl, .pdf, .ppt, .ai, .eps are also accepted), along with the table number, caption and any footnotes. In accepted manuscripts, tables will be formatted during the production stage. Adhering to the following guidelines, will help to avoid delays during production:

1. Prepare tables to the size intended for publication. GEUS Bulletin standard widths are 82 mm (one column) and 171 mm (two columns). The maximum page height is 235 mm.
2. At these sizes, use a minimum font size 7pt, maximum size 9pt, in a widely available sans serif font such as Helvetica or Arial.
3. For mathematical symbols use Basic Math or Greek Letters in Microsoft word.
4. Always prepare tables in portrait over landscape format where possible.
5. Each table must have a short title. Table number written as "Table 1."
6. Use footnotes below the table to define all symbols, abbreviations or data sources. Each footnote should be labelled as "a, b, c, etc" or "1, 2, 3 etc" (lowercase, superscript).
7. Ensure that all text, symbols and numbers are correctly formatted using superscript, italics and subscripts.

Should you require help in preparing display items, contact the subject editor or email the graphics team at [graphics@geusbulletin.org](mailto:graphics@geusbulletin.org).

## 5.2.3 Captions

Include figure captions in the manuscript files, and table captions alongside tables in a separate file. For general information about caption content and formatting, see [preparing an initial submission](#).

### 5.3 Submitting revised files

To submit revised files, click on the link in the email from the editor and login. Otherwise, go to [www.geusbulletin.org](http://www.geusbulletin.org) and login. Click on your username in the top right corner of the website and select "Dashboard". Here, you will see a list of all active submissions. Click on the submission you wish to work with.

You are automatically sent to the active stage of the submission. In the "Review" panel, under "Revisions", click "Upload File". Upload each revised file, one by one then click "Complete".

If given the option, select "This is not a revision of an existing file" to avoid overwriting files from a previous stage of your submission.

You can add more files, edit or replace files by clicking "Upload File" again.

All revised files will appear now under "Revisions".

The handling editor is notified automatically whenever revised files are uploaded. If you wish to contact the editor, you can email them directly (citing the manuscript ID number) or under "Discussions", click "Add Discussion" and select the editor's name from the list of participants.

A short video demonstrating how to upload revised files is available on our [YouTube channel](#).

## 6.0 Other Formatting Considerations

We recommend that authors read these additional considerations before submitting their manuscripts.

**Headings.** After the manuscript title, GEUS Bulletin can accommodate up to 3 levels of headings, as follows:

1. Sub-heading 1 e.g. 1. Introduction
2. Sub-heading 2 e.g. 1.1 Stable isotope analyses
3. Sub-heading 3 e.g. 1.1.1 Oxygen isotopes
4. Sub-heading 4 e.g. 1.1.1.1 2000 BP to present day

**Linked references.** Remove any linked references or captions in the word document before submitting a manuscript.

**Footnotes.** These can be used as part of a table, but not in the main text.

**Lists.** Lists are of two types: short phrases embedded within the text or longer lists, indented for emphasis.

This is an example of a short list embedded within the text, which (1) consists of phrases and short sentences, with (2) numbers in parentheses.

This is an example of a long list, comprised of:

1. A list of longer sentences or paragraphs preceded by a number and a full stop. Items in this list can consist of multiple sentences or even a paragraph of text.
2. Items that run to a paragraph of text over multiple lines, may be separated by a blank space for greater emphasis.

**Palaeontological illustrations.** All palaeontological specimens collected under the auspices of Geology of Denmark Survey (DGU), Geology of Greenland Survey (GGU) or Geological Survey of Denmark and Greenland (GEUS) should retain their respective numbering and catalogue number from the Geological Museum, which represents the final repository, e.g. 'MGUH 19493 from GGU 316062'. The host stratum and locality should be given in the caption.

**Spelling of geological units named after localities in Greenland.** Formal lithostratigraphical units and names of magmatic intrusions named after localities in Greenland should remain unchanged even if the eponymous locality names have since been changed following Greenlandic orthography.