

AUTHOR INSTRUCTIONS

V2.1 (updated Feb 2022)

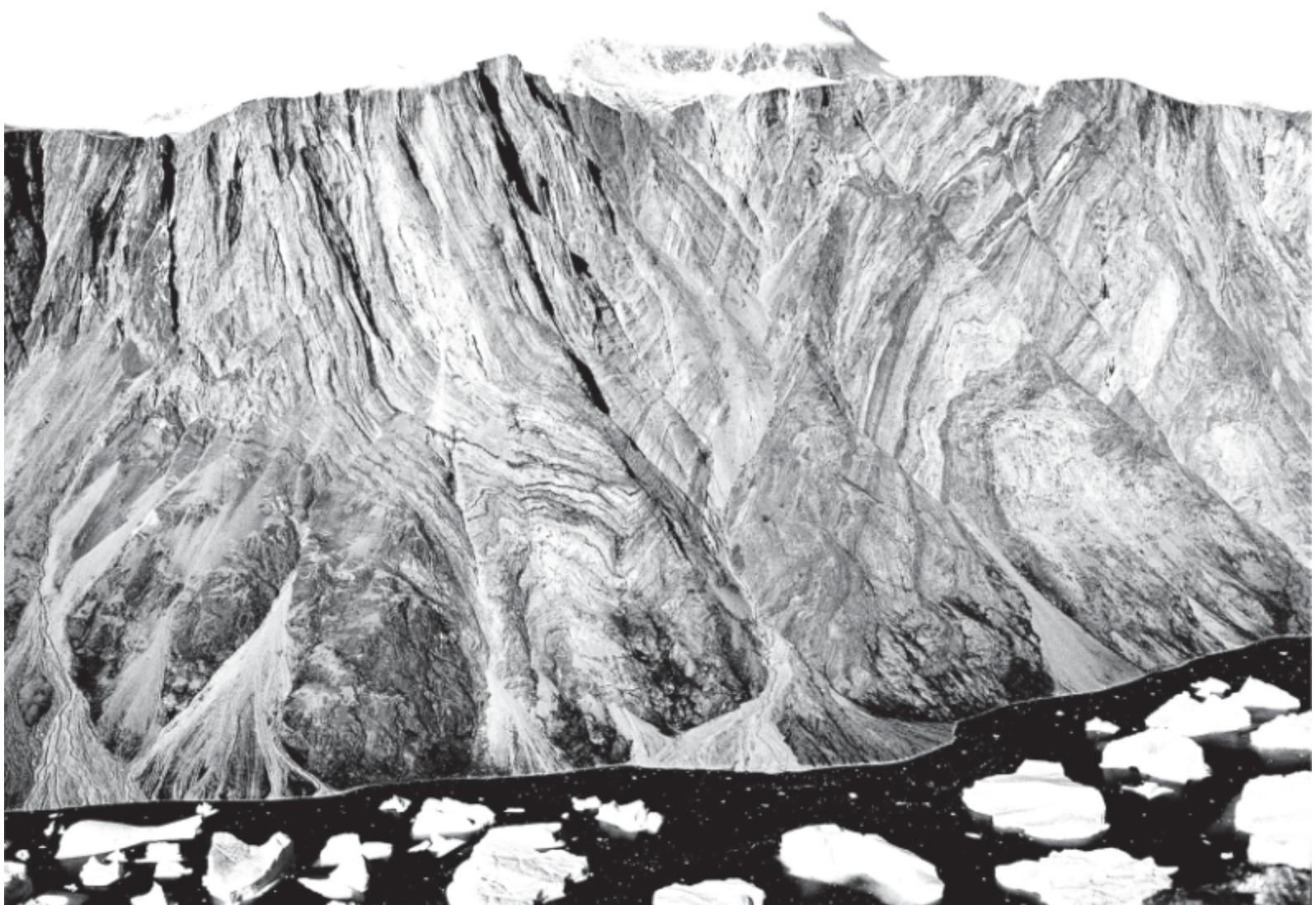


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Introduction

We recommend reading each of these sections before preparing your submission to GEUS Bulletin.

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 section:

- [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-format articles** (up to c. 6 pages), brief accounts in a rapid-communication style that are of immediate interest to the geoscience community, and **(2) regular articles** with fewer restrictions on the total word count and number of display items. These can be submitted anytime at www.geusbulletin.org/submit.

We also publish **monographs** and **map descriptions**. Submissions to these sections are strictly by prior arrangement with the editorial office.

1.2.1 Short-format articles

Short-format articles provide brief accounts of new research, a case study, literature review, method or data set, early publication of which may be of interest to scientists in this or a related field.

Authors can choose one of the following types of short-format articles:

RESEARCH ARTICLE | SHORT – to document new results from a research project.

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

DATA ARTICLE | SHORT – to document a new or revised data set. These articles should be accompanied by a (DOI) link to the dataset in a recognised data repository. Manuscripts submitted to this section must be prepared using the [submission template](#).

METHOD ARTICLE | SHORT – to document a new or revised method, experiment, instrumentation network, software or model. Manuscripts submitted to this section must be prepared using the [submission template](#).

These short articles are limited to 3000 words and a maximum of four mid-sized (half-page) display items (figures and tables). This roughly corresponds to c. 6 pages of typeset manuscript. 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 of two 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 – to document new results in detail.

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

These formats are not limited to a specific number of words or display items. However, they typically do not exceed c. 30 pages of typeset manuscript and should be well structured and written concisely. 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 four weeks for these submissions, though the actual return time depends on the reviewers' availability.

1.2.3 Special issues

We welcome proposals for special issues. These may include a:

MONOGRAPH – a substantial, single-volume work that documents new research or collates and reviews published research. It often covers many years, decades even, of data collection and should offer a comprehensive, long-term overview of a topic.

MAP DESCRIPTION – A descriptive text to a published geological map produced by GEUS and covering Denmark or Greenland. Manuscripts typically follow a standard structure, as

detailed in the optional [submission template](#). Descriptions of other maps (special sheets or maps not produced by GEUS) may be submitted as a **DATA ARTICLE | SHORT** or **RESEARCH ARTICLE**.

THEMATIC ISSUE – a collection of articles on a theme proposed by a guest editor or editors. These may consist of both short-format and regular articles. Typically consists of at least five published articles.

Note that the **MONOGRAPH** and **MAP DESCRIPTION** formats are not limited to a specific number of words or display items. However, manuscripts should be well structured and written concisely. We request a review turnaround time of six to eight weeks for these submissions. The actual return time depends on the reviewers' availability and the size of the manuscript submitted.

Please contact a member of the [editorial team](#) or email enquiries@geusbulletin.org to learn more.

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.

There are additional requirements for the **METHOD ARTICLE | SHORT, DATA ARTICLE | SHORT, MONOGRAPH** and **MAP DESCRIPTION** formats. See our [review guidelines](#) for further information.

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](#).

Manuscripts are rarely rejected because of poorly written English or structural issues, alone. However, articles must be understandable, with well-written English and a logical structure.

Where relevant, our editorial team will explain how a manuscript falls short of these criteria and advise the corresponding author 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 peer review and publication, including how to report an issue with your submission.

Topics covered in this section:

- [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 (iThenticate). 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 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, 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 an 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 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 decline 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.

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 revisions 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. After receiving revised files, the 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 decline the manuscript.

The editor will inform the author of the time-frame available to submit revised files. Typically, this is 30 days from receipt of the editorial decision email. It is the responsibility of the author(s) to submit revised files on time. Authors should contact the editor handling the submission if an extension is needed or if they do not intend to submit revisions. An editor should contact the author(s) if a deadline is missed and may ultimately decline a manuscript if revised files are not returned on time.

2.4 Pre-production

To maintain the professional level of articles published in GEUS Bulletin, all accepted articles 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 scientific changes or addition of figures or data should be made at this point.

At this stage, our editorial team ensures that the manuscript is 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 typeset and copy-edited proofs for their approval. No significant changes or addition of figures or data can be made at this point.

2.6 Publication

Approved page proofs are published immediately online at www.geusbulletin.org. Articles published in or after 2019 are available in PDF, EPUB, HTML and a Side by Side (xml) formats 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 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 five working days, but this may be delayed during busy periods or holidays. Authors should note that it can take two weeks (sometimes more) to assign an editor and find suitable reviewers, and for all reviewers to accept and receive the manuscript files.

Requested review turn-around times are as follows:

- Short-format articles: two weeks.
- Regular-length articles: four weeks.
- For particularly large manuscripts (including **MONOGRAPHS** or **MAP DESCRIPTIONS**): six to eight weeks.

However, we appreciate that reviewers volunteer their time to deliver a comprehensive and considered review. As such, these deadlines are flexible and a longer review turnaround time is often granted according to the size of the submission.

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@geusbulletin.org.

2.9 Pre-submission editing services

A poorly written manuscript or an illogical structure can distract the reviewers. 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 corresponding authors with a GEUS affiliation, we offer a pre-submission language and developmental editing service of manuscripts, for free. Here, the authors receive an edited and commented version of their manuscript, and a short summary report 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 the editor and reviewer to concentrate on the scientific merit of the work without distractions. This service is subject to availability.

Contact us at enquiries@geusbuletin.org to learn more.

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 section:

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

3.1 How to submit a manuscript

After reviewing these guidelines, submit manuscripts online at www.geusbulletin.org/submit.

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.

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 need to register to access the submission system.
- **Article type.** Authors will be prompted to choose an article type from a drop-down list. Please refer to section [1.2 Article types](#), before beginning your submission.
- **Names, affiliations and email addresses for all co-authors.** It is the authors' responsibility to provide accurate email addresses. The journal will contact all co-authors by email to verify their name and affiliation via their ORCID record prior to publication.
- **Names and contact details for at least four reviewers.** Add these under Comments to the Editor on the first screen of the submission system or when prompted later in the submission process. 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 large consortia, where an overlapping publication history exists but the scientists concerned have not worked together, directly.

- **Other metadata from your manuscript file.** Besides the author names and affiliations, you will also be prompted to provide five keywords, funding information 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 (e.g. supplementary files or links to online data sets). These items are listed in the submission templates, which are provided to help authors prepare their manuscript file.

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 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' that briefly describes the contents of each file.

We recommend preparing the manuscript file in one of our [submission templates](#). If you are submitting a **DATA ARTICLE | SHORT** or **METHOD ARTICLE | SHORT**, you must prepare your manuscript file using the template provided.

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 confirm that their submission meets the following requirements. Submissions may be returned to authors that do not adhere to these.

- I declare myself as the corresponding author and will act as spokesperson for all co-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 published previously, 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. I understand that it is the corresponding author's responsibility to declare such interests on behalf of all co-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 policies](#).

3.5 Data 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 public data repository.
- Upload data or code to the GEUS Bulletin data repository (Dataverse). When you submit your manuscript, indicate that you wish to upload data or code to the Dataverse under Comments to the Editor.

If you have a GEUS email address, you can upload your data set to the Dataverse directly. Go to the [GEUS Bulletin Dataverse](#) and login using your GEUS credentials. Click "Add Dataset" to upload your files and provide all required metadata. Data sets 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 data sets are reviewed for completeness by a member of the editorial team and are published when the article is accepted. All published data sets receive a DOI, providing a permanent link between the data set and the corresponding article.

Published data sets 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 file. This page contains instructions to help you prepare and format your initial submission, including the main text, figures and tables, references, supplementary files and other important items.

Topics covered in this section:

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

4.1 Submission templates

We recommend preparing your manuscript file in one of our submission templates. Each template explains how to structure the article and includes all the metadata required for your submission.

Templates are available for:

RESEARCH ARTICLE | SHORT and **REVIEW ARTICLE | SHORT**

DATA ARTICLE | SHORT *

METHOD ARTICLE | SHORT *

RESEARCH ARTICLE and **REVIEW ARTICLE**

MAP DESCRIPTION

MONOGRAPH

** Note that **DATA ARTICLE | SHORT** and **METHOD ARTICLE | SHORT** manuscripts must be prepared using the template provided.*

Download the template you need [online](#).

4.2 Manuscript structure

The manuscript should be supplied as a single file. 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.

4.2.1 Title page

Include the article title, author name(s) and their affiliations and addresses, email address for the corresponding author, five 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.

4.2.2 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. Do not use citations in the abstract.

The maximum word limit for abstracts varies according to the article type:

- Short-format articles: 100–200 words
- Regular articles: 150–300 words
- Monographs and Map Descriptions: 200–500 words

4.2.3 Main text

All manuscripts should follow a logical structure. Here, we describe the standard structure for a **RESEARCH ARTICLE** and **RESEARCH ARTICLE | SHORT**. Other article types may require a different structure as described in the [submission template](#).

4.2.3.1 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 scientist from any geoscience field might understand. An effective introduction avoids subject-specific terminology, but where it is necessary such terms should always be defined.

4.2.3.2 Materials and methods

Document the materials used and describe 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-format articles the methodology can be provided as a supplementary file, or if there is space, authors can include a 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.

4.2.3.3 Results and discussion

The manuscript must include a description of the results followed by a discussion of the main trends depicted in the data presented. These can be described in a single combined section or, preferably, in two separate sections. Cite (and describe) each figure or table in the same order in which they are numbered. 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.

4.2.3.4 Conclusions or summary

Ideally, 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 future research.

4.2.4 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.

4.2.5 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:

"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.

We recommend using the [CRediT Contributor Roles Taxonomy](#). Choose only the roles that apply to each author.

Example format, where "KS" and "DJR" are the initials of two co-authors:

"KS and DJR: Conceptualization, writing – original draft, writing – review & editing; KS: Formal Analysis, Methodology; DJR: Supervision."

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:

"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 links to a data repository where data produced as part of the study are hosted. If supplementary files were included in the submission, they should be listed here.

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]."

"Six supplementary files were submitted with this manuscript."

Note that supplementary files should be accompanied by a "readme" file, containing a list of file names and a short description of each file.

4.3 Manuscript length

Short-format articles are limited to 3000 words and 4 mid-sized display items, which corresponds to c. 6 pages of typeset manuscript. This word limit includes the main text, acknowledgements, additional information, references, acknowledgements and captions. It does not include the title, authorship list, author affiliations, keywords or abstract.

Regular research articles are not limited to a specific number of words or display items. However, they generally do not exceed c. 30 pages of typeset manuscript.

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

Monographs and Map Descriptions are not limited to a specific number of words or display items.

4.4 Display items (figures and tables)

Figures and tables are supplied as part of the manuscript file at the size intended for publication.

Note that in a **MONOGRAPH** and **MAP DESCRIPTION**, figures and tables can be supplied separate to the main text. See the [submission templates](#) for these formats for more information.

4.4.1 Figures

For the initial submission, figures should be provided at a resolution that allows the editors and reviewers to assess the data fully.

Authors do not need to submit final, publication-quality display items at this stage. However, following these brief guidelines when preparing figures will 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 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). 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.

Further instructions are provided in our infographic guide to preparing display items (*link coming soon*).

Questions about the preparation of display items and file formats can be sent to graphics@geusbulletin.org.

4.4.2 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." (lowercase, superscript) or "¹, ², ³ etc." (superscript).

Further instructions are provided in our infographic guide to preparing display items (*link coming soon*).

4.4.3 Captions

Figure and table captions should be listed at the end of the manuscript or provided alongside each figure or table where they appear in the manuscript. 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.

For multiple-panel figures, the first sentence of the caption should provide a short statement to summarise the entire figure, followed by an explanation of the 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.

4.5 Citations and reference styles

Authors do not need to use the GEUS Bulletin style for in-text citations of references, display items (figures, tables) and supplementary files or in the full list of references at the end of the manuscript. All accepted manuscripts will be formatted by the editorial team prior to publication. However, authors should be consistent with the style of citations and reference formatting.

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

4.5.1 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.'

Supplementary files are named and cited as "supplementary file S1, S2" etc.

4.5.2 Citing references

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

1. For one author, cite the name and year of publication: (Hansen 2019) or Hansen (2019).
2. For two authors, use an ampersand (&) between names: (Hansen & Jensen 1996) or Hansen & Jensen (1996).
3. For three 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 if a version of record is available online 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. Japsen, personal communication 2021). Another form is: (P. Japsen, unpublished data 2021). A published paper, book or conference abstract is always a preferred source.

4.5.3 Reference style

All citations that appear in the main text, figures, tables and captions must have a corresponding reference in the references section.

References will be formatted during production, but it is the authors' responsibility to provide correct references in full.

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

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

The GEUS Bulletin style is as follows:

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 three 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.

4.5.4 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: Szyrkiewicz, 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/>

Data set: 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](#) online.

4.6 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 or code produced or used in 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' file that lists the name of each file and briefly describes their contents. In accepted articles, supplementary files are uploaded to the GEUS Bulletin data repository (Dataverse), where they receive a DOI. This DOI is included in the published article.

Alternatively, authors can supply a DOI to a related data set or code hosted in another, public data repository.

4.7 Language

Use UK English. Refer to the 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), (micro), 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.

4.8 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 authors' 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](#).

4.9 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

These instructions are for authors preparing revised files following the peer review (referred to as a 'final submission'). Here, we require a few additional steps when preparing the final manuscript file and production-ready display items. Please read this section carefully before submitting your revised manuscript.

Topics covered in this section:

- [5.1 Production-ready manuscript file](#)
- [5.2 Production-ready display items](#)
- [5.3 Submitting revised files](#)

5.1 Production-ready manuscript file

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

1. **A revised manuscript file.** All changes should be clearly highlighted using the 'track changes' function or some other way.
2. **A 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).

Please include any supplementary 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.

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 now 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

Unless instructed otherwise by the editor, figures should now 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). 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). In some circumstances, we can also accept .ppt, .xl, .png, .jpg and .tif.

Further instructions are provided in our infographic guide to preparing display items (*link coming soon*).

5.2.2 Tables

All tables should be provided in a single document (preferably .doc, .docx or .pdf. We can also accept .xl where needed), 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.” (lowercase, superscript) or “^{1, 2, 3} etc.” (superscript).
7. Ensure that all text, symbols and numbers are correctly formatted using superscript, italics and subscripts.

Further instructions are provided in our infographic guide to preparing display items (*link coming soon*).

Should you require help in preparing production-ready display items, contact the subject editor or email the graphics team at graphics@geusbulletin.org.

5.2.3 Captions

Include figure captions, table headings and footnotes at the end of the manuscript file.

5.3 Submitting revised files

Submit revised files by clicking on the link in the email from the editor and login. Otherwise, go to 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 four 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.
2. Items in this list can consist of multiple sentences or even a paragraph of text.

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.