

**SUBMITTING A MANUSCRIPT TO SOUTHEASTERN GEOLOGY
INSTRUCTIONS TO AUTHORS**

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PREPARATION OF DRAFT

Southeastern Geology welcomes unsolicited submissions from all fields of geology. The ideal manuscript submitted for review will:

1. Be written in MS Word or another commonly available word processor that allows reviewing with tracking of changes/comments.
2. Pdf files are also acceptable.
3. Be typed double spaced.
4. Have the figures and tables inserted within the text if possible, otherwise at the end of the text in a single document.
5. Be submitted by email to dbush@westga.edu.
6. Include the names and contact information of at least 3 suggested reviewers, and names of any requests not to review.

**AFTER REVIEW AND ACCEPTANCE;
PREPARATION OF FINAL MANUSCRIPT FOR PUBLICATION:**

INSTRUCTIONS TO AUTHORS

DUNCAN HERON

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Durham, NC 27708-0233

ABSTRACT

The person preparing the final manuscript for *Southeastern Geology* should follow these instructions. If possible prepare your manuscript using Microsoft Word (Windows or Mac versions) or WordPerfect, but you may use any commonly available word processor. Please note the do and do not special instructions. Use the enclosed checklist to make sure all instructions have been followed. Don't forget to spell check your manuscript. An example of this essay in submittal form is on page 4 and 5. Electronic submissions are preferred.

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

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

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

Second Order Headings

Second order headings are centered and have initial letters capitalized.

Third Order Headings

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

FIGURES AND TABLES

Portrait page size figures should be designed with a print size no larger than 5 1/4 by 8 inches (smaller lengths are desirable in order to have enough space to put the caption on the same page). Landscape page size figures should be less than 5 1/4 in order to leave room for the caption. Column figures can be no wider than 2 5/8 inches. Remember that authors commonly oversize figures. Just because a figure can be 5 3/8 inches wide doesn't mean it should be. The key is readability. Shading such as dot patterns do not reduce well. Call me if you have questions. Please submit figures electronically as TIFF files of JPEG (at 600 dpi).

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Table 1. List table titles in the same format as figure captions.

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

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

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

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Instructions to Authors
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FIGURE CAPTIONS

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