SUBMITTING A MANUSCRIPT TO SOUTHEASTERN GEOLOGY
INSTRUCTIONS TO AUTHORS

DAVID M. BUSH
EDITOR

Department of Geology
University of West Georgia
1601 Maple Street
Carrollton, Georgia 30118
678-839-4057
dbush@westga.edu

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

ABSTRACT

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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.

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Second order headings are centered and have initial letters capitalized.

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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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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.

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Figure 1. This is an example of a figure caption. Note that it is not indented and the word “figure” is not abbreviated. Important: Figure captions go at the very end of the manuscript.

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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
Duncan Heron
Department of Geology
Duke University
Durham, NC 277080233

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FIGURE CAPTIONS

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