

Scope of the publications

Several journals are devoted exclusively to the earth sciences in Belgium : the *Annales* published by the Société Géologique de Belgique (Liège), the *Bulletin* published by the Société belge de Géologie (Brussels) ; the *Memoirs* and the *Professional Papers* published by the Belgian Geological Survey. From 1990 onwards a special effort is made for a rationalization of these journal and a better distribution of the manuscripts.

The joint association of the geological societies and the Geological Survey endeavors to publish especially those articles of interest to the community of earth scientists in Belgium, or relevant for the research carried out in cooperation with Belgian scientific institutions or industry.

For more than a century Belgium has been a focus for stratigraphical studies covering a large part of the stratigraphical column, from Cambrian to Quaternary. In addition the geology and mineral wealth of Central Africa were thoroughly investigated.

Nowadays the journals cover all aspects of fundamental scientific research and applied geology without losing its solid regional basis. Thematic issues, often resulting from international symposia, become ever more prominent. State of the art articles and critical reviews reflecting the adjustment of the earth scientist to today's imperatives and tomorrow's challenges are particularly welcome.

Editorial board

The editorial board is composed of 9 members which are designated by the societies and the Geological Survey or selected among outstanding earth scientists familiar with the regional geology. They will serve as an advisory committee to the editors and the reviewers ; they may formulate new criteria for the evaluation of manuscripts and their attribution to the different publications.

Correspondence

Correspondence with the editors, manuscripts and accompanied illustrations are to be submitted to the editors who are :

Annales de la Société géologique de Belgique
M. Streeel, Université de Liège
Place du Vingt Août 7 - B-4000 Liège

Bulletin de la Société belge de Géologie
M. Duser, Belgian Geological Survey
Jennerstr. 13 - B-1040 Brussels

Memoirs (Mém. Explic. Cartes géol. mini. Belg.) and Professional Papers of the Belgian Geological Survey
J. Herman, Belgian Geological Survey

Copyright

Submission of a manuscript to one of the editors is considered binding assurance from the author that this work has not been and will not be published elsewhere (except in case of a rejection of the manuscript by the editors) in this form and length.

With acceptance and publication of a manuscript the exclusive copyright for every language and country is extended to the publishers by the authors of the individual articles. The copyright covers the exclusive rights to reproduce and distribute the article including reprints, microfilm or any other reproductions and translations.

However no royalties will be charged for the production of a single copy of any one article made for private study or research. Specific permission will not be required for photocopying multiple copies of copyright material, to be used for bona fide educational purposes, provided this is done by a member of the staff of the university, school or other comparable institution, for distribution without profit to student members of that institution and provided the copies are made from the original journal. Request for the copying or reprinting of any article for any other purpose should be sent to the editors.

Submission

In case of multi-authored manuscripts, one author has to be designated as the responsible for correspondence and proof reading.

Membership of the Société belge de Géologie (in Brussels) or the Société Géologique de Belgique (in Liège) is normally a pre-requisitive for publication.

Papers should be written in English, or in any of the national languages in Belgium (Dutch, French, German).

Papers not written in English should contain an English translation of the title and the captions, summary and keywords. Use American rather than British spelling. Three complete copies of the typescript (including explanatory text for illustrations and tables) or a diskette and two copies should be submitted. Three sets of good-quality copies of all text-figures and plates should accompany each typescript ; these should preferably be reduced to publication size. The original illustrations and plates for the original reduction will be required for preparing the page proofs.

Papers will be sent to at least two referees. The editor will inform the author of the referees' comments and will normally require referees' suggestions to be implemented. Changes of an editorial nature will usually be requested at this stage, but these will be kept to a minimum if authors will follow the instructions given below.

Lengthy papers (more than 10 printed pages for a single author, or 12 pages for a multi-authored article) are accepted only if the author agrees to pay for the additional printing cost. The authors may be required to submit extensive manuscripts to the Memoirs of the Belgian Geological Survey for publication.

Format of the manuscript

Authors should consult recently published volumes of *Annales*, *Bulletin* or *Memoires* and construct their papers in accordance with the format used there (2 parallel columns of 25 X 8 cm). Attention is drawn to the following practices, adherence to which will keep editorial delays to a minimum.

Manuscripts should be typed on good quality paper, preferably of A4 size (295 X 210 mm) on one side of the paper with double spacing throughout and wide margins. All pages of typing, including references and explanations of illustrations, should be numbered consecutively. Where possible, annotated illustrations and tables should be used in place of text. Plate and text-figure explanations should be put on separate sheets following the rest of the typescript. Indicate in the margins approximate positions for insertion of illustrations and tables.

Primary headings, which will also be used for acknowledgements and references, are to be numbered 1, 2, 3 etc, secondary headings 1.1, 1.2, 1.3 etc and tertiary headings 1.1.1, 1.1.2 etc. Cross-references in the text should be to a section or subsection, e.g. (see 2.3), not to a page. Words to be printed in italics such as generic and specific names of fossils, should be underlined in the manuscript; boldface words should be double underlined. Blocks of text which are less important are to be marked by the author for small print or indent with a wavy line in the margin. Do not use footnotes except in tables. Fold-out illustrations and tables are not acceptable. If a figure or table of larger than page size is essential, they could be arranged for two facing pages.

For adequate documentation of powder X-ray diffraction data, follow the procedures given in *Acta Crystallographica* A39, 174-186, Appendix III.

All measurements must be given in the metric system. Abbreviations should omit the full-stop, e.g. 2 mm, 6 kb. If necessary for comparisons English units may also be given in parentheses. Numbers are spelled out at the beginning of a sentence; otherwise they are given as decimals, with values less than one as 0.15. Compass points are to be abbreviated to N, NW, NW-SE, etc. Note that figure and plate numbers, etc. that were originally in Roman numerals are always transliterated into arabic figures. This is also the case in the main text and the references.

Each manuscript should contain:

Title, short but informative and including field of activity (e.g. fossil group), age and general location.

It should not include the names of new taxa or minerals (except in short notes).

A concise **Abstract** of not more than 200 words, intelligible without reference to the text or references (not for short notes).

Keywords (not more than 8) suitable for indexing, given in the same languages as the abstracts.

The **author's** names and initials, institutional affiliation or residence and full mailing address. In case of multi-authored manuscripts, clearly state the order of succession of the authors. The first author should not necessarily be responsible for communication with the editors. Acknowledgements may be added at the end of the text, before the reference list.

Remarks on stratigraphy

Authors should adhere to the international rules for stratigraphic nomenclature.

Symbols and abbreviations for Belgian stratigraphic units can be used on condition that reference is given to the original designation and that the sense in which they are used is fully explained.

Capitalize a common noun that is part of a formal name (e.g. Matagne Shales, Diest Formation) and capitalize names of definitive regions, localities, or geographic features (e.g. Brabant Massif, Meuse Valley). Formally proposed and accepted time and time-rock designations (e.g. Middle Ordovician, Late Cretaceous) are capitalized, whereas informal designations (e.g. late Paleozoic, late Cenomanian) are not.

Remarks on Paleontology

Authors have to adhere to the international codes for botanical and zoological nomenclature.

Systematic work is always introduced by the first order heading "Systematic paleontology".

For taxonomic papers, the following layout should be adopted.

Systematic descriptions (second order heading when not immediately preceded by first order heading).

Suborder
Superfamily
Family *Loxochoncidae* Sars, 1925
Genus *Touroconcha* Ishizaki & Gunther, 1976
Touroconcha lapidiscola (Hartmann, 1959)
(Pl. 1, figs. 1-6; Pl. 2, fig. 3).
Synonymies:
1959 *Loxochoncha lapidiscola* Hartmann: 223,
pl. 41, figs. 128-129, pl. 42, figs. 131-133
1974 *Loxochoncha ? lapidiscola* Hartmann;
Swain & Gilby: 324, fig. 24, pl. 5, fig. 9a, b.

Genus *Chelinospora* Allen 1965
Chelinospora (Archaeozonotriletes) timanica
(Naumova) comb. nov. (Pl. 2, figs. 8-9).

Basionym : *Archaeozonotriletes timanicus*
Naumova 1953 : 81, pl. 12, fig. 4.

Where relevant, the following subheadings should be used in this order : **Derivation of name - Diagnosis - Holotype - Material - Locality and horizon (or Occurrence) - Description - Dimensions - Remarks (or Discussion).**

Repository designation and list of specimens should be included.

Generic names are never abbreviated at the beginning of a sentence or when used with "sp.". Generic and subgeneric names may be abbreviated after being given in full within a paragraph and if there is no chance of confusion with other names. Generic names may be abbreviated when used in the combination of *Genus* cf. *G. species*. Specific and subspecific names are not abbreviated.

Abstracts

The abstract should be relatively short, concise and informative, giving pertinent details of the research and conclusions reached.

It should be carefully prepared so that it will serve satisfactorily for international use in abstracting journals.

Begin the abstract by briefly describing the nature of the paper (new data, review, critique, etc.) ; write the abstract as a tersely styled summary of its essential information ; include as much specific information (locations, compositions, new taxa, etc.) as possible. Do not use innocuous statements such as "will be discussed herein" ; an abstract is not an introduction to the paper.

Short notes do not have abstracts.

Illustrations

Black and white line drawings and halftone photographs are both acceptable. Drawings are submitted as glossy prints and halftones as mounted original prints. The original drawing or reduction thereof, is required for reproduction, not a photocopy. These however are acceptable for review copies. Drawings must be executed neatly in black China ink. Half-tone drawings, eg. hachures with coloured or lead pencils, are to be replaced with markings in black ink. Both photographs in the text and drawings are to be labelled as figures and are to be numbered consecutively. Written legend should not be included in the illustration but will be printed below.

All lettering should be inserted by the author. Typewriter lettering is not acceptable on figures. In the case of figure lettering and the drawings themselves, please bear in mind that they may be reduced. No lettering should be less than 1 mm high at reproduction size. In general illustrations should be adapted to the format of the type area,

limited to 25 cm height x 17 cm width for a full page, reduced to a width of 8 cm for a column. Allowance must be made for figure captions. In composing smaller text-figures, space on the page is best used if the figure is wide rather than high, and the full width of the page should be used if possible. Individual prints and diagrams within one text-figure should be lettered (A, B, C, etc.) and a linear scale bar added where appropriate. Figures of maps should be oriented as well and framed by coordinates.

Plates

Halftone photographs, or on limited occasions, colour photographs, printed on glossy paper, can be assembled in full-page collages, composing the plates. Plate size is 25 X 17 cm. Where authors have photographs which fill less than a full page, they will be referred to as text-figures. Every effort should be made to ensure that no page space is wasted, particularly with respect to the width of text-figures composed of photographs.

On a plate, each illustration must be numbered from top left to bottom right with the size of the number about 3 mm high. The numbers do not run consecutively from one plate to another.

Plate explanations should be fully informative, giving repository numbers of specimens, locality, magnifications, etc.

The scale should be listed in the legend (make sure it corresponds to the print copy) or drawn as a bar on each picture. If bar scales are used, they must be unobtrusive, neatly drawn, with size given in the explanation, not on the figure.

Black or white backgrounds for halftone collages are acceptable. Photomicrographs of thin sections or illustrations containing background of unequal size may be cut as rectangles on white board. Individual fossil specimens may be cut round, in which case a thin accurately delimited glossy background, black or white, is essential. This remains the responsibility of the author, and will not be carried out by the printer.

In the case of rectangular photographs numbers should be placed on the background area. Numbers should be located at the lower right-hand portion of each illustration where possible. Numbers and bars may be marked on an overlay, which can be added on the appropriate places of the plate by the printer. The convention of lighting fossils from the top left should be followed where possible.

Do not combine line drawings and halftone prints in one figure. The quality of final reproduction of halftone figures is directly related to the quality of the illustrations provided. Poor halftones cannot be enhanced in the printing process. Consistent variation in tone and contrast should be present throughout a collage. Avoid overly dark shadows and light areas.

For ruled screen half-tone plates the image must be in reversed position on the sensible side of the film. Avoid overly dark screens.

Acceptability for publications of manuscripts is based, in part, upon the quality of the figures, and necessary changes in figures may postpone publication.

Tables

Tables, which are numbered consecutively, will generally be set up in type and reproduced at column (8 cm) or page width (17 cm). Certain more complicated tables are better presented using transfer lettering; these should be submitted by the authors in the same way as line illustrations. Avoid vertical dividing lines. Each table should have a heading. They should be referred to in the text. For layout of analytical data use format customary in each field of research activity.

References

a. References in the text start with the name of the author(s), followed by the publication date in brackets; where there are more than two authors, give the first author, "et al.", and the year. The page reference to any quotation must be given, e.g. Dickens (1983, p. 20). Note that the ampersand (&) is not used anywhere in the text.

b. Full references should be listed alphabetically by the authors (including all authors!) at the end of the paper in chronological order in the following form (when applicable). The author's names should be typed in capitals, with the initials after the surname. It should be followed by the year of publication and the title of the publication in full. In the titles of papers, capital letters should be used only for proper nouns, and for all nouns in German.

The *name of the journal* (wavy underline or italics) should be abbreviated in the customary form. **Volume number** (part or fascicule number in brackets, only if really necessary) (double underline or bold) and pagination should be given in arabic figures. The *titles of books* (wavy underline or italics), number of pages, publisher and place of publication should be given in that order.

Contributions in multi-author volumes should be referenced as follows (after full title of article referred to): *In* (wavy underline, italics): editor names and initials (eds) *titles of volume* (wavy underline or italics), first to last pages, series name and number (when applicable), publisher and place of publication.

If the cited reference is not in its original language, state the original language in brackets. Manuscripts in preparation, personal communications, or other unpublished observations should be cited in the text as such and should not be included in the reference list. If several papers by the same author(s) and from the same year are cited, a, b, c, etc should be put after the year of publication.

Examples:

BOUCOT, A.J., 1981 - *Principles of marine paleoecology*, 463 p. Academic Press, New York.

BOUCOT, A.J. & JOHNSON, I.G., 1977 - Silurian brachiopods. *Palaeontographica*, **A163**: 87-129.

COCKS, L.R.M., 1978 - Silurian. *In*: Kerrow, W.S. (ed.). *The ecology of fossils*: 93-124. Duckworth, London.

STORMER, L., 1934a - Merostomata from Ringerike, Norway. *Skr. norske Vidensk. Akad. Mat.-naturv. kl.*, **1933(10)**: 1-125.

STORMER, L., 1934b - Devonian Merostomata from Spitzbergen. *Ibid.* **1934(3)**: 1-26.

HORNE, D.J., 1980 - Recent ostracoda from the Seven Estuary. Unpub. Ph. D. thesis, University of Bristol.

Appendix

Lengthy locality designations and/or descriptions, lengthy tabulations of specimen measurements, stratigraphic columns, or other data should be prepared on separate sheets and will immediately follow the references. If this material has been published elsewhere, reference should be made to it and the material omitted from the article. Or, if this material is not strongly needed to support the article, the author can note its availability to those interested and not include it in the article. Any such data relevant for the geology of Belgium may be published separately as a Professional Paper of the Belgian Geological Survey.

Submission of electronic text

In order to publish the paper as quickly as possible after acceptance authors are encouraged to submit the final text also on 3 1/2" or 5 1/4" (PC - or MS - DOS formatted) diskettes accompanied by 2 paper copies. Main text, references, tables and figure captions should be contained in separate files with clearly identifiable file names. Essential is that the name and version of the wordprocessing program, type of computer on which the text was prepared, and format of the text files are clearly indicated. The format of the text files should be ASCII and destructured to remove all layout commands. Framing of the text on the right margin should be especially avoided. Note that the final manuscript may contain parts (e.g. formulas, complex tables) or last-minute corrections which are not included in the electronic text on the diskette. However this should be clearly marked in an additional hardcopy of the manuscript.

Submission of notes

Various notes and communications relating the societies' activities and in line with the scope of the

journals can be published. However standard layout procedures and instructions for authors also apply for these. Information on forthcoming meetings, press communications, etc. are published in a separate leaflet, *Miscellanea geologica*, published by the joint geological societies.

Short notes : there is also the option to submit short notes of up to three typed, double-spaced pages, incl. references and illustrations. No abstract is required. These will be reviewed as usual but may be published more rapidly.

Discussions : discussions are accepted on controversial articles. They will be sent to the original authors for a reply.

Extended abstracts : extended abstracts of university theses ; lectures or talks presented at informal meetings or symposia patronized by the belgian geological societies can be presented for publication by the organizers.

Field trips : original descriptions and interpretations of quarries, boreholes or regional fieldstudies, presented at special field meetings for the societies form a regular topic of the journals.

Obituary notices : obituary notices and career bench marks of prominent society members are featured in the Bulletin.

Book reviews : book reviews including critical comments by the reviewer, are published regularly.

The reviewed publications are donated to the society's library.

Society news : Annual reports and composition of the board are printed in the first issue of each year.

Proofreading

After acceptance of their papers, authors (or one author for multi-author papers) will receive a) the galley proofs for text correction and later on b) the page proofs prior to final printing. These will be prepared by the desk top publishing system or photocomposition in use by the Societies.

In order to speed publication, the corrected galley proofs and then page proofs should be returned immediately to the editors. In case where the author is prevented from making corrections, he should appoint a representative responsible for this. If the page proofs are not returned in time, the paper will be published exactly as it appears in the uncorrected page proofs.

Reprints

Twenty-five reprints of each article published are supplied free of charge. In case of two or more authors indicate to whom these should be sent. Additional copies with or without cover, can be ordered on a reprint order form, when proofs are returned. They will be charged against cost.

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