

## Instructions to authors

### General instructions

All manuscripts, figures and figure captions, tables and electronic supplements should be submitted by e-mail to [editor\\_njg@ngu.no](mailto:editor_njg@ngu.no).

The language used for manuscripts is English. We accept manuscripts in both conventional British English and American English, but the syntax, spelling, etc., should, of course, be consistent throughout any one manuscript. To authors whose mother tongue is not English, please try to have your English text checked for possible linguistic errors before submission. A well-written manuscript makes life easier for the reviewers and editor. Whatever the case, all final, accepted manuscripts will be carefully controlled, from the linguistic and technical points of view, by the editorial staff.

Proofs in PDF format will be sent by e-mail to the corresponding author. These should be read carefully and returned promptly to the editor. No changes to the text, other than correction of errors, will be allowed at this stage.

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### All submissions should consist of the following:

1. Word-file containing the manuscript, including title, abstract, main text, acknowledgements, references and captions.
2. Figures should be submitted as SEPARATE files, preferably in high-quality PDF or Adobe Illustrator. JPG, TIF, EPS and Corel Draw may also be permissible. Note that there is no charge for colour figures. DO NOT insert the figures in the Word-file containing the manuscript.
3. Word-files containing the tables.
  - 3.1. We also ask that all tables containing data, e.g., geochemical and geochronological data, be provided as Excel files, which will be downloadable from the NJG website.
4. Additional electronic supplements if applicable.

## 1. Manuscript

- A. *Title*. The title should be brief, but informative.
- B. *Names of authors*, first name followed by middle name and surname.
- C. *Full postal addresses*. Refer to specific authors using superscript numbers behind author names and before the corresponding address.
- D. *E-mail address of corresponding author*.
- E. *Abstract*, maximum 300 words, 1 paragraph. The abstract should be a synopsis of the results, interpretations and conclusions. References, figures or tables should not be cited in the abstract.
- F. *Main text*, double-spaced, align left (do not justify). Use the 'Normal' style in Word.

- G. *Headings*. Headings should use the 'Heading 1', 'Heading 2', 'Heading 3' and so forth styles in Word (the particular font etc. you use is not important).
- H. Any manuscript, whatever its length, should end with a short Conclusions. Give a clear, explicit statement of the main results of the study and the interpretations.
- I. References to figures and tables in the text
- a. Figures and tables must be referred to consecutively.
  - b. Figures should be cited as:  
“...Fig. 2 shows...” and “...(Fig. 2)...”  
“...Fig. 2A, B shows...” and “...(Fig. 2A, B)...”  
“...Fig. 2A–D shows...” and “...(Fig. 2A–D)...”  
“...Figs. 2, 3, 4 show...” and “...(Figs. 2, 3, 4)...”
- J. *Figure and Table captions*
- a. Formatting: “*Figure 1. The figure shows...*”, “*Figure 2. (A) The figure shows...*”, “*Table 1. U–Pb data for samples...*”.
  - b. Abbreviations: “*Abbreviations: BFZ – Billefjorden Fault Zone, FG – Forlandssundet graben,...*”. Note that en’dashes (–) with spaces are used, not hyphens (-).
- K. *Acknowledgements*. Keep as short as possible, thanking pre-submission readers and the reviewers, as well as sources of funding etc.

## References

### Citations

Use the author’s name and the year of publication, e.g., Glenfarclas (1988).

For two authors use Black & White (2001), and for three or more use Glenfarclas et al. (2005).

Lists of references in the text should be as follows: (Glenfarclas, 1988, 1991; Black & White, 1989; Glenfarclas et al., 1990, 1992a, b), i.e., in chronological order (except that all references by the same author appear together).

Specific pages or illustrations should be referred to thus: (Glenfarclas, 1988, p. 30, fig. 2).

For personal communications, whether verbal or written, write initials, name and year, e.g., ‘...fossils have recently been reported (D.L. Bruton, pers. comm., 1994)’.

Electronic supplements should be referred to as ‘Electronic supplement 1’, ‘Electronic supplement 2’, and so on.

### Reference list

Journal and series titles are given without abbreviation.

**Digital Object Identifiers (doi) should be included if they are available.**

References should be ordered alphabetically with papers with two authors coming before 'et als', which are ordered chronologically. Please check that all references in the list appear in the text and vice versa. Any discrepancies will be queried.

Black, A. & White, B. 2001: Late Precambrian stratigraphy and structure of the north-eastern margin of the Fennoscandian Shield (east Finnmark–Timan region). In Tormore, A. & Rosebank, B (eds.): *The Geology of Finnmark*, Geological Survey of Norway Special Publication 7, pp. 123–145. doi: 123.45/675-4673.

Glenfarclas, A.B. 1988: *The geochemistry, mineralogy and petrology of the Trotternish Sill Complex, northern Skye, Scotland*. PhD thesis, Kingston Polytechnic, 514 pp. doi: 123.45/675-4673.

Glenfarclas, A.B., Laphroig, C. & Talisker, D.E. 2005: Linkage between mantle and crustal structures and its bearing on inherited structures in northwest Scotland. *Journal of the Geological Society of London* 154, 79–83. doi: 123.45/675-4673.

Hemmingway, E.M. 1952: *The Old Man and the Sea*. Charles Scribner's sons, London, 140 pp. doi: 123.45/675-4673.

Kjærnes, P.A. 1982: Gran, Quaternary geology map 1815 I, scale 1:50,000, *Norges geologiske undersøkelse*. doi: 123.45/675-4673.

Slagstad, T. 2005: Chemical (U–Th–Pb) dating of monazite using NGU's LEO 1450VP scanning electron microscope: Analytical protocol and examples. *NGU Report 2005.006*, 126 pp. doi: 123.45/675-4673.

Whisky, I.T.J. 2003: Peat in Scotland. *Abstracts and Proceedings, Geological Society of Norway Annual Meeting, 13–15 January, Bergen, Norway*, p. 34. doi: 123.45/675-4673.

## 2. Figures and illustrations

Figures should be reducible to maximum dimensions of 16 by 24.7 cm. When planning the drafting of maps and other line drawings, think ahead to the final, printed version; and please ensure that all lettering and numbers will be a minimum of 1.5 mm in height after reduction.

Map figures should include latitude/longitude marks along the figure frame and a scale bar, unless well-known geographical outlines of the areas make this redundant (e.g., a map outline of Norway). Check that the spelling of all place names conforms to that appearing on the official 1:50,000 topographic map series. All lines should have line widths of at least 0.1 mm. Maps with a complex, detailed geology, geophysical anomaly maps and field photographs should be in colour.

Photographic figures of field motifs may appear either as individual figures or as a montage, A, B, C, etc., which together constitute one figure. All photographs should carry some form of scale, preferably placed discretely below or to the side of the subject matter. Try to avoid photos with a large hammer in the middle of the picture. All photomicrographs should include a scale bar.

Figures, such as maps, that cannot be reduced to the maximum dimensions can be included as an electronic supplement.

### 3. Tables

As well as a form of presenting essential data, tables are, in some cases, meant to supplement or replace lengthy text, but *not* to duplicate it. Present tables on separate sheets. Avoid using horizontal and vertical lines, except those which are absolutely necessary, e.g., below the column headings or separating distinct groups of analyses.

### 4. Units

In general, abbreviated SI units should be used. However, exceptions such as °C for temperature and **bar** or **kbar** for pressure are allowed.

Units should only be abbreviated when preceded by a figure, e.g., **10 m**, but **hundreds of metres**.

If units need to be bracketed, e.g., in element–element plots, use normal parentheses, i.e., **(ppm)** not **[ppm]**.

#### *Time*

**Ma** and **ka** mean **million years ago** and **thousand years ago**, respectively.

**Myr** and **kyr** mean **million years** and **thousand years**, respectively (i.e., duration).

Element/isotope systems are written e.g., U–Pb, K–Ar, Ar–Ar and so on; not U/Pb, K/Ar, Ar/Ar, which denote ratios.

### 5. Electronic supplements

Electronic supplements of data in the form of Excel files are strongly encouraged. Maps that cannot be reduced to A4, as well as additional figures/photos, can also be included as electronic supplements and referred to in the text.

### 6. Technical

#### *Hyphens, en-dashes and em-dashes*

**Hyphens** (–), **en-dashes** (–) and **em-dashes** (—) serve different purposes in a text. Here are some of the main guidelines.

Hyphens are mainly used to form compound adjectives. For example: **ice flow** but **ice-flow direction**, **hard rock** but **hard-rock geologist**.

Hyphens should not be used after short prefixes such as **co**, **de**, **pre**, **pro**, **re**, **non** unless to avoid doubling of a vowel. For example: **micrometeorite** but **micro-organism**, **nonglacial** but **non-native**, **predate** but **pre-existing**.

En-dashes (–), not hyphens (-), separate digits (including reference page numbrs), capital letters, isotopic ratios, references to time periods (e.g., Cambrian–Ordovician) and where geographical names are combined (e.g., Rogaland–Vest-Agder).

Em-dashes (—) are mainly used instead of commas or parentheses in the meaning may thus be clarified. For example, **These are shore deposits—gravel, sand and clay—but marine sediments underlie them**.

#### *British vs. American English*

Use this link (<http://oxforddictionaries.com/words/british-and-american-spelling>) to ensure consistent British/American English. Words ending in –ise or –ize can be spelled either way in British English. **The NJG prefers –ise.**

### Compass directions

Compass directions are generally spelled out. Hyphens are only used when three points are combined. For example, **south, northwest** and **south-southeast**.

Compass directions are generally abbreviated when referring to geological structures. For example, **SE-plunging fold axis, NNW–SSE-trending fractures** (note en-dash between capital letters and hyphen to form compound adjective).

Remember that **data** is plural, e.i., **the data are...**