

## FORMAT INSTRUCTIONS FOR NEIGC FIELD GUIDES

by

Peter Robinson, Department of Geology and Geography, University of Massachusetts, Amherst, MA 01003

John Brady, Department of Geology, Smith College, Northampton, MA 01060

Chris Hepburn, Department of Geology and Geophysics, Boston College, Chestnut Hill, MA 02167

Lindley S. Hanson, Department of Geological Sciences, Salem State College, Salem, MA 01970

Mark Van Baalen, Department of Earth & Planetary Sciences, Harvard University, Cambridge, MA 02138

Revised by [Lindley Hanson](#) for NEIGC 2004

### INTRODUCTION

All authors should submit electronic manuscript assembled with illustrations. Send a disk containing the manuscript and a Word or Adobe Acrobat file. Scanned images should be submitted as postscript files. Text should be prepared in the format given here, which is the Times 10 font as used on Macintosh computers (Times New Roman 10 on a PC). If authors have no way to prepare in this font and format, or to scan images then the [Editor](#) should be contacted for further instructions. If an alternative font looks close to this one, then the authors should email or FAX a sample for quick review. It will be noted that this font-format combination is extremely compact yet highly readable, which will cut the weight and expense of the Guidebook. Margins, spacing and other format details are covered in the following paragraphs.

### OVERALL MARGINS AND SPACING

Margins must be 1 inch or more on all sides (excluding page numbers, located .75 inch from the top) which leaves a working area of no more than 6.5 x 9 inches. In general figures and their captions should not extend beyond the margin of the text. In a few special cases maps and diagrams with captions may be permitted up to 7 x 10 inches but this should be done in consultation with the Editor(s). Use left-justification only.

### PAGINATION

When paginating text, alternate the placement of the page number on the upper right and left hand corners. Arrange the distribution of text and figures on the assumption that your article will begin on an odd-numbered (right hand) page. Fit figures and text on the same pages as much as possible and do not present pages with small figures and large amounts of blank space.

### HEADER

In order to distinguish your part of the book from others, print a page header in upper case italics centered at the top of each page except the title page. You may use Times 12 for headers.

### TEXT

Text should be single-spaced with an empty line between paragraphs. The first line of each paragraph should be indented .25 inch. Section headings should be in bold which makes them stand out from the remainder of the text. Follow the heading, figure caption and road log formats shown in the examples on the following page.

### ACKNOWLEDGEMENTS

Acknowledgements should be placed at the end of the text in normal paragraph form.

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Page Break

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***ROBINSON, BRADY, HEPBURN, HANSON AND VAN BAALEN***

### PAGE HEADER

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## HEADINGS

### PRINCIPAL HEADING

#### 1st Subheading

**2nd Subheading.** Principal headings are centered and in caps. All headings are in bold type. Subheadings are in normal (Roman) case. Second subheadings should be indented and followed by a period (.).

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### ROAD LOG

Make road logs clear and easy to follow. A reference to a map or atlas (e.g. DeLorme atlas) may be appropriate for areas where roads and markers are difficult to find and/or follow.

#### Mileage

0.0 Start here. Clearly describe the location of your starting point.

0.2 Turn right onto yellow brick road.

1.1 Turn left into parking lot of Singing Beach. Walk north 100 feet beach.

**STOP 1. Singing Beach.** (40 MINUTES) Along with the geologic description, include in the stop or mileage description any important information such as "bring lunch" or "be prepared for 2 mile trek through waist-high stream."

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### CAPTIONS

Figures should be located on the same page or on the page immediately following the text that refers to them. Any large figure that has to be rotated should have its top on the left-hand side of the page. If possible, use space efficiently by wrapping the text around the figure. However, don't over-crowd the page or try to fit text into a narrow columnar space that is less than two inches wide. Use your judgement.



Figure 1. Try to align the margins of the caption with the figure or table.

Lower lines are indented.

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### REFERENCES CITED

Use standard GSA citation format and indent lower lines:

Stow, D.A.V., and Shanmugan, G., 1980, Sequence of structures in fine-grained turbidites: comparison of recent deep-sea and ancient flysch sediments: *Sedimentary Geology*, v.25, p. 23-42.

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### CHECK LIST

While assembling your manuscript, run through the following checklist to ensure that the guidelines have been followed.

#### I. TEXT FORMAT, MARGINS AND SPACING

- \_\_\_\_\_ Point Size: 10 point
- \_\_\_\_\_ Font: Times (Macintosh) or New Times Roman (PC)
- \_\_\_\_\_ Margins: 1 inch
- \_\_\_\_\_ Spacing: single

#### II. TITLE

- \_\_\_\_\_ The title should be in BOLD CAPS and centered
- \_\_\_\_\_ Author(s) and affiliations are centered beneath title and typed in plain text

#### III. CENTERED HEADER: authors typed in ITALIC CAPS

- \_\_\_\_\_ Italic caps
- \_\_\_\_\_ Author header on all pages except first page

#### IV. PAGINATION

- \_\_\_\_\_ Begin with page 1 in upper right-hand corner and page 2 in upper left-hand corner
- \_\_\_\_\_ All page number alternate right (odd-number) and left (even number) sides
- \_\_\_\_\_ Page numbers located 0.75 inches from top of page
- \_\_\_\_\_ Page number is preceded by field trip code.  
Example: C1-1, C1-2, C1-3, etc.

#### V. FIGURES AND TABLES

- \_\_\_\_\_ Small figures are incorporated on pages with text
- \_\_\_\_\_ Print in (scanned postscript) figures is legible
- \_\_\_\_\_ Figures and captions do not extend beyond margins
- \_\_\_\_\_ Rotated figures are arranged with the tops to the left

#### VI. MISCELLANEOUS HEADINGS ETC. IN PROPER FORMATS

- \_\_\_\_\_ Headings and subheadings
- \_\_\_\_\_ Road Log
- \_\_\_\_\_ Figure captions
- \_\_\_\_\_ References

#### VII. SUBMISSION

- \_\_\_\_\_ Send a floppy disk with the manuscript in either word (preferred) or adobe acrobat format
- \_\_\_\_\_ Enclose a printed copy
- \_\_\_\_\_ Note what format the floppy disk is in, i.e. Mac or PC, and what word processor was used

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