

GUIDELINES FOR AUTHORS

(Revised Jan. 2022)

1. SUBMISSION OF MANUSCRIPTS

Manuscripts should be submitted in proper and good English – this is the responsibility of the authors, not the editors. Either American or British notation is accepted. Authors are requested to have their manuscripts read by a person fluent or native in English before submission. The text, figure captions, figures and tables should be combined into a single merged PDF-file no larger than 25 MB in size.

Authors are also reminded that it is the aim and scope of the journal to enhance knowledge of the Alps and surrounding areas. Manuscripts that do not focus directly on this theme, need to make it clear how their content pertains to the Alpine orogens in general.

Submission of manuscripts should be done electronically via the upload link on the journal website www.ajes.at. Authors preferring manuscript submission in hard copy are asked to contact the Editor-in-Chief first.

Submission of an article has to be accompanied by a submission cover letter that includes:

- Full address and contact details of submitting author (on letterhead).
- A statement that the article is original and unpublished and is not being considered for publication elsewhere.
- Suggestions of at least three potential reviewers that should not be associated in any way with the manuscript or be from the same institutions as the authors.

The cover letter is also to be uploaded as a PDF file at the web address above.

Final files after reviews/revision and acceptance only:

Final submission **after** acceptance must include a single Word-processor-file (only *.docx- or *.rtf-files) and single files for each respective figure and table. For the final version it is essential that the name and version of the word-processing/graphics programs and format of the files are clearly indicated. Submission of final files is to be coordinated with the responsible editor.

2. PREPARATION OF THE MANUSCRIPT

The manuscript should preferably be prepared on a word processor with at least 1.5 line spacing and wide margins. Use consecutive line numbering and page numbers throughout the manuscript. Mathematical formulae and equations have to be presented in professional form according to standard format (Word's built-in 'Equation Editor' or, e.g., the full MathType product should be used by authors who use Microsoft Word to prepare manuscripts). For for AJES conform formatting instructions see also the *manuscript preparation template* on this website and for general information on manuscript preparation see also: <http://wegener.uni-graz.at/downloads/manman.pdf>

Title page information:

The title page should include the name(s) of the author(s), their affiliations, full postal address of each affiliation, including the country name, and the e-mail address of each author. In the case of more than one author, please indicate the corresponding author with “*”.

Example:

Michael Wagreich^{1*}

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^{*}) corresponding author

Abstract:

We require a concise and factual English abstract of no more than 500 words. The abstract should include a brief statement of the purpose of the research (or article), the principal results and major conclusions drawn. Please avoid references and uncommon abbreviations. A German abstract (Kurzfassung) is optional and welcome, but not obligatory.

Keywords:

The authors are requested to supply 4-6 keywords which can be used for indexing/abstracting purposes. Avoid general and plural terms as well as multiple concepts (e.g. do not use phrases like 'Cretaceous of England', 'Mesozoic climate and sea level').

Manuscript subdivision:

Your article should be divided into well-defined and numbered sections with brief headings. Its subsections are to be numbered consecutively (excluding abstracts, acknowledgements and references) 1, 1.1, 1.1.1, then 1.2., 1.2.1 etc. Please also use these numbers for internal cross-referencing (e.g. 'as mentioned in section 1.1'), do not just refer to the text.

Acknowledgements:

Acknowledgements are to be given in a separate section before the references at the end of the article. List there the individuals who provided help during research or in preparation of the article (e.g. providing data or other important scientific contributions, figures, language help, writing assistance or proof reading, reviewing) as well as funding bodies and organisations (e.g. name of organisation, country, project leader and project number etc.). If applicable, also give the names of people or corporate bodies (copyright holders) who provided permission to reproduce figures or use of data.

Footnotes:

These should be avoided. If they cannot be avoided, footnotes should be used sparingly with consecutive numbering throughout the article.

Tables:

Tables should be compiled on separate pages (Excel or Word-files) and should be numbered according to their sequence in the text and should also be numbered sequentially in the single PDF-file of the initial submission. With regard to table size specifications, please refer to item 'Figure sizes and resolution' below. When designing your table, please bear in mind that the final lettering size of tables should be between 6 and 12 pt in print, with the minimum line thickness being 0.5 pt. For numbers-oriented tables in online supplements an Excel format should be used. A formatted pixel graphic file for type of preferred end-format should also be attached.

Figures:

Illustrations (plates in AJES are considered as figures and not labelled specifically) should be submitted in separate files or sheets and numbered in the order that they are referred to in the text. Figures should be numbered sequentially in the single PDF-file of the initial submission and positioned at the end of the manuscript. Figures should be submitted at roughly the size preferred for printing.

Note that lettering in the final illustrations should be between 7 and 12 pt and the minimum line thickness used should be 0.5 pt. The page format of the journal (ISO A4, i.e. width x height = 210 x

297 mm) should be considered in designing the drawings. Make sure you use uniform lettering and sizing of your original artwork (Preferred are serif-free fonts like Calibri or Cambria). Label subfigures with '(a)', '(b)' and '(c)' etc and surround photos with a thin black line.

In the text refer to figures by: Figure 3a-b (capitalized and not abbreviated). At the end of the sentence or when in brackets use abbreviated form: (Fig. 1), (Figs 1-4) (point after abbreviation in singular; no point after abbreviation in plural).

Figure sizes and resolution:

We accept three size categories of figures (width x height, maximum size 170 x 247.5 mm):

- 1) Whole Page (two column width) – 170 x 247.5 mm
- 2) 2/3 Page width – 115 mm (x height, 247.5 mm maximum)
- 3) One Column width – 80 mm (x height, 247.5 mm maximum)

Illustrations should be submitted a greyscale or CMYK colour schemes and in the following formats and resolutions:

- 1) Vector graphics/line drawings: PDF- (or EPS-) file. Embed the font or save the text as 'graphics'.
- 2) Colour or greyscale photographs (halftones): TIFF (or JPG), 600 dpi minimum resolution.

Captions of Tables and Figures:

Please provide captions of each table, figure or plate separately at the very end of the manuscript (after the references). Format of labels: Table 1: ..., Figure 13: ... with a full stop at the end of text. Refer to label sub-figures in caption with bold: (a): ..., (b): ... etc.

Important Notes:

No capital letter regarding to orientation words like cardinal directions: write "north", not "North"; "southwest", not "Southwest"; "east", not "O/E"; etc.

Make sure that there is a space between numbers and units: "10 m", "600 °C", "4 kg".

Write species names in "*Italics*": ... the shark *Cetorhinus maximus*.

Check globally that there is only ONE type of paragraph break (free line). Do not automatized the heading number (this causes problems during copy-paste into the typesetting program).

3. REFERENCING

References in the text should consist of the surname of the author(s), followed by the year of publication in parentheses. More than two authors should be cited with the first author's surname, followed by 'et al.'. Citations in the text should be chronologically arranged in the form '... (Ramberg, 1952; Ramsay and Huber, 1987; Faupl et al., 1999; Catlos et al., 2002)' or 'according to Frank et al. (1973)'. All references cited in the text, tables and illustrations plus their captions must be given in the reference list and vice-versa. Citations to material 'in preparation' or 'submitted' are not going to be accepted, while articles published online first are accepted if the DOI (digital object identifier) is provided.

3.1. Further remarks

Please provide full journal titles and journal volumes (separate issues with a slash, e.g. '11/2' means: volume 11, issue 2).

AJES uses DOIs to permanently link and identify each article. Quoting DOIs is required (for all publications of which these are available, including appendices and supplementary online material), to be given in the following syntax: DOI: prefix/suffix (prefix usually being a number starting with 10, e.g. '10.1127', the suffix being highly variable and of different lengths).

Example:

Strasser, A., Hilgen, F.J., Heckel, P.H., 2006. Cyclostratigraphy—Concepts, definitions and applications. *Newsletters in Stratigraphy*, 42, 75–114. <https://doi.org/10.1127/0078-0421/2006/0042-0075> (The syntax 'DOI:10.1127/0078-0421/2006/0042-0075' will not be accepted!)

The reference list at the end of the manuscript should be in alphabetical order, not considering name prefixes such as: d', de, l', von, of ... or titles such as Comte de, Sir, Freiherr.

Examples:

d'Antonio, M., 2003. *Campi flegrei—Guide of Discovery in the Lands of Fire*. Massa Editore, Naples, 332 pp. (to be listed under 'A' not 'D')

Lyell, C. (Sir), 1830. *Principles of Geology, being an Attempt to Explain the Former Changes of the Earth's Surface, by Reference to Causes Now in Operation*, 1. John Murray, London, xv+511 pp.

If the title and journal of the publication cited is in a language using other than Latin letters (e.g. Cyrillic, Chinese etc.) please provide the transcription or, even better, the English translation of it, and give the original language in parentheses at the end of the reference.

Example:

Shi, T.-G., Ho, J.-D., 1963. Nakhodka iskopaemykh Ostrakod iz Khanyanpuskoy Svity Chentsyanyanskoy Serii v provintsii Sychuani (Discovery of fossil Ostracoda in the Khanyanpu beds of the Chentsyanyan Formation in the province Sichuan). *Acta Palaeontologica Sinica*, 11/2, 92–103. (in Chinese with Russian abstract)

(e) Miscellaneous: No space between initials of authors. No italics for journal names. Use 'en dash/en rule' (–), not hyphen, between page numbers.

3.2. Reference style

Please stick with the following formats (for rare special cases, please mark these in your manuscript, to be then decided by the editors):

Journal Article

Note: Please provide DOI (digital object identifier) if existing, in the given form at the end of the reference.

- Sames, B., Horne, D.J., 2012. Latest Jurassic to Cretaceous non-marine ostracod biostratigraphy: Unde venis, quo vadis? *Journal of Stratigraphy*, 36/2, 266–288.
- Strasser, A., Hilgen, F.J., Heckel, P.H., 2006. Cyclostratigraphy - Concepts, definitions and applications. *Newsletters in Stratigraphy*, 42, 75–114. <https://doi.org/10.1127/0078-0421/2006/0042-0075>

Journal Monograph

- Ikeya, N., Tsukagoshi, A., Horne, D.J. (eds.), 2005. Evolution and diversity of Ostracoda. *Hydrobiologia*, 538, pp. 1–265.

Book/Edited Book:

Note: Capitalise main words in book/monography titles, give publisher and (main) city. Give series titles (e.g. 'British Micropaleontological Society Series') before publisher:

- d'Antonio, M., 2003. *Campi flegrei—Guide of Discovery in the Lands of Fire*. Massa Editore, Naples, 332 pp.
- Jenkins, D.G., Murray, J.W. (eds.), 1989. *Stratigraphical Atlas of Fossil Foraminifera*, 2nd ed. British Micropaleontological Society Series. John Wiley & Sons, New York, 595 pp.

Book/Edited Book Section:

Note: Capitalise main words in book/monography titles. Give series titles (e.g. 'Sedimentary Basins of the World 5', '1997 Bighorn Basin Symposium Guidebook') before publisher.

- Miall, A.D., Catuneanu, O., Vakarelov, B.K., Post, R., 2008. The Western Interior Basin. In: Miall, A.D. (ed.), *The Sedimentary Basins of the United States and Canada. Sedimentary Basins of the World 5*. Elsevier Science, Amsterdam, pp. 329–362.
- Furer, F.L., Kvale, E.P., Engelhardt, D.W., 1997. Early Cretaceous hiatus much longer than previously reported. In: Cempen, E.B. (ed.), *Bighorn Basin: 50 Years on the Frontier -Evolution of the Geology of the Bighorn Basin. 1997 Bighorn Basin Symposium Guidebook*. Wyoming Geological Association, Salt Lake City, pp. 47–56.

(Edited) Journal Issue Section:

Note: Capitalise main words in journal issue titles. Give series titles (e.g. ‘Geological Society, London, Special Publications’) before publisher and city (e.g. ‘Geological Society, London’). This also applies to conference proceedings. In this case, give full name of the conference, the calendar date (from ... to, with en dash between dates), and the location before name of publisher. Examples:

- Dewey, J.F., Holdsworth, R.E., Strachan, A., 1998. Transpression and transtension. In: Jones, R.R., Holdsworth, R.E. (eds.), *Continental Trans-pressure and Transtensional Tectonics*. Geological Society, London, Special Publications. Geological Society, London, 104, pp. 1–14.
- Tatman, S., Whatley, R., 1996. A palaeontological reconstruction of the Ostracod Member of the Blairmore Formation, Alberta, Canada. In: Keen, M.C. (ed.), *Proceedings of the 2nd European Ostracodologists’ Meeting, 23rd–27th July 1993, Glasgow*. British Micropalaeontological Society, London, pp. 35–38.
- Bachmann, A., Papp, A., 1968. Vorkommen und Verbreitung der Silicoflagellaten im Neogen Österreichs. In: Selli, R. (ed.), *Committee on Mediterranean Neogene Stratigraphy, Proceedings of the fourth Session in Bologna, 19–30 September 1967: Part II - Micropaleontology*. *Giornale di Geologia*, 35/2, 117–126.

Report:

- Kemp, S.J., Wagner, D., Ingham, M.N., 2012. The mineralogy, surface area and geochemistry of samples from the Wealden Group of southern England. British Geological Survey Internal Report, IR/10/079. British Geological Survey, Keyworth, 34 pp.

Thesis:

Note: If ever possible avoid citing theses. If necessary, please give only theses that are available for the public (from university libraries, internet) with their appropriate internet link. Give type of thesis, university, location of university, country, and number of pages. Example:

- Sames, B., 2009. Taxonomy and systematics of nonmarine Late Jurassic and Early Cretaceous ostracods: their phylogeny and application to biostratigraphy with emphasis on the Early Cretaceous of the North American Western Interior foreland basin. Doctoral Thesis, Freie Universität Berlin, Berlin, Germany, 386 pp. http://www.diss.fu-berlin.de/diss/receive/FUDISS_thesis_000000019296

Internet Sources:

Note: Include date of (last) access in parentheses. Example:

- McNeill, J., Barrie, F.R., Bruck, W.R., Demoulin, V., Greuter, W., Hawksworth, D.L., Herendeen, P.S., Knapp, S., Marhold, K., Prado, J., Prud’homme van Reine, W.F., Smith, G.F., Wiersma, J.H., Turland, N.J. (eds.), 2012. International Code of Nomenclature for algae, fungi, and plants (Melbourne Code). <http://www.iapt-taxon.org/nomen/main.php?page=title> (accessed on 10 November 2014).

As to internet databases – in these cases the ‘year of publication’ can be the year of access (see citing recommendations on the respective websites):

- Guiry, M.D., Guiry, G.M., 2015. AlgaeBase – World-wide electronic Publication. National University of Ireland, Galway. <http://www.algaebase.org> (accessed on 11 January 2019).

4. PDF-FILE AND REPRINTS

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6. OPEN ACCESS

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7. SUPPLEMENTARY DATA

In principal, AJES accepts electronic supplementary material (datasheets, software, maps, etc.) for online publishing only. However, for a number of reasons, authors are generally discouraged to use this option. For more information contact the editor.

8. PUBLISHING ETHICS

We work on the presumption that authors are aware of their responsibilities concerning e.g., fraud, plagiarism, authorship and order of authors listed, and follow ethical principles in their research and publication activities.

