

Instructions to authors

Paper preparation

To prepare their manuscript, authors should consult the latest published issue of the *Comunicações Geológicas*. The manuscripts not following these instructions may be returned to authors, so that appropriate changes may be done.

1. Submission

All manuscripts must be submitted by e-mail via edi@lneg.pt edi@lneg.pt. Any other form of submission will not be accepted.

All submitted manuscripts must contain the following files (all mandatory items are marked with a *):

- a) *Small presentation letter (Word Document);
- b) *Manuscript (Word Document) that must contain: i) front pages with Titles, Author(s), Affiliation and Contacts, Short Titles, Abstracts and Keywords; ii) Main Text; iii) Acknowledgements; and iv) References;
- c) Captions of Figures and Tables (Word Document);
- d) Figures sent apart in JPEG and TIFF files (not inserted in the manuscript);
- e) Tables sent apart in a Word Document;
- f) Annexes;
- g) Complementary material (to be published online only): support material that WON'T show up in the printed version of the paper, but that may be provided in the online version such as, for instance: long databases, additional figures or tables, colored figures, films, etc.);
- h) *List containing three possible reviewers for the manuscript (Word Document) with names, affiliations, and e-mail contacts. The Executive Board cannot guarantee that any of the suggested names will be chosen to review the manuscript.

All files must be submitted with a name that clearly indicates the file content, in a logical sequence, such as for instance:

- Letter.doc
- Manuscript.doc
- Captions.doc
- Figure1.jpg
- Figure2.jpg
- Figure3.jpg
- Tables.doc

- Annex1.tiff
- Complementary material.doc; Complementary material.xls
- Reviewers.doc

(These examples are merely illustrative).

2. Additional information

- a) Manuscripts must include page and line numbering.
- b) Manuscripts must be prepared using a usual font and an adequate font size (example: Times New Roman 12 or Arial 12), typed with two spaces, single column and A4 page size.
- c) Manuscripts must be originals and comprise unpublished data, interpretations, or synthesis.
- d) Manuscripts and abstracts may be written in Portuguese, English, French or Spanish. However, title, abstract and captions must always be presented in English and Portuguese. Abstracts in the original language must not contain more than 150 words. All manuscripts written in non-English language may include an abstract written in English of up to 400 words.
- e) All the manuscripts must contain up to 5 keywords after the abstract (both in English and the original language).
- f) Manuscripts to be published in *Comunicações Geológicas* must be concise, containing at the most (including tables, figures and references) the equivalent to: i) 5 pages maximum for short papers (letters); ii) 35 pages maximum for original scientific papers; iii) 50 pages for review-type scientific papers. Invited papers will have a number of pages that will be agreed upon between the authors and the Executive Board.
- g) Manuscripts received by the Executive Board will be handled by one of the members of the Editorial Board. The manuscript will be reviewed by the Editor and by two or more scientific reviewers.
- h) In co-authored papers, the manuscript must mention the corresponding author. If not provided, the submitting author will be considered the corresponding author. Co-authored papers imply that the corresponding author has the agreement of the other authors to submit and publish the manuscript.

3. Manuscript preparation

- a) The first page of the manuscript must contain the paper title in its original language, as well as a translation into English and Portuguese, author(s)'s name(s), affiliation(s) with institutional addresses, e-mails, as well as an indication of corresponding author(s).
- b) First page must also contain a short title with less than 45 characters (*running title*).
- c) The second page must contain the abstracts followed by up to 5 keywords. Each abstract must be understandable without reference to the paper and must be an objective compilation of the original paper information and interpretations, besides being a reference to the approached subjects.
- d) The second page must be followed by the main text, that may be divided into sections.
- e) Acknowledgements must follow the main text and must be joined in a section named **Acknowledgements**.
- f) All references cited in the text must be organized in alphabetical order in a separate **References** section following the Acknowledgements. In the text, references must be cited by author(s)

name(s), followed by publication date (in parentheses). Book references should mention author(s)'s name(s), followed by publication year (in parentheses) and book title in italic, editor and pagination. Paper references must mention author(s)'s name(s), followed by publication year (in parentheses), paper title, journal name in *italic*, volume number in **bold** and page numbers. Authors must consult the last number of *Comunicações Geológicas* to list references correctly. DOI, if existing, must be included.

Examples:

Oliveira, J. T., Pereira, Z., Carvalho, P., Pacheco, N., Korn, D., 2004. Stratigraphy of the tectonically imbricated lithological succession of the Neves-Corvo Mine region, Iberian Pyrite Belt. Implications for the regional basin dynamics. *Mineralium Deposita*, **39**: 422-436. <https://doi.org/10.1007/s00126-004-0415-2>.

Oliveira, J. T., 1983. The marine Carboniferous of South Portugal: a stratigraphic and sedimentological approach. In: Lemos de Sousa, M. J., Oliveira, J. T. (Eds.), *The Carboniferous of South Portugal*, **29**: 3-38.

Mange, M. A., Maurer, H. F. W., 1992. *Heavy minerals in colour*. Chapman and Hall, London, 147.

- g) All the illustrations must be named as figures. In the beginning of the sentences, they must be referred in full (*e.g.*: Figure 1). In the middle of the sentences, they must be written for short (*e.g.*: Fig. 1). Appendices or annexes must be mentioned in the text, referred as Appendix 1/Annex 1, etc.
- h) Recommended units are International System (SI), except for °C.
- i) Headers and footers cannot be used in any circumstance.
- j) Mineral's formulae must be presented as in Smith, D. K. *et al.* (1998). *American Mineralogist*, **83**: 126-132.
- k) Appendices are items such as databases, figures, or additional tables or files that cannot be published in the printed version (*e.g.*: movies) but can be published online. All these support documents are annexes and may be referred along the manuscript as Appendix 1, Appendix 2, etc. Long databases will not be published in the printed version due to their dimensions – they will be made available online if the authors will provide them. A simplified (representative) version of that database must be provided as Table.
- l) Mathematical formulae: if equations are introduced as part of sentences, they require punctuation. Otherwise, they must be numbered with square parentheses. Authors must provide a key to all symbols referred in the paper.

4. Illustrations

All the illustrations (figures, graphics, maps, photos, etc.) are figures, and must be referred to as such. Figures must be sequentially numbered with Arabian numerals and provided in separate files (electronic submission only), that must not exceed 4Mb each.

Typical illustration paper publication is in grayscale. However, in exceptional situations, colored figures may be accepted (in this case, please contact the Executive Board). However, **all the papers will have colored illustrations in their online version**, if the authors provide these illustrations.

Figures must be sent with font types to be used (Times, Arial, Helvetica, Symbol or Courier). Parts of a figure must be indicated as (a), (b), (c), etc., and must be referred to in the captions (*e.g.*: Fig. 5. (a)), but as a, b, c, etc. in the text (*e.g.* Fig. 5d).

5. Tables

Tables must be sent separately in a Word Document. Units must be referred once in the columns or in the caption and also along the table, if it is small enough.

6. Captions

Figures and table captions must be presented with double space and sent in a separate Word Document. Captions must be provided **in the original paper language** and **in English** and **Portuguese** and contain a short description of the figures and/or tables.