

## ***EARTH SCIENCES HISTORY: GUIDELINES FOR AUTHORS***

1. Contact with the Editor or a Member of the Editorial Board prior to submission is welcomed.
2. Manuscripts should be written in English, using either American or English spelling in a consistent manner.
3. Unless there is good reason to do otherwise, the past tense should be used consistently throughout a narrative, as befits a historical account. (Write: 'Lyell thought . . . ', not 'Lyell thinks . . . '!)
4. Articles should be divided into numbered sections (**1., 2., 3.**, etc.), with the headings centred and in bold uppercase. Numbered subheadings (*1.1, 1.2, 1.3*, etc.) may also be used if desired. They should be given in italics, left justified, and not in bold, with a capital letter for the first word of the subheading only.
5. Articles should be submitted to the editor as a Word (.doc) document, preferably by email attachment (or, if that is not possible, on a CD). Please use single spacing but leave a line space before and after all headings and all indented quotations. Allow only **one** space between sentences.
6. **Do NOT use auto-numbering, auto-'bullet-points', or any form of auto-formatting other than for automated footnoting and 'smart' quotes.**
7. Fonts etc.:
  - The text should be prepared in Times New Roman font.
  - Title of paper: bold, capitalized, centred, 12 pt.
  - Name(s) of author(s): not bold, capitalized, centred, 10 pt.
  - Addresses and emails: lower case, italics, centred, 10 pt.
  - Abstract: Heading centred, bold, capitalized (i.e. **ABSTRACT**), 8 pt; text justified left and right, 8 pt.
  - Main body of text: justified left and right, 10 pt.
  - Section headings: numbered sequentially, bold, capitalized, centred, 10 pt.
  - Subheadings: numbered as above (§4), italics, capital for first letter of first word only, left justified, 10 pt.
  - Material for extended quotations: indented left and justified, flush right and justified, 9 pt; line space before and after the quoted passage; no inverted commas required.
  - Captions for figures and tables: italics, centred, 8 pt.
  - Footnotes should have 'hanging indents'. Create a footnote number; then press the Tab key; then create a hanging indent (use 'Control + T' for PCs or 'Command + T' for Macs); and then write the text for the note, justified both left and right, 8 pt. **Do NOT attempt to achieve this result by using the Tab key, except for one use of that key immediately after the insertion of the footnote number.**
  - Indents: 1 cm.
  - Bibliography: with hanging indents, 9 pt.
8. The titles of books and journals, the names of ships, and non-English words (including *sic* and *et al.*) should be italicized.
9. Figures are welcome. Digital submission is required, on a CD for large files or preferably by email attachment if transmission is possible. Figures should be scanned at 600 dpi ('dots per inch'). The use of colour illustrations is welcomed, but authors will be charged for the printing of coloured figures. A

cost estimate will be provided on request in each case. Any maps or diagrams prepared by authors need to meet ‘professional standards’.

10. The approximate places where you wish to see the figures or tables appear should be indicated by means of the desired figure or table numbers and captions in italics. For example:

*Figure 10. Text for the caption.*

or

*Table 2. Text for the caption.*

Each figure or table must be referred to in the body of the text (for example, ‘see Figure 10’; ‘see Table 2’).

11. Tables and figures should be sent in files separate from the main text. Please create a **separate file for each item**.
12. The **normal acceptable maximum word-length is about 15,000 words**. Papers up to 20,000 words may be considered, if thought by the referees and the editor to be of special interest or significance. And in exceptional cases papers may even be up to 25,000 words, but for such contributions the intending author should consult with the editor in advance. It is possible for a paper to be divided into two or more parts of <15,000 words each, to be published in successive issues, but there should be a ‘natural’ division (or divisions) of the subject matter; and the paper should likewise be one of special interest or significance in order to qualify for such publication.
13. Submission should preferably be sent by e-mail attachment (to the editor David Oldroyd: [esh@historyearthscience.org](mailto:esh@historyearthscience.org)). If sending by CD, please record your name on each disk, as well as the platform, software used, and the contents. Send by post to his home address (below).
14. *Earth Sciences History* uses the name/date citation system within the body of the text, references being listed (where necessary) in chronological order, e.g. (Herries Davies 1995; Jago *et al.* 2005; Aalto 2006, p. 48), **or** (Herries Davies 1995, Jago *et al.* 2005). Citation to a work as a whole is acceptable **only** if the reference is to the work as a whole. If the reference concerns a particular chapter or page range, these must be specified. For example: (Aalto 2006, p. 48) or (Lewis 2000, pp. 122–126). All direct quotations (citing with double inverted commas, or in an indented passage, 9 pt) require reference to specific pages.
15. Your article should be followed by sections (not numbered) headed **ACKNOWLEDGEMENTS** (where appropriate), **ARCHIVES** (where required) and **REFERENCES**. Follow the examples given below and on the HESS web-site ([www.historyearthscience.org](http://www.historyearthscience.org)).
16. Footnotes should be used where additional text or short discussion is required, or where archival materials are cited. They are to be indicated by a superscript numeral in the text placed **after** the punctuation mark. Where translations of texts are provided, it is desirable to have the original non-English texts supplied in footnotes. References given in the footnotes should follow the style used in the main text. The terms ‘*ibid.*’ and ‘*op. cit.*’ are not used in *Earth Sciences History*. But footnotes or sections may be cross-referenced. For example: ‘See Footnote 10’; or ‘See Section 3.2’.
17. The beginnings of paragraphs should be indented (by 1 cm), **except** when they follow any kind of heading. No extra line space is required between paragraphs.

18. Short direct quotations within a paragraph should be indicated by the use of double inverted commas. Any longer quotation (say three lines or more) should be separated from the rest of the paragraph by line spaces before and after the quotation and without inverted commas being used. The quotation should be in 9 pt, justified left and right, and indented by 1 cm to the left only.
19. Words deployed in an unusual sense should be indicated with single inverted commas ('scare quotes'). Punctuation marks should **be placed after** the inverted commas. Please use 'smart' quotes (as in this sentence).
20. Observe the usual convention for the use of round brackets and square brackets. For ellipsis, do **not** use a single symbol (...), but write out as 'dot, space, dot, space, dot' (or '. . .'). For long dashes, use the m-dash symbol, not 'space, n-dash, space'. Do not leave a space between an m-dash and the adjacent words.
21. In general, write out numbers less than one hundred when they occur in the body of a text: e.g., 'ninety-nine', but '500'. But, for example, '25%' is acceptable. For numbers over a thousand, use a comma or commas, as needed. For example: 'Scale = 1 : 250,000'.
22. Titles in languages other than English should be given in the original language and followed in brackets by an English translation for less commonly used languages. Titles in non-Roman scripts (Cyrillic, Chinese, etc.) should be given in Romanised versions (*pin-yin* for Chinese). Quotations should be translated into English in the text, with the original language being provided in an associated footnote. The author will be responsible for both the translation and the accuracy of the non-English text, although the editor reserves the right of verification.
23. Write 'Earth' for the planet; and 'earth' for the ancient element, for soil, or when the word is used as an adjective as in 'earth sciences' or 'earth history'. Write 'history of the Earth' or 'the Earth's history'.
24. Either 'geologic' or 'geological' is acceptable; 'stratigraphic' or 'stratigraphical'; 'pal(a)eontologic' or 'pal(a)eontological'.
25. Standard metric units, or historically appropriate units, should be used. If readers may not be familiar with the units used, please provide some explanation, or metric equivalents.
26. Unless directly quoting from some text, write dates according to the following example: 3 June 1856. Write (for example) 'the 1870s' (not 'the 1870's') or 'the eighteen seventies'.
27. The full names of historical figures should be given in complete form on the first mention of a person (not initials), with birth and death dates specified from a reliable source. **Dates should be separated by an en-dash, not by a hyphen:** e.g., 1857–1933, not 1857-1933. **Page numbers in references should likewise be separated by n-dashes.** The provision of dates may not be possible for obscure persons, but your efforts to determine them will make your work more useful to other scholars. For the **first mention** of a person, provide his or her given and family names. **Thereafter**, use the family name, or in rare cases just the given name.
28. Standard information to be included at the beginning of an article:
  - a. Title of article, centred, bold, uppercase.
  - b. Name(s) of author(s), centred, regular (not bold), uppercase.
  - c. Affiliation(s) of author(s), with full postal address(es) and e-mail address(es), centred, italicized (not bold), capitalized, lowercase.
  - d. An abstract of approximately 150 words, left oriented.

29. Sections that often follow the main body of the text are:
  - a. Acknowledgements
  - b. Archives
  - c. References (mandatory)
  - d. Appendices
  - e. Note(s) on contributor(s), being a sentence or two identifying the author's or authors' relevant career information, recent research areas, work in progress, etc. (Such notes are mandatory and will be printed at the end of each issue.)
30. The files on the submitted CD or email attachment(s) that must be separated are:
  - a. Text of article (including footnotes) in a Word (.doc) file, with acknowledgements, archives, references, and appendices (all in one file).
  - b. Figures in separate Word (.doc) files, each figure being in a separate file, in .tif, .jpg or .pdf format. (The file for each figure should be numbered and with your name as identifier).
  - c. Tables in separate Word (.doc) files, each table being in a separate file, in .tif, .jpg or .pdf format. (The file for each table should be numbered and with your name as identifier.) Each table should not exceed 128 mm. in width.
31. *Earth Sciences History* requests voluntary page contributions from authors in the amount of \$15 US per page, but acceptance of manuscripts and publication is not contingent on payment of page charges.
32. It is an author's responsibility to obtain written permission to reproduce any copyright material (other than a short quoted passage that is accompanied by an appropriate reference). A copy of the permission statement from the holder of the copyright should be forwarded to the Editor.

## CITATION GUIDELINES

Citations should be listed in alphabetical order by first author, and then by second author of multi-authored works listed under that first author. When an author has more than one work they should be listed in chronological order. If more than one work appeared in the same year, these should be listed as (for example) 1904a, 1904b, etc., and referred to accordingly in the text. **Full** bibliographical data, **without any abbreviations**, should be included. The References section list only works-as-a-whole. Please leave spaces between the authors' initials. Do not use ampersands, unless they are being directly quoted from a title.

### Format for References

#### Books

- Bullen, K[eith] E. and Bolt, Bruce A. 1985. *Introduction to the Theory of Seismology*. 4<sup>th</sup> edn. Cambridge: Cambridge University Press.
- Good, Gregory A. (ed.). 1998. *Sciences of the Earth: An Encyclopedia of Events, People, and Phenomena*. 2 vols. New York and London: Garland Publishing Inc.
- Robinson, Arthur H. 1982. *Early Thematic Mapping in the History of Cartography*. Chicago: The University of Chicago Press.

Suess, Eduard, 1904–1924. *The Face of the Earth (Das Antlitz der Erde)*, translated by Hertha B. C. Sollas. 5 vols. Oxford: Clarendon Press.

### Articles in journals

Carneiro, Ana. 2005. Outside government science. “Not a single tiny bone to cheer us up!”. The Geological Survey of Portugal (1857–1908), the involvement of common men, and the reaction of civil society to geological research. *Annals of Science* 62: 141–204.

Esmark, [J]. 1816. Description of a new ore of tellurium. *Transactions of the Geological Society of London*, 1<sup>st</sup> Series 3: 413–414.

Heezen, B. C. and Ewing, M. 1952. Turbidity currents and submarine slumps in the 1929 Grand Banks earthquake. *American Journal of Science* 250: 849–878.

Jago, J. B., Pharaoh, M. D. and Wilson-Roberts, C. L. 2005. Douglas Mawson’s first major geological expedition: the New Hebrides, 1903. *Earth Sciences History* 24: 93–111.

### Articles or chapters in books

Branagan, D. F. 1998. Geological periodization. In: *Sciences of the Earth: An Encyclopedia of Events, People, and Phenomena*, edited by Gregory A. Good, Vol. 2, 306–314. New York and London: Garland Publishing Inc.

Herries Davies, Gordon L. 1995. The Stenonian revolution. In: *Rocks, Fossils and History*, edited by Gaetano Giglia, Carlo Maccagni and Nicoletta Morello, 45–59. Florence: Festina Lente.

Pyne, Stephen J. 1979. Certain allied problems in mechanics: Grove Karl Gilbert at the Henry Mountains. In: *Two Hundred Years of Geology in America*, edited by Cecil J. Schneer, 225–238. Hanover, NH: University Press of New England.

### Unpublished thesis or dissertation

Wolter, John A. 1975. The Emerging Discipline of Cartography. PhD dissertation, University of Minnesota.

To repeat: a range in pages should be shown by using an **en-dash**, **NOT** a hyphen: e.g. 534–555, **not** 534-555. **NO ABBREVIATIONS** will be accepted in the references.

## ARCHIVES

The Archives section should list the collections of manuscripts consulted and cited; or, if greater clarity is desired, one may write a paragraph discussing the collections that have been consulted (see examples of the alternative schemes below).

### List format

Forbes, James David. Papers. St Andrews University Library. (The wording will vary according to the system at each archive.)

Elsasser, Walter M. Oral history interview conducted by J. T. Kiehl, 12 March 1986. 1 session, 1 cassette; preliminary transcript. Part of the American Institute of Physics/American Meteorological Society project.

### **Paragraph format**

This article is based on research in the James David Forbes Papers, at St Andrews University Library, in St Andrew's, United Kingdom. It has also drawn on the oral history interview with Walter M. Elsasser, conducted by J. T. Kiehl on 12 March 1986. This interview and a preliminary transcript are part of the American Institute of Physics/American Meteorological Society project and may be consulted at the American Institute of Physics, College Park, MD, USA.

## **GUIDELINES FOR WRITING OBITUARIES**

Fields of academic endeavour often memorialise the passing of their practitioners through the publishing of obituaries or *éloges*. The History of the Earth Sciences Society has established a committee (composed of the Past President and three other HESS members) to arrange for the writing of such biographical notices. They will be published in *Earth Sciences History* at the earliest opportunity, according with the following guidelines:

1. Scholars who have contributed significantly to the study of the history of the earth sciences will be appropriate for obituaries, considering their writings, their efforts as editors, or their support of the study of the history of the earth sciences and HESS in particular. Non-members as well as members of the Society can be considered.
2. The committee shall normally solicit authors for particular individuals. Unsolicited proposals for *éloges* will be considered by the committee but prospective authors are requested to contact the Past President before taking any further action. Please do not contact the Editor of *Earth Sciences History* concerning *éloges*.
3. The essay should focus primarily on the contributions of the individual to the history of the earth sciences, rather than science or other areas of scholarship, except insofar as those other efforts were related to the individual's geohistorical work. While a text should focus on the person's activities in history of earth science it should also endeavour to paint a vivid picture of the person. His or her publications will always be available; the personality will not.
4. Length: between 1,000 and 2,000 words, as determined by the committee. One photograph may be included.
5. Bibliography: only partial bibliographies can be accommodated and references should be chiefly to publications relating to history of the earth sciences. Authors are encouraged to refer to more complete bibliographies that may have been published elsewhere and to published memorials that summarize the person's whole career.

## **BOOK REVIEWS**

Reviews are published for books on all aspects of the history of the earth sciences and the Reviews Editor welcomes volunteers for this task, as it is impossible for one person

to be aware of all books worthy of review.

1. Please submit suggestions for books to be reviewed, or reviews, to the Book Review Editor: Victor R. Baker, Department of Hydrology and Water Resources, The University of Arizona, Tucson AZ 85721 USA; Tel: 520-621-7875 E-mail: baker@hwr.arizona.edu.
2. Reviews should follow the general Guidelines, with the few exceptions noted below.
3. The heading should have the following format:  
**BOOK TITLE: SUBTITLE.** Author(s)/Editor(s). Date. Place of publication: Publisher. Number of pages (e.g. xiv + 256 pp.). Hard- or soft-cover. Price. (All in Roman, not italics.)  
(If there are special ordering instructions, these can be put in parenthesis at the end of the heading.)
4. At the end of a review, give your name and affiliation, including your email address.
5. The length of a review usually runs to about 1,500 words. For collections of papers in edited volumes, a discussion or analysis of the work as a whole is preferred to a detailed discussion of each paper.
6. The use of references/citations in reviews is discouraged, but mention of other works may be made sparingly within the text. For example: 'Lyell, *Principles* (1830, Vol. 1: 37–38)'.
7. If a reviewer considers that a book warrants an extensive, comparative review or analysis, it should be submitted as an Essay Review; or the book should be suggested as a Focus Book. The same citation styles should be used in an Essay Review or Focus Book as in regular articles. (See these Guidelines.) Please contact Professor Baker in advance if you wish to write an Essay Review. Such contributions will normally be externally refereed.

### MANUSCRIPT REVIEW GUIDELINES

In reviewing this manuscript for *Earth Sciences History* please comment in as much detail as your time permits upon the following matters (and of course anything else that comes to mind). Please inform the Editor whether you wish your review to be anonymous.

1. Would you have read this article if you had simply come across it in *Earth Sciences History*? If your answer is 'No', what might the author(s) do to increase the interest of the piece for you?
2. Is the argument sound, and is its factual basis sufficient and accurate?
3. Are the references to both primary and secondary literatures sufficient, complete, and accurate? Is recent relevant scholarship acknowledged and/or discussed? Can you suggest further materials that the author(s) might consult during revision?
4. Is the manuscript clearly written? How might it be modified in order to achieve greater clarity?
5. Is the manuscript well organized? What improvements might be made in this regard?
6. What is the historical problem that the author addresses within the confines of his or her topic? Put another way, if the paper 'an answer', what is 'the question'?
7. Are the illustrations (if any) pertinent, sufficient, and of good quality?

8. If this article is revised according to your suggestions, would it be suitable for publication in *Earth Sciences History*?
9. Other comments and suggestions?
10. Please make your comments and suggestions constructive. Articles for the journal typically pass through at least one cycle of revision before being accepted, so it will help greatly if you phrase your comments in such a manner as to assist the author(s) in the task of revising the manuscript.
11. If you judge that the manuscript cannot be brought to a publishable standard in anything like its present form, please do not hesitate to say so.

Many thanks for your service to *Earth Sciences History* and The History of the Earth Sciences Society. Our referees' reviews and commentary are the primary foundation and guarantee of scholarly standards. Please return your comments to me in a timely manner. In no circumstances take longer than thirty days.

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