

# INSTRUCTIONS FOR CONTRIBUTORS

**SUBMISSION OF MANUSCRIPTS** Manuscripts are to be submitted to the Submissions Office of CLAYS AND CLAY MINERALS. Authors are now encouraged to submit manuscripts electronically as a single Adobe<sup>®</sup>.pdf file (including text, references, tables, captions and figures). The file should be e-mailed to the Editor-in-Chief. This will speed processing, as will including the phone, FAX and e-mail address of the submitting author. Alternatively, an original and three other paper copies may be submitted. In the submittal letter, authors must state that the manuscript has not been published, is not currently submitted for publication elsewhere, wholly or in part, nor will be submitted elsewhere while in the review process for CLAYS AND CLAY MINERALS. Contributions may be (1) papers on original research or reviews on subjects of interest to the international community of clay scientists, (2) letters to the editor commenting on papers published, (3) editorial comment or comments by other Society officers, or (4) comments on matters having to do with clays or other fine-grained minerals. Letters to the editors and other comments should occupy no more than one printed page. Unsolicited book reviews are not to be submitted. Authors are encouraged to suggest potential reviewers (include addresses).

**FORM OF MANUSCRIPT** Manuscripts must be typewritten double-spaced on standard 8½ × 11 inch white paper (do not use onionskin or erasable bond). Use wide margins of at least 1 inch and a font size of 12 points. Do *not* right-justify type. CLAYS AND CLAY MINERALS welcomes manuscripts from all countries, but the texts must be in English. All submitted manuscripts should have been reviewed by a colleague for whom English is a first language. Pages are to be numbered. End-of-line hyphens must be avoided.

**TITLE PAGE** The title page should include in the following order: manuscript title, full names of authors, addresses of institutions of authors, a shorter running title not exceeding 72 characters including spaces, any footnotes to the title or author data, the name and complete mailing address of the person to whom correspondence and page proofs should be sent, and the e-mail address of the corresponding author.

**ABSTRACT** All manuscripts (except letters and comments) must contain an informative abstract that is a condensation of the essential ideas and results of the paper, and not a list of the subjects covered in the text. Abstracts must clearly relate the problem, methods, results and conclusions in such a manner that they can be used by current-awareness publications and other information-retrieval systems. Do not repeat information given in the title or reference the literature in the abstract. Abstracts should not exceed 300 words.

**KEY WORDS** List up to ten Key Words in alphabetical order for subject indexing.

**TEXT, TABLES AND ILLUSTRATIONS** Text must be in a concise and readily understandable style. Sufficient detail must be included to enable other investigators to repeat the work. However, extremely detailed technical descriptions of the methods used should only be given when such methods represent a new approach. Contributors may indicate the approximate position desired within the text for each figure and table, but please provide the figures and tables at the end of the manuscript.

Figures and tables should be kept to a minimum and will only be printed if essential. Authors should use footnotes to the tables to provide ancillary information rather than add such text to the title. Figures: (i) line art should be black on a white background of high-gloss art paper or board. Figures *must not* be submitted on tracing paper. Authors should give some consideration to the size of the lettering used because most figures are reduced for publication. Times New Roman and Helvetica, or equivalent typefaces, must be used for the lettering on the figures. Unless absolutely necessary, italic or bold characters should be avoided. Adjacent gray scales should differ by at least 20% to ensure sufficient contrast; (ii) half-tone plates (photographs) should be submitted as photographic prints to be scanned by the typesetter. The standard of all the figures must be equivalent to that of a professional draftsman or photographer. Unsatisfactory diagrams will be returned to authors for redrawing. Authors are encouraged to submit electronic versions of figures (*together with the high-quality paper or photographic versions*).

**Style** Our style guide is **The Chicago Manual of Style**. Contributors should consult previous issues of CLAYS AND CLAY MINERALS from v. 34–36 or after v. 47, issue 2 for the general style. New mineral names require the approval of the IMA Commission on New Mineral Names. Mineral nomenclature must conform to IMA, CMS Nomenclature Committee, and AIPEA Nomenclature Committee guidelines. SI units are mandatory, but angstrom (Å) and bar (b) may be used also if usage is consistent within the manuscript. Footnotes should be used sparingly. For the first time an acronym (e.g. TEM) is used, spell in full and place the acronym in parentheses. Thereafter, use the acronym only. Polytype symbols (e.g. muscovite-2M<sub>1</sub>) should have the letter only in italics. Latin terms (e.g., *etc.*, *et al.*, *i.e.*) are in italics. The symbols "M" for "molar" and "N" for "normal" are not italic. Use I-S and not I/S for illite-smectite interstratification. Use *d* value and not *d* spacing. Use *d*<sub>001</sub> where 1 is a number, but *d*<sub>0*l*</sub> where *l* is a letter, in this case "el".

**Titles** First-order headings (INTRODUCTION, DISCUSSION, etc.) are in all capital lettering and centered on the page. Second-order headings should be in lower case, italicized, and placed at the left-hand margin of the page. Third-order headings are italicized, placed at the beginning of the paragraph but without an indent, and followed by a period. Fourth-order headings are placed at the beginning of the paragraph with an indent, and a period placed after the heading.

**Equations** Chemical and mathematical equations are to be set from the text above and below by centering on the line, provided with a sequence number in parentheses, such as (1), and with each new symbol defined immediately below in the text.

**References** References are cited in the text by the name of the author and the year of publication, e.g. Noh (1998) or Brandt and Kydd (1998). For references with more than two authors, use "et al." as in White *et al.* (1992). Citations in parentheses must include a comma, e.g. (White *et al.*, 1992). Full references are listed alphabetically by author at the end of the paper and with the year in parentheses. For several publications of an author with different co-authors the following order must be followed: (a) publications of the author alone, in chronological order; (b) publications of the author with a single co-author, in alphabetical order of co-authors; (c) publications of the author with more than one co-author, in chronological order (as they are cited in the form 'Jones *et al.*' in the text). The name of the author is given surname first, followed by a comma and the initials, with each initial followed by a period and without a space between initials. Do not abbreviate journal names. Volume numbers are in bold. For example:

Jahren, J.S. (1991) Evidence of Ostwald ripening related recrystallizations of chlorites from reservoir rocks offshore Norway. *Clay Minerals*, **26**, 169–178.

Koizumi, M. and Roy, R. (1959) Synthetic montmorillonoids with variable exchange capacity. *American Mineralogist*, **44**, 788–805.

Reynolds, R.C. (1980) Interstratified clay minerals. Pp. 249–303 in: *Crystal Structures of Clay Minerals and Their X-ray Identification* (G.W. Brindley and G. Brown, editors). Monograph **5**, Mineralogical Society, London.

Weaver, C.E. and Pollard, L.D. (1973) *The Chemistry of Clay Minerals*. Elsevier, Amsterdam, 213 pp.

Kalt, A. (1968) Une silice hydratée cristallisée: Préparation, structure, propriétés chimiques. Ph.D. thesis, Université de Strasbourg, Strasbourg, France, 197 pp.

Arrange multiple references with the same first author chronologically. Personal communications or other unpublished observations may be cited in the text, such as: (J. Jones, pers. comm., 1996) or (J. Jones, unpublished data, 1996). These citations should not be included in the reference list, but the address of the person (e.g. J. Jones) referred to in the communication may be given in the Acknowledgments at the discretion of the author.

**REVIEW** Manuscripts submitted to the JOURNAL are normally reviewed by two or more referees, an Associate Editor, the Managing Editor, and the Editor-in-Chief. Identity of the referees is optional, at the discretion of the referee. Acceptance or rejection of a manuscript is the sole responsibility of the Editor-in-Chief.

**ACCEPTED MANUSCRIPTS** The final version of all manuscripts must be accompanied by a floppy/zip disk or CD-ROM containing the files for all text, tables, figures and captions. MS Word<sup>®</sup> is the preferred format for the text and tables. Native CorelDraw (CDR), Adobe Illustrator (AI), bitmap (TIF) and Encapsulated PostScript (EPS) formats are acceptable for illustrations. The acceptable media are PC-formatted 3.5-inch disks, 100 MB iomega zip disks, and CDs. High-density, but not medium-density, MAC-formatted diskettes are also accepted.

**COPYRIGHT** As a result of the U.S. copyright law effective January 1, 1978, it is **essential as a condition of publication that the authors or their employers grant in writing to THE CLAY MINERALS SOCIETY the copyright to the manuscript**, unless the work has been done for the U.S. Government. Copyright forms will be mailed at the time of manuscript acceptance, or are available from the Editorial Office upon request. All authors must sign the copyright form, unless their employer will hold the copyright. Authors (or employers, as applicable) will retain all proprietary rights other than copyright, such as patent rights and the right to use all or part of the manuscript in future non-journal works of their own, such as lectures, reviews, textbooks, or reprint books.

**PROOFS** Page proofs will be sent to the author specified on the title page. **Authors will be billed at cost for all page proof alterations, other than printers' errors.** Proofs must be returned within 48 hours of receipt.

**REPRINTS** Twenty-five tear-out sheets will be supplied free of charge by the Society to the author specified on the title page only if one of the authors is a member of the Society. A reprint (offprint) order form will be sent with the page proofs. Orders for reprints must be received prior to printing of the JOURNAL.