

Printing rules for *Eclogae geologicae Helvetiae*

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Printing Rules for *Eclogae geologicae Helvetiae*

I. General information

- Art. 1. – The *Eclogae geologicae Helvetiae* serve for the publication of *original papers in earth sciences*. The articles submitted may be written in German, French, Italian or English and are printed in the original language. The *Eclogae* also publish the proceedings of the meetings of the Swiss Geological Society (SGS) and the reports of the Swiss Palaeontological Society (SPS).
- Art. 2. – Papers on the most diverse subjects within the *earth sciences* may be published. Papers of more general interest are preferred, since the *Eclogae* have an international readership. Papers of only local interest will be considered if the subject concerns Switzerland or the neighbouring countries.
- Art. 3. – According to the statutes of the SGS, the *editorial commission* consisting of the editor, the president and the secretary is responsible for the editorial policy of the *Eclogae*. The editorial commission decides on behalf of the editor over acceptance or rejection of manuscripts.
The *editorial board*, elected by the Council of the SGS, asks competent specialists to review submitted manuscripts.
- Art. 4. – The editorial commission may reject a paper or return it for revision. If this leads to disagreement with the author, the case is submitted to the Council of the SGS for a decision.
- Art. 5. – The opinions expressed in the papers, if scientifically sound, are not influenced by the editorial commission; for these the authors alone are responsible.
- Art. 6. – If too many manuscripts are submitted, the editorial commission is authorized to make a selection.
- Art. 7. – The editor, in keeping with the approved budget and in agreement with the publisher, takes the necessary measures regarding when and how the manuscripts are printed. An estimate of printing costs is made on request.
- Art. 8. – Printing costs for short papers are normally carried by the Society. If a paper meets the instructions outlined above and does not exceed reasonable length, the printing costs will not be the cause for acceptance or rejection of an article. The costs for plates and colour-illustrations have to be paid by the author.
- Art. 9. – The Society pays for publishing dissertations (or parts of them), depending on their length. The contribution covers type setting, printing and paper up to the cost for 48 pages. As a general rule, the costs for illustrations must be carried entirely by the author. In addition, art. 15 applies.
- Art. 10. – The *Eclogae* appear in yearly volumes, which are issued in single numbers.
- Art. 11. – Reproduction of illustrations or whole articles printed in the *Eclogae* must be approved by the editor and is allowed only with complete acknowledgement of the original source of publication.

II. Manuscripts

- Art. 12. – *Three copies* of the manuscript should be submitted to the editor in final form. They should be typed on *one side of paper, double* and with *ample margins*. The papers are expected to be as concise as possible, and the statement of problem, methods, data and results should be clearly formulated and easy to grasp.
- Art. 13. – For technical printing instructions see “Guidelines for contributors” in number 1 of each volume.

III. Illustrations

- Art. 14. – For any technical instructions concerning the making of illustrations see “Guidelines for contributors” in number 1 of each volume.

IV. Going to press, proofreading

- Art. 15. – All business between the author and the publisher is handled through the editor. He conducts all arrangements in connection with the publication of the articles, even if printing costs are partly or entirely carried by the author.
- Art. 16. – Authors receive a page proof for correction. For this purpose, the official correction marks, must be used ¹⁾. No changes in the text should be made in the page proof. Before returning the page proof, authors should mark the title page “o. k. for print” (with date and signature).
- Art. 17. – Proofs returned to the editor after the deadline may cause postponement of the article to a later number.

V. Printing charges, authors' corrections

- Art. 18. – Authors may be asked for financial contributions to print their articles, depending of the budget of the Society and on the possibility that the author may be able to obtain appropriate funding. In particular, costs for long papers or expensive illustrations must be covered in part by the authors. An agreement must be reached in each case before going to press.
- Art. 19. – Changes of the text in the proofs are charged to the author. The editor bills the author for any such corrections and for any printing charges already agreed upon.

VI. Proceedings of the Geological Society

- Art. 20. – The proceedings of the annual meeting of the Swiss Geological Society, apart from the administrative reports, may contain papers presented at the meeting, provided that they do not exceed 5 printed pages. These papers are likewise subject to art. 3 for acceptance. Longer papers have to be submitted as regular papers.

¹⁾ These can be requested free of charge from the editor.

VII. Report of the Swiss Palaeontological Society

- Art. 21. – The SPS is responsible for accepting papers for its report. This report is published in the last number of each volume of the *Eclogae*.
- Art. 22. – Through a decision of its Council, the SPS also adheres to the printing instructions described above – especially concerning editorial practice.
- Art. 23. – The SPS participates in the proceeds from the *Eclogae* sold through book dealers. The share in the profits is commensurate with the size of each report.

VIII. Reprints

- Art. 24. – The authors receive *50 reprints* of their paper free of charge with the pagination of the *Eclogae* (co-authors are expected to *share* these). Additional copies have to be paid according to the publisher's price list. They may be ordered on a separate form that is sent to the author together with the proofs. The reprints are issued *without covers*, but with plates if such accompany the article. Authors wishing covers are charged accordingly.
- Art. 25. – Reprints or additional prints of plates from the *Eclogae* are not for resale. The Council of the SGS may, with the author's consent, sell reprints through the publisher of the *Eclogae*.
- Art. 26. – Authors are billed by the publisher for reprints and any separate enclosures.

22 April 1991

The Council

