

Instructions for Authors

Studia Universitatis Babes-Bolyai, Geologia

Editorial correspondence including manuscripts for submission should be addressed to:

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Editorial Policies

The mission of Studia Universitatis Babes-Bolyai, Geologia, the official publication of the Department of Geology, "Babeş-Bolyai" University, is to publish new scientific contributions in all fields of earth sciences.

Manuscripts cannot have been previously published or be currently submitted elsewhere for publication while in review for Studia Universitatis Babes-Bolyai, Geologia, although manuscripts may have been deposited on a preprint server. Manuscripts that are derived from papers presented at conferences can be submitted unless they have been published as part of the conference proceedings in a peer-reviewed journal. Authors are required to ensure that no material submitted as part of a manuscript infringes existing copyrights, or the rights of a third party.

Manuscripts must be submitted by one of the authors of the manuscript, and should not be submitted by anyone on their behalf. The submitting author takes responsibility for the article during submission and peer review. Submission of a manuscript to Studia Universitatis Babes-Bolyai, Geologia implies that all authors have read and agreed to its content.

Studia Universitatis Babes-Bolyai, Geologia accepts only online submission. The submission process is compatible with version 6.0 and higher of Internet Explorer, and with most other modern web browsers. It can be used from PC, Mac, or Unix platforms (see File Formats).

Peer-Review Process

The peer-review process is designed to ensure that Studia Universitatis Babes-Bolyai, Geologia publishes outstanding scholarship. One of the Editors will assign the manuscript to a member of the editorial board, who will review the paper, collect reviews from four outsider reviewers, and make a recommendation to the manuscript's managing Editor with respect to four possible outcomes: 1) accept without revision, 2) accept after revision without further external review, 3) neither accept nor reject until author(s) make revisions and resubmit, 4) reject. The Editor managing the manuscript will also send the manuscript to a second member of the editorial board for an independent review. The manuscript's managing Editor will make the decision on outcome and notify the author. The ultimate responsibility for all decisions lies with the Editors, to whom any appeals against rejection should be addressed.

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Style Guide

Manuscripts should be in English. Authors for whom English is not a native language must have their manuscripts reviewed by a colleague who is fluent in English before submitting their manuscripts.

The Title should be informative but not longer than 15 words. Please supply a short title of up to 70 characters.

Name of the author(s). Give the full author(s) name(s). Full addresses should be keyed to the author's names using numbers in superscript. In case of more than one author, please indicate the email, telephone, and fax of the author to whom the correspondence should be addressed.

Abstract & Keywords. The abstract (not exceeding 250 words) must be written in English, outlining concisely the main findings and major conclusions of the paper. Literature citations and figure references should not appear in the abstract. Include up to 8 keywords beneath the abstract for indexing purpose.

Text. Manuscripts should be typed (double spacing) on A4 paper (21 x 29.7 cm) leaving a margin of 3 cm all around. Authors should use IUGS terminology and metric units. All pages should be numbered consecutively and illustrations and tables must be printed on separate sheets, and NOT be incorporated into the text.

References. All references cited in the text should be given in the reference list and vice versa. The reference list should be arranged alphabetically and chronologically, with the authors always listed with their last (family) name first. The suffixes "a", "b", etc. should be added to the date of papers by the same author and the same year. Citations in text should be as follows: Collins, 2005; Filipescu (2004), Ford and

Williams (2007), or where three or more authors in the reference please cite in the text as (Onac et al., 2004) or Ionescu et al. (2002). Journal and book titles must be spelled out in full (not abbreviated) and cited in the text. Include diacritical marks (accents, umlauts etc) in all titles and names. For books and articles with a non-English titles, please translate them into English and mention in parentheses at the end of the reference the original language. (This is not necessary for Spanish, German, Italian or French titles). Examples:

Articles

Antonescu, E. 1973, Palinologic assemblages characteristic to some Cretaceous formations from Metaliferous Mountains. *Dări de Seamă ale Institutului de Geologie*, LIX (3): 115-169 (in Romanian).

Allen, B.D., Anderson, R.Y. 1993, Evidence from western North America for rapid shifts in climate during the Last Glacial Maximum. *Science*, 260: 1920–1923. Cora, F., Alfredsson, M., Barker, C.M., Bell, R.G., Foster, M.D., Saadoune, I., Simperler, A. & Catlow, C.R.A. 2003, Modeling the framework stability and catalytic activity of pure and transition metal-doped zeotypes. *Journal of Solid State Chemistry*, 176 (2): 496-529.

Book

Hill, C.A., Forti, P. 1997, *Cave minerals of the world* (2nd ed.). National Speleological Society, Huntsville, Alabama, 464 p.

Book Chapter

Ross, S.D. 1974, Phosphates and other oxy-anions of group V. In *The infrared spectra of minerals* (Farmer, V.C., Ed.), Mineralogical Society, Monograph 4: 383-422, London.

Constantinescu, E., Marincea, Ș. & Crăciun, C. 1999, Crandallite in the phosphate association from Cioclovina cave, (Șureanu Mts., Romania). In *Mineralogy in the system of the earth sciences* (Anastasiu, N., Ilinca, G., Eds). Imperial College Press, London, p. 1-5.

Proceedings

Martini, J.E.J. 1997, Pyrocoprite ($\text{Mg}(\text{K},\text{Na})_2\text{P}_2\text{O}_7$, monoclinic), a new mineral from Arnhem Cave (Namibia), derived from bat guano combustion. In *Proceedings of the 12th International Congress of Speleology* (Jeannin, P.-Y., Ed.), La Chaux-de-Fonds, Switzerland, 1: 223-225.

MS and PhD thesis

Veres, D. 2001, A comparative study between loss on ignition and total carbon analysis on Late Glacial sediments from Atteköps mosse, southwestern Sweden, and their tentative correlation with the GRIP event stratigraphy. MSc thesis no. 145 in *Quaternary Geology*, Lund University, 20 p.

Pană, D.I. 1998, Petrogenesis and tectonics of the basement rocks of the Apuseni mountains: significance for the alpine tectonics of the Carpathian-Pannonian region. Unpubl. PhD Thesis, University of Alberta, Canada, 356 p.

Field trip guide

Cioflica, G., Savu, H., Nicolae, I., Lupu, M. & Vlad, Ș. 1981, *Alpine Ophiolitic Complexes in South Carpathians and South Apuseni Mountains*. Guide for excursion

A3, Carpatho–Balkanic Geological Association XII Congress, Institute of Geology and Geophysics, 18: 1-80.

Maps

Lupu, M., Borcoş, M., Dimian, M, Lupu, D. & Dimitrescu, R. 1967, Geological map of Romania, scale 1:200.000, Turda Sheet. Institutul de Geologie şi Geofizică, Bucureşti.

Reports

Simion, G. 1982, Hydrogeological studies on Cerna Valley basin, in order to establish a new hydrogeological protection perimeter for the Băile Herculane hydrothermal water. IPGG Archive, Bucharest. (add pages if available)

WEB sites

National Oceanic and Atmospheric Administration 2007,
<http://www7.ncdc.gov/IPS/CDPubs?action=getpublication> (please include the date you accessed the site).

Illustrations. Photographs, artwork and drafting are expected to be submitted in JPG, PSD, EPS or TIF format, with a preferred resolution of 300 dpi. The artwork must be sized to the text width of 8 cm (single column) or 17 cm (double column). Make sure each artwork has a scale bar or specifically mention the scale in the caption. The numbering of the illustrations (e.g., Fig. 3) or (Pl. II, Fig. 1 or Figs. 3-5) must correspond to their order of appearance in the text. Supply the captions on a separate page.

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How to Submit Your Paper

Please make sure you have read through these instructions carefully before beginning the submission process. To contact the Journal Staff regarding a submission that is already in progress, simply click the "My Account" link at the top of the page, then the title of your submission, and then on "Email editor." If you need to contact staff prior to submitting a manuscript, please email bonac@usf.edu.

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To register a brand new account, click the "Submit" in the sidebar. Then click on "Create Free Account" and enter your first and last name, email address, and preferred password. You should receive immediately a confirmation email at the address you provided (you may need to check your Junk mail); click in the link in the email and proceed with your submission if ready. If you attempt to create an account at an address already in the system, you will be sent your password as a reminder. If you require assistance, contact the Journal Staff at bonac@usf.edu.

Review Process

The manuscript submission and peer-review process consists of the following steps:

The Author submits a manuscript.

One of the Editors assigns a member of the editorial board to manage the peer review and assigns a second member of the editorial board to provide an independent review.

The first member of the editorial board assigns the manuscript to at least two reviewers.

The Reviewers review the manuscript.

The first member of the editorial board collects the peer reviews and drafts a recommendation to the Editor. The second member of the editorial board provides the independent review to the Editor.

The Editor reviews the two sets of reviews and drafts a decision that is sent to the Author.

Preparing to Submit

Before submitting a manuscript, please gather the following information:

All Authors

First and Last Names

Postal Addresses

Work Telephone Numbers (for Corresponding Author only)

E-mail addresses

Title (you can copy and paste this from your manuscript)

Abstract (you can copy and paste this from your manuscript)

Manuscript files in Word (Please make sure the "Language" is "English (U.S.)" via Tools->Language->Set Language), WordPerfect, text, PDF, RTF or Latex format.

Cover Letter, including job title and institution for EVERY Author listed on the manuscript.

Figures/Images should be in TIFF, GIF, JPG, PDF, Excel, or Photoshop format.

Submission Process

The online manuscript submission process consists of four steps:

Author Information

A submission form will collect all information about the author and co-authors, if any.

Submission Information

A screen will ask for the Manuscript Title, Abstract, and Manuscript Classification. You will also be prompted for the actual file locations (via an open file dialog), a cover letter, and any acknowledgments you would like to provide. NOTE: You will not be able to save your work in progress and come back later, so we recommend that you try to submit your paper in one session if possible.

Confirmation

A completion screen will provide you with a specific manuscript number for your manuscript. If necessary, use the "Upload related files" link provided to submit supplemental tables, figures, and data sets.

Revisions

If you uploaded a native version of your submission, the system will send you an email to confirm when it has converted to PDF. Please check over the PDF carefully to ensure the conversion was satisfactory and that the manuscript is ready for review.

If no revisions are necessary, you do not need to notify the editor. If revisions are necessary, go to your My Account page, click on the submission title, and then use the "Revise submission" link to provide a revised version. Both you and the editor assigned to your submission will be notified when the revision has been uploaded, so there is no need to confirm with the editor.

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Getting Help

Context-Sensitive Help

If you need additional help, you can click on the help signs (a question mark icon) spread throughout the system. A help dialog will pop up with context-sensitive help.
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Log-in Help

If you are prompted to enter your log-in, and you no longer remember it, simply click the "Forget Password" link and follow the prompts to have your log-in emailed to you. If a single account cannot be identified from the information provided, you will need to create an account (if you have not already done so) or contact bonac@usf.edu for assistance.

Manuscript Status

After you submit your manuscript, the submission process is complete. You will be notified via email if the editors need more information or have registered a decision on your manuscript. You can also check on the status of your manuscript or review past decision letters via your My Account page.

Initiating the Process

You start the manuscript submission process by pressing the "Submit Manuscript" link on the home page. If you have a Bepress log-in, you will be prompted to enter it and continue. If you do not have one, follow the prompts to create a free account. After you have logged in, please review the list of required elements provided to make sure your submission will be complete.

File Formats

Word processors:

The following are acceptable for the main manuscript document:

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Image formats:

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MS Word (.doc)

GIF (.gif)

MS Excel (.xls)

Rich Text Format (.rtf)

Text (.txt)

Tiff (.tif)

Table formats:

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Excel (.xls)