QUATERNARY INTERNATIONAL

INSTRUCTIONS FOR CONTRIBUTORS –EES Submission

1.   Manuscripts must be written in English for international publication standards. *Quaternary International* will offer all necessary editorial assistance to ensure that the English text is clearly written and grammatically correct. If you wish to have your text reviewed by the Editor-in-Chief or editorial staff *prior to submission for scientific review,* to ensure clarity and to correct any difficulties with English grammar and spelling, please notify the Editor-in-Chief in your 'cover letter' when you submit your paper.
You can also send your paper to Norm Catto directly for editing by e-mail. When it is returned to you, you will then have to enter the edited paper into the EES.

2.   Manuscripts should be submitted to the Electronic Editing System of Elsevier (EES). The website is: http://ees.elsevier.com/quatint/

3.   If you go to the site and log-on as an "Author", you will get a user name and password and will be able to submit your paper. If you log on as an "Author" the next screen will ask you to "submit new manuscript". The following screen asks you to submit the manuscript title. Please write the title of your manuscript in the box. Then press "next" at the bottom of the screen.

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5.   Your volume is *"Quaternary of the Urals".* It will shortly be available for EES submission.

6.   You do not have to submit the entire manuscript at once; it will be registered as an 'incomplete submission' until you build the pdf.

7.   Please note that you do need a 'cover letter' – the EES will not accept your article without a cover letter. In your cover letter, please indicate that your manuscript is intended for the "*Quaternary of the Urals*" volume. An abstract not exceeding 400 words must be provided for submission.

8.   You will also be asked to submit an "*Author agreement*" statement, indicating that all co-authors agree with submission of the manuscript, and that the research is your own and has not been previously published or submitted for publication elsewhere. These can be short MS Word letters.

9.   When you submit the manuscript, the most convenient format for text is MS Word. The most convenient formats for figures are MS Word, "jpg", and "tiff". *Quaternary International* is not a "LaTex" journal: please do not use LaTex. If you have problems, please let the Editor(s) know right away so that we can get the technical staff at Elsevier to solve them.

10. SI (Metric) units must be used.

11. Please consult recent articles published in *Quaternary International* for details concerning format and journal style. Accepted manuscripts will be edited to conform to journal practice. Any questions should be addressed to the Editor-in-Chief.

12. References in the text should be cited thus: (Bobrowsky, 2000), using, for example, 1980a, b, as appropriate. If more than two authors are cited use: (Bobrowsky *et al*., 2000) in the text.

13. A list of all references, in alphabetical order, should be written out in full using no abbreviations for the publication titles, and should follow the style of the Journal.

14. Figures (diagrams, photographs etc.) should be submitted with lettering large enough to permit 20% reduction. The maximum size of the final printed version is 249 x 172 mm. All scales should be in metric units. All photographs should be numbered as figures. Please do not number the photographs separately as Plates. All tables, page numbers, and figure numbers should use Arabic numerals.

15. Digital photographs submitted must be at a minimum resolution of 300 dpi. Digital photographs that include annotated text must be submitted at a minimum resolution of 500 dpi. For digital figures, please ensure that colour fills will be distinctive and contrasting if printed in black-and-white. Reproduction costs for colour photographs will be determined by the Publisher, in consultation with the Editor-in-Chief.

16. You will receive a typeset copy as a pdf file for final proofing. *Only corrections to printer's errors will be accepted.* Reprints may be purchased in batches of 25.

Norm Catto
Editor-in-Chief
Quaternary International

Dept of Geography
Memorial University
St. John's NL A1B 3X9
Canada

ncatto@mun.ca

phone 1-709-864-8413
fax   1-709-864-3119