

## 1. AUTHOR GUIDELINES FOR MANUSCRIPT PREPARATION AND SUBMISSION

### 1.1 General points

All submissions to the JMG are processed with respect to the information provided in this Publication Pack.

Papers on topics of international interest in any aspect of metamorphic geology are welcomed; those of local interest are unsuitable.

The current issue of the Journal of Metamorphic Geology should be consulted for house style. Manuscripts not following house style are liable to be returned for modification.

All manuscripts, prepared using Microsoft Word or LaTeX, should be submitted through the [JMG Electronic Editorial Office](#)

A manuscript may be submitted as a single complete file, or as several different files, which will be automatically combined by the EEO into a single pdf file. Manuscripts must be submitted with page numbers, and the main text line numbered continuously (not by page). If several different files have been uploaded it is important that they are ordered into the following sequence to ensure that the manuscript is collated in the correct JMG format:

1. Main manuscript text
2. Reference list
3. Figure and table captions
4. Figure files in sequential order (figures should not be embedded in the text)
5. Table files in sequential order
6. Supporting Information

Manuscripts should be prepared using a good font size (e.g. Times 12) and should be double spaced text.

Papers should be in English, but if appropriate an abstract in another language may be included.

Papers should be as concise as possible and ideally be less than 15,000 words equivalent (i.e. including tables, figures and references), although longer papers will be considered. The number of words in the text and reference list should be specified under 'Comments to Editor in Chief.'

Authors should note that some electronic databases utilize searches of paper titles only. Thus, titles as well as keywords should be designed with this in mind. Avoid abbreviations and formulae where possible.

## 1.2 Colour Figures

It is the policy of the JMG that colour artwork included in the online version is free of charge, but for authors to pay the full cost for the reproduction of colour artwork in the print version.

## 1.3 Manuscript structure and order

The first text page should list the paper title, name(s) of author(s), institutional address(es), and a short title of not more than 45 characters.

The second text page should contain an abstract of not more than 500 words, followed by up to five key words. The abstract must be intelligible without reference to the paper, and be a condensation of the essential new information and interpretations in the paper, not a mere recital of the subjects covered. References should NOT be included in the abstract, nor non-standard or uncommon abbreviations. Keywords should avoid general and plural terms and multiple concepts (avoid, for example, "and", "of").

The main text should follow and may be subdivided into primary, secondary and tertiary sections, with headings that are respectively, in upper case bold font; upper and lower case bold font, and upper and lower case italic font.

Acknowledgments should follow the main text and be headed ACKNOWLEDGEMENTS.

All literature cited in the text should be arranged in alphabetical order at the end of the text under the heading REFERENCES. In the text, references should be cited by the name(s) of the author(s) (for fourth and subsequent author names use *et al.*) and the year in brackets. References should be in the form as used in a recent issue, with journal titles given in full. The reference list should typically NOT include non-peer reviewed items such as abstracts and theses.

Tables should be on separate pages, and not double-spaced. Units should be given once at the column heads and not throughout the table. Ditto should not be used. Tables should be enclosed within rules at the top and bottom. If submitting tables as excel files, ensure that the page margins and breaks are set so as to give an organised arrangement to the pages. On submission check the complied pdf to ensure that table layout is satisfactory.

Captions to figures should be double spaced, and follow on from the reference list. All illustrations are called figures and should be referred to as Figure 1 if at the start of a sentence, or as Fig. 1 or in the style Figs 2, 3a,b & 4a-d, as appropriate.

SI units are recommended, but °C and Ma are house style. If Kelvin is used on figures then an additional °C scale should be displayed.

Variables should be quoted with appropriate uncertainty. If generalised, ages should be given as *c.* 980 Ma. Other variables (e.g. length, area, P, T, etc.) that are generalised should be given as ~ 500°C etc.

Footnotes should not be used.

Mineral formulae should be presented in a systematic fashion in the form suggested by Smith, D.K. *et al.*, 1998. [\*American Mineralogist\*, \*\*83\*\*, 126-132](#)

## 1.4 Datasets and Supporting Information

EMPA, SIMS, ICP and other analytical data and derived data should be given to the number of decimal places justified by the precision of the analytical methodology. All papers reporting stable isotope data should include values obtained typically for up to six NBS standards. Such data can be presently reported using either the standard SMOW and PDB or the newer VSMOW and VPDB formats. All papers reporting argon data should include the spectra and statistics of the regression analysis as a minimum, the full dataset may be lodged as Supporting Information for online accession.

Data that are integral to the paper must be made available in such a way as to enable readers to replicate, verify and build upon the conclusions published in the paper. Any restriction on the availability of the data must be disclosed at the time of submission. Data may be included as part of the main article where practical, or as Supporting Information to the published paper.

Extensive datasets typically will not be published in the print issue; instead a representative data subset should be provided that would allow readers to derive actual results of examples of calculations (e.g.  $P-T$  results). A full dataset should be submitted with the manuscript and consist of a separately numbered document with the first page to contain the paper title, authors names and affiliations. This full dataset will then be made available via on-line Supporting Information.

Supporting Information consists of material that is used to support and enhance the paper, but which will not appear in the print issue of the paper, and will be published online alongside an electronic version of the paper. Examples of materials that might be included are appendices, figures, tables and datasets, or file types that cannot be represented in hard copy form (e.g. quicktime movies). The Supporting Information should be designed to be directly usable and available in organised and formatted files. A dataset supplied as Supporting Information should be submitted as an .xls file, IF authors wish readers to interact with the data, otherwise it should be submitted as a .pdf file. If several figures are supplied as Supporting Information they can be combined into a .pdf file. Supporting Information items should be appropriately referenced in the text of the manuscript in the form Appendix S1, Fig. S1, Table S1 etc. A list, with captions, of the Supporting Information should be given under a paragraph headed SUPPORTING INFORMATION that is positioned at the end of the reference list - consult a recent issue for general style.

## 1.5 Mineralogical terminology and use of abbreviations

Authors should take care in using mineralogical terminology, such that it is clear from the context whether terms refer to rock-forming minerals as recognized by petrological approaches, or to end-member components such as used for thermodynamic analysis. Abbreviations of such terms may be used for labelling reactions, assemblages, tables and/or figures, but should be used in a consistent manner by reference to an appropriate scheme such as that proposed by 1) Kretz [1983, Symbols for rock forming minerals, *American Mineralogist*, 68, 277 - 279, supplemented by Bucher & Frey (Petrogenesis of Metamorphic Rocks, 6th edition, p. 309-310)]; 2) Whitney & Evans (2010, Abbreviations for names of rock-forming minerals, [American Mineralogist](#), 95, 185-187; 3) that used by thermodynamic datasets such as that of Holland & Powell (1998, An internally-consistent thermodynamic data set for phases of petrologic interest, *Journal of Metamorphic Geology*, 16, 309-343) for [mineral end-members](#) and for [phases](#) or 4) another well-established scheme. Note that although mineral abbreviations may be used in tables and figures or as parts of a reaction and/or assemblage, where mineral names are used individually in the text, including table headings and figure captions, they should be given in full.

## 1.6 Mathematics

Equations are generally introduced as parts of sentences; they require punctuation.

## 1.7 Illustrations

The maximum printed size of illustrations is ~ 170 x 235 mm (full page) or 80 x 235 mm (column width).

All maps etc should include a metric bar scale. Letters or numerals should not be less than 1.5mm in height after reproduction. Separate parts of a single figure should be labelled (a), (b), (c) etc., and referred to as (a), (b), (c) etc., in the figure captions, but as a, b etc in the text.

The use of closely similar greyscale ornament on figures should be avoided, and line shading or hatching used instead.

All artwork and photographic images should be supplied in electronic form. When using the EEO system, electronic images provide the greatest source of problems in uploading and producing a pdf of a manuscript. Authors are recommended to consult the [Electronic Artwork Guidance](#) information for detailed details about artwork preparation, and formats to use. Below are the main features of this guidance:

Images should be created using true graphic applications such as Photoshop, Irfanview, or Illustrator. All fonts used in the figures should be embedded in the file, and only standard system fonts (Times, Helvetica, Symbol & Courier) used. Note that Symbol should NOT be used in italic or bold form.

Supply photographic images in TIFF format at a minimum of 300 and a maximum of 600dpi

Supply line art such as charts, graphs and illustrations, and photographic images annotated with text labels at 600dpi in EPS format.

Actual size of figures should not exceed 6 inches, or 15 cm in width

PDF files can be used for the submission of line drawings, but are not always suitable for the submission of photos or colour images. Do not utilise any JPEG/TIFF/EPS compression.

If the size of files is an issue, check the image dimension - if the pixel resolution is greater than 4,000,000 pixels (e.g. height 2000 x width 2000 pixels) then it is likely that uploading problems will occur. Resize the height and width pixel dimensions to no more than 2000 x 2000.

If file size remains an issue, then use LZW compression prior to upload.

Note that JPG/GIF formats are NOT suitable for production purposes.

## 1.8 Review process

Authors should make up to four recommendations as to appropriate reviewers and identify potential inappropriate reviewers. Reasons should be given as to why a person has been listed as an inappropriate reviewer. However, the editor retains the sole right to decide whether or not suggested reviewers are used.

Papers will be peer-reviewed normally by two referees. In cases where a reviewer has not provided a review within a reasonable time, it is the editor's decision as to whether to seek a further review, or make a decision based on the information available at the time.

The editor has sole responsibility for acceptance or rejection of a manuscript, based on a judgment of a paper's importance, originality, clarity, the study's relevance to the remit of the JMG, and in respect of the competitive process for JMG publication. Any expression as to suitability of a paper for the JMG made by a reviewer is not binding on the editor.

#### 1.10 Responding to critical reviews

Authors should strive to publish the best articles possible, and it is therefore important to accept that the review process is designed to help attain this goal. Receiving criticism is challenging, but should be viewed as constructive. Consider whether the reviewers have made valid points that can be addressed to improve the work. If it seems that reviewers have missed important points, consider whether the findings have been clearly communicated. If, after detailed analysis of the reviews and the manuscript, you feel that a mistake has been made in the evaluation of the manuscript, then defend your position by sending a thoughtful rebuttal based on evidence to the editor concerned.

### 1.9 After acceptance

#### *1.9a Copyright Transfer Agreement*

Authors will be required to sign a [Copyright Transfer Agreement](#) for all papers accepted for publication. Signature of the CTA is a condition of publication and papers will not be passed to the publisher for production unless a signed form has been received. (US Federal Government employees need to complete the Author Warranty sections, although copyright in such cases does not need to be assigned). After submission authors will retain the right to publish their paper in various media/circumstances (please see the form for further details). The completed form should either be faxed to the Production Editor (+ 65 6511 8288), or scanned and emailed to [mmahmood@wiley.com](mailto:mmahmood@wiley.com).

#### *1.9b Colour Work Agreement Form*

If there are any colour figures in your manuscript, Wiley-Blackwell require you to complete and return a [Colour Work Agreement](#) form with your accepted manuscript, whether or not colour figures are to be reproduced in the print version. For figures that are to be colour online, but black and white in the print issue, please indicate the requirement for online colour on your form.

Any article received by Wiley-Blackwell with colour work will not be published until the form has been returned.

#### *1.9c Offprints*

Free access to the final PDF offprint of your article will be available via author services only. Please therefore sign up for author services if you would like to access your article PDF offprint and enjoy the many other benefits the service offers. Additional paper offprints may be ordered online at [here](#). If you have queries about offprints, please email to [offprint@cosprinters.com](mailto:offprint@cosprinters.com).

### *1.9d Online production tracking*

Author Services enables authors to track their article – once it has been accepted – through the production process to publication online and in print. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production. Authors will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Please ensure that a complete e-mail address is provided when submitting the manuscript. Visit the [Author Services](#) webpage for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

### *1.9e OnlineOpen*

OnlineOpen is available to authors of primary research articles who wish to make their article available to non-subscribers on publication, or whose funding agency requires grantees to archive the final version of their article. With OnlineOpen the author, the author's funding agency, or the author's institution pays a fee to ensure that the article is made available to non-subscribers upon publication via Wiley Online Library, as well as deposited in the funding agency's preferred archive. For the full list of terms and conditions of Online Open click [here](#).

Any authors wishing to designate their paper as OnlineOpen will be required to complete the payment form available from the [JMG website](#).

Prior to acceptance there is no requirement to inform the editor that you intend to publish your paper as OnlineOpen. All OnlineOpen articles are treated in the same way as any other article. They go through the journal's standard peer-review process and will be accepted or rejected based on merit.

## **1.10 Submission of the production copy of an accepted manuscript**

Final versions of accepted manuscripts are to be submitted via the JMG EEO.

Submit one file (word.doc or Latex) that includes the main text, reference list and figure/table captions – do NOT submit in pdf format.

Submit figures as individual files in the required format (see below).

Tables may be submitted as one file or individual files – do NOT submit in pdf format.

The main text file should NOT be elaborately formatted using sections, word document styles etc. Do not use headers or footers with page numbers, authors' names or date/time. Also do not use line numbered text, nor have text justification. Particular attention should be paid to the JMG house style in respect of title, authors' names, addresses, headings (follow upper/lower case, bold or italic as appropriate) and also to the reference style, paying specific attention to punctuation. The text should be supplied in single spacing, unjustified format and without end-of-line hyphenation, except in the case of compound words. Failure to provide manuscripts in JMG house style is the main reason for delays in manuscript production.

All artwork and halftones should be supplied in TIFF (photographic images, 300dpi) or EPS (line drawings or images with labelling, 600dpi) formats (Do not supply in JPG or GIF formats). All fonts used in the figures should be embedded in the file, and only standard system fonts (Times, Helvetica, Symbol & Courier) used. Note that Symbol should NOT be used in italic or bold form. Pay careful attention to the guidelines given in respect of illustration sizes and it is recommended that figures should not exceed 15 cm in width. Authors are recommended to consult the main Wiley-Blackwell [Electronic Artwork Guidelines](#) for detailed guidance on electronic artwork preparation and formats to use.

Ensure that l (el) and 1, or O (upper case o) and 0 (zero) are correctly used. En rules may be represented using two hyphens (--).

Use only one space after punctuation marks (full stops, commas etc).

Use the appropriate coding for the designation of bold and italic (do not use the underline mode).

Use a Tab key (once only) to indent new paragraphs and not the space bar.

Do not use the return to put extra space around headings or between paragraphs.

Do not use the return at the end of lines but use the line-wrap facility.

Tables can prove very difficult to convert from word processing packages, and there are a number of options that can be used to help with the process. Prepare tables in the simplest format using just the Tab key to separate columns and not by use of the space bar. If a table editor function is used, ensure that each data point is contained within a unique cell, i.e. do not use the return within cells. In addition please supply a copy of the table in RTF format or as an excel file if possible.

### Supporting Information

Supporting Information consists of material that will NOT appear in the print issue of the manuscript, but will be available for download from the Wiley Online Library. Each example of Supporting Information must be referenced at some point in the text of the manuscript making reference to Appendix S1, Fig. S1, Table S1 as appropriate.

Details of supporting material should appear under a heading "SUPPORTING INFORMATION" immediately following the reference list – see recent issue for house style. If there is just a single item as Supporting Information, then it should be listed as Appendix S1, Table S1, Fig. S1 as appropriate. It should also have the author(s) name(s) and title of paper as a heading. If there are multiple items included in the Supporting Information, then it may be preferable to arrange them as one complete word.doc file. The document should have a start page that includes the author(s) name(s) and title of paper. If the material includes artwork, then the images need NOT be prepared at the same high resolution needed for the hardcopy journal.

Note: there will be no proof stage for the Supporting Information, and so it is important that the document is carefully checked to ensure that it matches JMG style and there are no errors present.