

INSTRUCTIONS TO AUTHORS

Scope of the Journal

Clay Minerals – Journal of Fine Particle Science publishes in paper form, and electronically, research papers about clays, clay minerals and related materials, natural or synthetic. Aspects covered include: Earth Processes (interactions in 'system earth' ± soil science, and geology/mineralogy) including genesis/synthesis, phase transformations, stability, weathering, soil-organic interactions, ion-exchange, basin analysis, clay petrology; Solid State Chemistry/Materials Science ± synthesis, structure and dynamics, reactivity, crystal chemistry, mechanical, thermal, electrical properties, micro and nanophase materials; Environmental Science ± analytical methods, elemental distribution, waste containment, health issues, environmental impact assessment, conservation of cultural heritage; Colloid/Surface Science ± adsorption, colloid stability, surface chemistry, reactivity; and Applied Science and Technology ± industrial uses and technical applications, including mining and processing of clay, zeolite (and other) deposits and use in ceramics, paper, paint, polymer, ion-exchange, sorption, catalysis etc.

Languages

Papers are acceptable in any of the following languages: English, French, German or Spanish, but it is the policy of the journal to encourage authors to publish in English. All papers must include an abstract of not more than 150 words. Papers written in a language other than English must also include an additional abstract in English.

Submission of manuscripts

In a letter which should accompany the manuscript, the authors must state that all authors involved have agreed the final version of the manuscript. The letter must also state that the manuscript has not previously been published elsewhere, either in full or in part, and that while under review for *Clay Minerals*, will not be submitted to any other publication for consideration. Authors are encouraged to suggest up to three possible reviewers for their papers.

Address for scripts

Authors should send their script to Dr Saverio Fiore, Laboratory of Environmental and Medical Geology, IMAA-CNR, C.da S. Loja, 85050 Tito Scalco (PZ), Italy (fiore@imaa.cnr.it)

Preparation of scripts

Manuscripts (including text, references, tables, figures, captions) should normally be submitted as pdf files (which reduces reviewing time), though they can still be submitted in paper form (in triplicate). In either case, the same conventions apply, i.e. double spacing should be used throughout, with margins of 4 cm at the top, sides and foot of each page. Tables, figures, legends and the reference list should be on separate sheets of paper. The full title of the article, a shortened title (up to 35 characters), the contact author's name, postal address, address to which proofs should be sent and e-mail address should be on a separate title page. Authors are asked to pay particular attention to the conventions used in *Clay Minerals*.

Tables and illustrations

Figures and tables should be kept to a minimum and will only be printed if essential. Tables should be prepared or saved using a word processing package with entries in adjacent columns separated by tabs. 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. Originals should normally not exceed 21×30 cm and authors should give some consideration to the size of the lettering on a figure if

it is likely to be 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 grey 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 draughtsman or photographer. Unsatisfactory diagrams will be returned to authors for redraughting and this, inevitably, will result in a delay in publication of the paper. Where possible, electronic versions of the figures should be submitted together with the high-quality paper or photographic versions (see below). Where it is not possible to submit figures electronically, they should be presented on a high-gloss art paper or board. Figures must not be submitted on tracing paper. For an example of carefully produced artwork, please see the paper by Morata *et al.* (2001) *Clay Minerals*, **36**, 345–354. More detailed instructions are available from the the Principal Editors, Prof J.M. Adams (john@treviles.com).

Electronic submission of final 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, captions and where possible figures. MS-Word1 is the preferred format for the text and tables. For figures, the acceptable formats are Adobe Illustrator, Corel Draw, Tiff, Bit Map or Encapsulated Post-script. When exporting to EPS, all objects should be selected and then exported using 'selected only'. Do not submit digital figures created using Framemaker or Aldus Freehand or embedded in text files (e.g. MS-Word). The acceptable media are PC-formatted 3.5-inch disks, high-density, but not medium-density MAC-formatted 3.5 inch disks, and CD-ROMs. CD-ROMs must be prepared as data CDs so that they can be read on any computer.

References

References in the text should be in the form (Brindley & Sempels, 1977) or Brindley & Sempels (1977) whichever is applicable and should be listed alphabetically at the end of the article in the form: Brindley G.W. & Sempels R.E. (1977) Preparation and properties of some hydroxy-aluminium beidellites. *Clay Minerals*, **12**, 229–237.

Numerical references should not be used. Authors must use the full titles and not abbreviations for all journals. References to papers in Symposia should be given under the name of the author (together with the date) and in the bibliography, the reference should appear as, e.g.

Mering J. & Oberlin A. (1977) The smectites. Pp. 193–229 in: *The Electron Optical Investigation of Clays* (J.A. Gard, editor). Mineralogical Society, London.

References to books should be given similarly, preferably with a note of the relevant pages, e.g. Yariv S. & Cross H. (1979) *Geochemistry of Colloidal Systems*, pp. 313–318. Springer-Verlag, Berlin.

Theses and restricted-access reports may be cited but full details are necessary, e.g.

Whittle C.K. (1985) *Analytical transmission electron microscopy of authigenic chlorites*. PhD thesis, University of Sheffield, UK.

Bullock P. & Loveland P.J. (1974) Mineralogical analyses. Pp. 57–69 in: *Soil Survey Laboratory Methods* (B.W. Avery & C.L. Bascomb, editors). Soil Survey Technical Monograph, 6, Harpenden, UK.

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