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# GUIDELINES FOR THE PREPARATION OF A MANUSCRIPT

The Canadian Mineralogist, a quarterly publication of the Mineralogical Association of Canada, covers the fields of mineralogy, crystallography, geochemistry, petrology and mineral deposits. Articles may be written in English or *en français*. All manuscripts submitted are reviewed by two specialists selected by one of the Associate Editors. The review process and the preparation of accepted manuscripts for the printer are greatly facilitated if authors carefully note the following guidelines (summarized in Table 1).

## General Information

Manuscripts should be double-spaced, except for tables, on 21.5 × 28 cm (or A4) format. Margins should be 4 cm wide. The original and two copies are required. The first page should show the title (brief, to the point), the name (including first name) and affiliation of the author(s), and a complete mailing address. An abstract should appear on page 2, and a *sommaire* on page 3. The text should begin on page 4.

References, tables and captions for the figures should be typed on separate sheets and placed after the text. Each page is to be numbered consecutively.

Illustrations, line drawings and photographs are numbered consecutively in Arabic numerals, in the order in which they are first mentioned in the text. Line drawings, bearing the name of the author(s) for identification purposes, should be suitably drawn for reduction to either 7 (single-column width), 10 or 14 cm (double-column width). The original and two copies of each are required.

Equations and formulae should be set up clearly and simply. Equations are to be numbered (in parentheses, at right-hand margin) if they are referred to by number in the text.

New mineral species must be approved by the Commission on New Minerals and Mineral Names, International Mineralogical Association. The current chairman of the Commission is Dr. J.A. Mandarino, Department of Mineralogy, Royal Ontario Museum, 100 Queen's Park, Toronto, Ontario M5S 2C6. Data on new minerals should be presented following the recommendations published in volume 22, page 367-368. The format to be followed in the proposal is standardized (Mandarino 1987). Type specimens must be described according to the formal definitions of Dunn & Mandarino (1987).

General style and the format of the paper should conform to the usage in current issues of the journal. Webster's Third New International Dictionary should be used for preferred spelling. Fleischer (1987) should be consulted for the correct spelling and formulae of mineral species. All measured or derived quantities of importance must be accompanied by their estimated standard deviations. The SI system of units should be used, except that the ångström (symbol Å, $\equiv 10^{-10}$ m) may be used instead of the nanometer (nm), and bar (and kilobar) instead of the pascal. Kretz (1983) provided a list of symbols for the rock-forming minerals.

Once a paper accepted for publication has been revised according to the recommendations of the referees, associate editor and editor, authors are invited to submit the revised text on diskette, along with two "hard" copies. Provide IBM or compatible diskette (5¼ or 3½") prepared with one of the common word-processor packages listed below, or an ASCII file.

- Wordperfect — 4.2 or 5;
- Word or Windows Write;
- Multimate;
- PFS;
- DCA Displaywrite III and IV;
- Wordstar — 4 or 5;
- XY Write;
- Xerox Writer.

## Specific Information

### *Abstract*

All manuscripts should have an abstract describing the scope and principal findings of the investigation. Statements must be informative; instead of stating that "results of the experiments will be discussed", the author should provide a brief summary of those findings. The abstract should be double-spaced and not exceed 25 to 30 lines, each 60 characters and spaces long (~ 250 words). A maximum of ten keywords are to be listed below the abstract.

### *Sommaire*

A French version of the abstract and keywords is published with each paper written in English. The translation will be prepared by the editor if not provided by the author.

### *References*

All references mentioned in the text, tables and

figures should be listed double-spaced, unnumbered and alphabetically by first author's name. The format and abbreviations are those of the Chemical Abstracts Service Source Index, which is available in all libraries (see below). Each entry should comprise the name of the author(s), the year of publication, the title of the article, name of journal, volume number, initial and final page of the paper. Authors must check their list of references for accuracy. In the text, reference is made by author's last name and year of publication (*e.g.*, Burt 1988). Where there are two authors, use an ampersand between the two names (*e.g.*, Dunn & Mandarino 1987). Where there are more than two authors, use *et al.* (*e.g.*, Rossman *et al.* 1989). Papers in preparation are not listed. Reference to a thesis includes the complete title, the name of the university and its location (*e.g.*, Wallace 1988). A reference to a book should mention the publishing house and city of issue (*e.g.*, Hall 1987).

### *Tables*

Tables should be numbered consecutively (in Arabic numerals) and referred to in the text. Titles should be brief. Material should be presented in table form in a compact manner (Tables 1,2) using single spacing wherever possible. Authors are urged to use a laser printer or an electric typewriter and Letter Gothic type for maximum legibility after reduction. Subscripts and superscripts look best if typed with a symbol element. Computer-set tables also must conform to the recommended format. Material for photo reduction to 7 cm should be a maximum of 14 cm wide; for reduction to 14 cm, the original should not exceed 30 cm. Exceptionally wide tables (original up to 40 cm across) can be positioned broadside on the page. A recent issue of the journal should be consulted for the preferred format of the tables.

Tables of unusual length or of interest to very few readers (*e.g.*, results of modal analyses, structure factors) will be submitted by the editor to the Depository of Unpublished Data, CISTI, National Research Council of Canada, Ottawa, Ontario K1A 0S2. Note of such a deposition should appear in the text of the manuscript. Authors are encouraged to use the depository wherever possible.

TABLE 1. CHECKLIST OF GUIDELINES FOR AUTHORS*

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|---|
| Manuscripts are to be typewritten double-spaced. |
| The title page shows the name, affiliation and complete mailing address of each author. |
| Pages 2 and 3 contain an informative abstract and a *sommaire*, respectively. The *sommaire* is translated by the editorial staff if not submitted by the author. |
| The text begins on page 4. |
| Submit the manuscript in triplicate, with photographs and tables well labeled. |
| Photographs and tables are printed in widths of 7, 10 and 14 cm. Tables should be prepared at twice their eventual width using a Letter-Gothic element for maximum legibility. Authors must submit the original tables. Use Symbol element for subscripts (*e.g.*, $H_2O$). |
| Captions for all the figures are to be listed on a separate sheet. |
| The author is responsible for the accuracy of the references used. |

* The original of this table measures 14 cm in width.

TABLE 2. SYMBOLS COMMONLY USED IN *THE CANADIAN MINERALOGIST**

| | |
|---|---|
| $a$, $b$, $c$, $\alpha$, $\beta$, $\gamma$ | cell parameters |
| $X$, $Y$, $Z$ or [100], [010], [001] | directions of the crystallographic axes |
| $CuK\alpha_1$ | type of radiation used |
| $d$ (in Å) | interplanar spacing, in ångström units† |
| $\epsilon$, $\omega$, $\alpha$, $\beta$, $\gamma$, $n$ | indices of refraction |
| $D_m$, $D_x$ | measured density, calculated density |
| $Z$ | number of formula units per cell |
| $(hkl)$, $\{hkl\}$ | face symbol, form symbol |
| $2V$, $2V_x$, $2V_z$ | optic axial angle |
| Ma, Ga | million years, billion years |
| mg, mL, Mg | milligram, millilitre, megagram |
| kV, mA, µm, s | kilovolt, milliampere, micrometre, second |
| K, °C, kbar, Pa | kelvin, degree Celsius, kilobar, pascal |

* In each table, the title should be brief and descriptive; other information should be presented in footnote form. Original table is 14 cm wide. Use single spacing wherever possible. Centre the title. † In an abstract, the five or eight most intense diffraction-maxima of a newly described mineral species should be listed thus: [$d$ in Å(I)($hkl$)]. Here, I represents relative intensity, on a scale of 10 or 100.

### *Line drawings*

Drawings should be carefully prepared using India ink on white drawing paper. All lines and points must be of sufficient weight to reproduce well after reduction. Letters and numerals should be made neatly and of such a size as to exceed 1 mm after reduction. Originals should not be more than 2 or 3 times the size of the printed version. Unreduced glossy prints of line drawings are acceptable, convenient, and facilitate handling of the manuscript prior to printing. Material for photo reduction to 7 cm should be a maximum of 14 cm wide; for double-column reduction, the width should not exceed 30 cm.

### *Photographs*

Prints should be made on glossy paper, with strong contrast. They should be trimmed so that essential features only are shown. Bar scales should be drawn directly on the photos. The author may wish to group up to six photographs under one figure number; in this case, an identifying letter (A, B, *etc.*) should appear directly on each photograph, and should be mentioned in the caption that will be printed below the array. Where photographs are to be grouped, one set should be mounted in an arrangement suitable for reduction. The array should not exceed 21 cm in length after reduction (with space allotted for the caption).

### *Page charges and reprints*

No page charges are assessed. Either 100 or 200 reprints may be ordered using a form that accompanies the galley proofs. Special arrangements may

be made at that time to order more than 200 reprints. The extra cost of printing photographs in color is charged to the author.

## ACKNOWLEDGEMENT

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