

INSTRUCTIONS FOR CONTRIBUTORS

STATEMENT OF EDITORIAL AND PUBLICATION POLICIES

Manuscripts submitted to YERBİLİMLERİ/Bulletin for Earth Sciences should have not been published or simultaneously submitted elsewhere. The overlap of contents between related papers should be at minimum, and normally confined to the introductory/discussion sections.

Authors should consult the Journal's "**Instructions for Contributors**" for detailed stylistic guidelines during preparation of their manuscript. Editors may return manuscripts that are grossly inconsistent with these guidelines. One individual will need to be the Corresponding Author where the submitted manuscript is multi-authored. It will be assumed that all the authors have been involved in the work, have approved the manuscript, and have agreed to its submission.

Manuscripts submitted to the Journal are initially evaluated by the Editor-in-Chief and Editors. The Editor-in-Chief then allocates the manuscript to an Associate Editor, to handle the reviewing, revision and acceptance or rejection procedures. Manuscripts are sent to at least two reviewers selected from the Editorial Advisory Board and/or external specialists. Reviewers are requested to treat the manuscript confidentially. They may choose to identify themselves or to remain anonymous. After the reviewers' comments have been received, the Editor-in-Chief and an Editor also review the papers. The Editor-in-Chief's judgment is final with regard to the review process and suitability for publication.

TYPES OF CONTRIBUTIONS

The Journal is concerned with original research, new developments, and case studies in earth sciences (geology, geophysics, mining, and geomorphology). The two main types of contributions are "Original Research Papers" and "Technical Notes". Ideas, preliminary results and confirmations on existing techniques are suitable as Technical Notes. In general, Technical Notes are shorter than papers and do not require Abstracts. In addition, "Comprehensive Reviews" and "Discussion" of papers that have already appeared in the Journal may also be submitted. Discussions should not exceed three pages. There is no provision for the publication of Discussion of Technical Notes.

SUBMISSION OF MANUSCRIPTS

Submissions shall be sent to the following e-mail address yerbilimleri@hacettepe.edu.tr. Submissions should be in 2 word files as "Cover Page" and "Main Document". Contact information (e.g., address, e-mail, phone number) of all authors should be in cover page. Main Document is a file that includes title, abstract, keywords, main body, conclusions, acknowledgements, references. Table and figure captions as well as figures should also be at the end of main document. Line numbers should be added in main document. Figure, table captions and title of the manuscript should also be given in English (English manuscripts should contain Turkish title, figure and table captions). Main document should be arranged according to instructions. All files should be prepared as Word documents.

Authors should remain with a copy of their manuscript, since the editors cannot accept responsibility for loss of papers.

PREPARATION OF MANUSCRIPTS

The language of the Journal is both Turkish and English. If the author(s) are residents of a non-Turkish speaking country, titles, abstracts, and captions of figures and tables are translated into Turkish by the Journal. For manuscripts submitted in English, either British or American spelling is acceptable. It is strongly recommended that authors whose native language is not English, should ask a person whose native language is English to check the grammar and style of manuscript before submission. Manuscripts should generally be structured as follows:

- (a) Title (English and Turkish)
- (b) Names of authors (bold and in capital) and their affiliations (italic and lower-case). The name and e-mail address of the corresponding author must appear at the bottom of the first page (in the left margin).
- (c) Abstract (English and Turkish)
- (d) Key words (English and Turkish)
- (e) Introduction (aim, content and methodology)
- (f) Main text (methods, material studied, descriptions, analyses etc.)
- (g) "Results and Discussion" or "Conclusions and Recommendations"
- (h) Acknowledgements (if necessary)
- (i) References
- (j) Appendices (if necessary)

- (k) Tables
- (l) List of figure captions
- (m) Figures
- (n) Plates (if any)

The various levels of headings used in the manuscript should be clearly differentiated. All headings should be in left-aligned. Major headings should be bold capitals. Secondary headings should be considered as sub-headings. Primary- and secondary-subheadings should be given in lower-case and tertiary headings in italics. Headings should not be preceded by numerals or letters. Manuscripts (abstract, main text, acknowledgments, references, appendices and figure captions) should be typed on one side of the paper (A4 size: 29.7 cm x 21 cm) with wide margins (at least 2.5 cm) and 1.5 line-spaced throughout, at a font size of 12 point (Arial) and with all pages numbered. All pages and all lines in the text (including headings) should be numbered.

ÖZ

ABSTRACT

INTRODUCTION

PRIMARY HEADING

Primary Sub-Heading

Secondary sub-heading

Tertiary sub-heading

CONCLUSIONS

ACKNOWLEDGEMENTS

REFERENCES

SI units (e.g. kPa, MPa, kN/m^3) should be used, although corresponding metric units can be added in parentheses if desired (e.g. “The unit weight and compressive strength of the investigated sandstone are 24 kN/m^3 (2.4 kg/m^3) and 60 MPa (600 kgf/cm^2), respectively).

A dot should be used instead of a comma to show decimal fractions (e.g. 23.1). Symbols (such as \square , \blacksquare , $\sqrt{\quad}$) should not be used in the manuscript. Instead of these, please use letters or numbers (i.e. (a), (b),or (i), (ii) ..., or (1), (2)). Foot notes should be avoided especially if they contain information which could equally well be included in the text. The use of proprietary names should be avoided. Papers essentially of an advertising nature will not be accepted. In the case of acceptance for publication, concise well-prepared papers in the Journal style are likely to be published sooner than those in need of extensive editing and revision.

Cover Page

A cover page, separate from the main manuscript, must include the followings:

- a. Title of the paper
- b. Name(s) of author(s) (full forenames should be given)
- c. Full postal and e-mail addresses (the corresponding author should be indicated) and phone numbers of all authors.

Title and Authors

The title of the paper should unambiguously reflect its content with reasonable length. If the paper is written in Turkish, the Turkish title (in bold-face type and lower-case) should be followed by the English title (italic and lower-case). If the paper is in English, the English title should appear before the Turkish title in the style mentioned above.

Abstract

The abstract not exceeding 300 words should be informative (aim of the study and main conclusive remarks). It should not contain references. The Abstract should be given in both Turkish and English. If the paper is written in Turkish, an English abstract (in italics) should follow the Turkish abstract, while a Turkish abstract (in italics) should appear after the English abstract in papers written in English.

Key Words

The Abstract should include not more than 7 key words which reflect the entries the authors would like to see in an index. Key words should be given in both Turkish and English. Key words should be written in lower-case letters, separated by commas, and given in alphabetical order. For Technical Notes and Discussions, key words should not be provided.

References

All references cited in the text, and in captions of figures and tables should be presented in a list of references under a heading of “REFERENCES” following the text of the manuscript. For single or dual-author papers, refer to the author(s) name(s) (without initials) and the year of publication in parentheses (e.g. Barka and Kadiansky-Cade (1988); Hudson (1990)). For publications written by more than two authors, the name of the first author should be used, followed by “et al.” and a comma should be put between the authors’ names and the year of publication (e.g. Vendeville et al., 1995). The list of references in citations should be arranged chronologically from the earliest to the most recent, and separated by semi-colons (e.g. “Several studies, including both

field and laboratory experiments (Komar and Li, 1986; Schmidt and Ergenziger, 1992; Carling et al., 1992; Schmidt and Gints, 1995) were carried out.”). If reference is not directly obtained but can be found in another reference, cross-reference should be given as follows: “.Gamble (1971; Franklin and Chandra, 1972)”. For verbal or written personal communications, the reference should be given in the text as above (e.g. Gerçek (2001)) and also be cited in the reference list.

Examples of layout of references

(a) Journals

Barka, A.A., and Kadinsky-Cade, K., 1988. Strike-slip fault geometry in Turkey and its influence on earthquake activity. *Tectonics*, 7 (1), 663-684.

Author(s), Date. Title of paper. Full Name of Journal, Vol. (No), pages.

(b) Proceedings and Abstracts

Proceedings:

Stephansson, O., 2003. Estimation of virgin state of stress and determination of final rock stress model. Proceedings of the 3rd International Symposium on Rock Stress-RS Kumamoto'03, K. Sugawara, Y. Obara and A. Sato (eds.), A.A. Balkama, Tokyo.

Abstracts:

Bouchon, M., Toksöz, M.N., Karabulut, H., Boun, M.P., Dicitrich, M., and Aktar, M., 2002. Space and times evaluation of rupture and faulting during the 1999 Gölcük, İzmit (Turkey) earthquake. 1st International Symposium of the Faculty of Mines (İTÜ) on Earth Sciences and Engineering, İTÜ, İstanbul, Abstracts, p.51.

Author(s), Date. Title of paper. Title of Symposium or Congress, Name of Editor(s), Name and Location of Publisher, Vol. (if any), pages.

Proceedings on CD:

Aydan, Ö., Sezaki, M., and Yazar, R., 1996. The seismic characteristics of Turkish earthquakes. 11th World Conference on Earthquake Engineering, Acapulco, Mexico, CD Paper No. 1025.

(c) Books

Turcotte, D.L., 1975. *Fractals and Chaos in Geology and Geophysics*. Cambridge University Press, Cambridge.

Author(s), Date. Name of Book. Name and Location of Publisher.

(d) Published Reports

Fairhurst, C., Brown, E.T., Marsly, G., Detounay, E., Nikolaevskiy, V., Pearson, J.R.A., and Townley, L., 1998. Underground nuclear testing in French Polynesia: Stability and hydrogeology issues. Report of International Geomechanical Commission to the French Government, Vol. I and II.

Author(s), Date. Title of report. Name of Organization, Vol. (if any).

(e) Unpublished Reports and Thesis

Deere, D.U., and Miller, R.P., 1966. Engineering classification and index properties for intact rock. Air Force Weapons Laboratory, Technical Report No. AFWL-TR-65-116, Kirtland Air Force Base, New Mexico (unpublished).

Author(s), Date. Title of report. Name of Organization, Report No., Name of City (unpublished).

Meyer, W.H., 1977. Computer modeling of electro-magnetic prospecting methods. PhD Thesis, University of California, Berkeley, USA (unpublished).

Author, Date. Title of thesis. Type of Thesis (MSc or PhD), Name of University or Institution, City, Country (unpublished).

(f) Personal Communications

Gerçek, H., 2001. Personal communication. Mining Engineering Department of Karaelmas University, Zonguldak, Turkey.

(g) Information Downloaded from the Internet

ERD (Earthquake Research Department of Turkey), 2005. <http://www.gov.tr>, 3 April 2005.

Name of the Organization, Date. Web address, date of access to website.

Turkish references can also be given directly in Turkish. For such references please use Turkish characters. Some examples are given below.

Gülsoy, Ö.Y., Orhan, C.E., Can, N.M. ve Bayraktar, İ., 2004. Manyetik ayırma ve flotasyonla magmatik ve metamorfik kayalardan feldispat üretimi. *Yerbilimleri*, 30, 49-61.

Doğan, R., 2003. Kırşehir Masifi kuzeyinin tektonik ve magmatik evrimi konusunda bazı düşünceler. 55. Türkiye Jeoloji Kurultayı, Bildiri Özleri, 66-67.

Ketin, İ. ve Canitez, N., 1972. *Yapısal Jeoloji*. İTÜ Matbaası, Gümüşsuyu, İstanbul.

Nazik, L., Törk, K., Özel, E., Mengi, H., Aksoy, B. ve Acar, C., 1998. Kuzey ve kuzeydoğu Trakya (Kırklareli- Tekirdağ)'daki doğal mağaralar. MTA Genel Müdürlüğü, Rapor No. 4384, Ankara (yayımlanmamış).

Papers "in preparation" or "submitted" are not valid references. In the case of cross-referencing, only the reference in which the otherwise inaccessible reference is found should appear in the list of references. For references, whose authors and dates of publication are the same, the letters "a, b," etc. should follow the date of each reference (e.g. Goodman, 1988a and 1988b).

Acknowledgements

Acknowledgements should be brief and confined to persons and organizations that have made significant contributions. Please use full names without titles and indicate name(s) of the organization(s) of the person(s) acknowledged.

Mathematical Expressions

Mathematical symbols and formulae should be typed. Equation numbers should appear in parentheses at the right-hand side of the equations and be numbered consecutively. For Greek or other non-Roman letters, identify the symbol in words in the left-hand margin just below the equation the first time it is used. In addition, the meaning of symbols used in equations should be given below the equations.

$$\tau = c + \sigma \tan \phi \quad (1)$$

Where τ is the shear strength, c is cohesion, σ is normal stress and, ϕ is internal friction angle."

Subscripts and superscripts should be given clearly and written in smaller character (e.g. I_d, x_2). Instead of square-root symbol, an indice of 0.5 should be used (e.g. $y = 5x^{0.5}$). For the of multiplication sign do not use any symbol, however if necessary, the symbol "*" can be preferred (e.g. $y=5*10^{-3}$). Please use "/" for division instead of a horizontal line between numerator and denominator. In the expression of chemical reactions, ions should be given as Ca^{2+} and CO_3^{2-} (not Ca^{++} and CO_3^{-}). In the text, equations should be referred to as equation (1). Computer program listings, if appropriate, must be very clear in an Appendix.

Tables

Tables with their titles should not exceed the printed area of the page (15.8 cm (wide) x 22.5 cm (deep)), be represented in separate pages and be numbered consecutively. Both Turkish and English titles should appear at the top of a table. If the manuscript is written in Turkish, English title in italics should follow the Turkish title. For manuscripts in English, a Turkish title should appear below the English title in italics. They should begin "Table 1." etc. Tables should be referred to as Table 1 or Tables 1 and 2 (if more than one table is referred to). Tables can be written in a font size smaller than that of the text (10 or 11 point). Tables should be arranged to fit single column (7.3 cm wide) or double column (15.8 cm wide). No vertical rules should be used. Horizontal rules should only be used at the top and bottom of the tables, and to separate headings and numbers listed in the tables (Please check the previous issues of the Journal). Tables should not duplicate results presented elsewhere in manuscript (e.g. in graphs). Each table should be represented on an separate page and appear after the text (after references). All abbreviations and symbols must be identified with smaller character underneath the tables (e.g. σ_c : uniaxial compressive strength; Il: Illite; etc).

Illustrations

All illustrations, whether diagrams, charts and photographs, should be of high quality JPG format, referred to as "Figures" and be numbered consecutively as they appear in the text. The number of the figure should be given at top on the right-hand side of the paper. Illustrations should be provided in camera-ready form (grayscale), suitable for reproduction (which may include reduction) without retouching. Figure captions should be supplied on a separate sheet and should begin "Figure 1." etc. As with the rules given for tables, figure captions should also be given both in Turkish and English. All illustrations should be given offer tables together with a list of figure captions. The maximum size of illustrations is 15.8 cm (wide) x 22.5 cm (deep) together with figure captions. It is recommended that all illustrations should be designed with the Journal's single-column or two-column layout in mind, and where possible, illustrations should be designed for a single column. Foldout and colored illustrations are not accepted. Illustrations, particularly maps, field sketches and photographs should have a metric bar scale rather than magnification factors. All maps should have a north mark. Regional maps may include National Grid or latitude/longitude number where appropriate.

Map keys should be given on the figure, not in the figure caption.

Photographs, line drawings, or combinations may be grouped as figure parts (a), (b), etc. It is preferred that these are mounted. Letters or numerals should not be less than 1 mm after reduction. Avoid fine shading and tones, particularly from computer graphics packages. Shading should be distinct. Photographs must be black and white and sharp, and exhibit good contrast.

All illustrations must be numbered in the order in which they are referred to and discussed in the text as Figure 1 or Figures 1 and 2 (if more than one figures is referred to). Illustrations consisting of a set of fossil photographs should be given as "Plates". The number of plates should be kept to a minimum. Explanations of plates should be given in both Turkish and English on the same page.

Appendices

Appendices are encouraged for specific details of methods (except known methods) or mathematics. Computer program listings are also accepted as appendices.

FINAL SUBMISSION OF MANUSCRIPTS ACCEPTED FOR PUBLICATION

On acceptance of a manuscript, authors should send the digital copy of the revised final draft to the Editor-in-Chief via e-mail. Manuscripts should be processed in WORD format. All illustrations should be sent as JPG files (not less than 300 dpi resolution) individually.

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