

## **Title of publication, possibly with subtitles**

A. AUTHOR <sup>1)</sup>, B. AUTHOR <sup>2)</sup>

1) A. Author, Institution, complete address.

2) B. Author, Institution, complete address.

### *Keywords*

Region, discipline, topic ... (in language of article)

### *Abstract*

Short, concise representation of contents, maximum 1500 characters including spaces.

### *Résumé or Zusammenfassung*

At least one additional abstract in second language (German, French or Italian.).

[For longer publications (> 20 Seiten) a list of contents may be made.]

### *Manuskripts -*

- may be submitted in German, Italian, French or English, with an additional abstract in one of the other three languages;
- must be faultless, both linguistically and with regard to the contents;
- are to reach the editor by 31st March or 30th September respectively;
- may be rejected by the editing committee, to be revised for reasons of insufficient quality;
- are to be submitted digitally as text-file (Word), in a simple format (Arial, 12 pt).

### *Figures and Tables -*

- are to be submitted in any case in good quality hardcopy format on paper (sufficient b/w contrast, screened grey tones);
- must not be integrated in text!
- Texts for figures and tables are to be put in the text at preferred positions; script types and formats should be as uniform as possible (e.g. Arial, 10 pt), not exotic!
- Possible digital graphic representations need to be in formats suitable for PCs or Macs, such as pdf, jpg or gif, each figure as a separate file.
- Maximum size 18 × 12.5 cm, height or width.
- Additional costs for colour reproductions and fold-outs are to be borne by the author.

Example:

Well	Swiss coordinates		Z soil [m.a.s.l.]	Screen interval [m]	Total depth [m]	Type of drilling
	X [m]	Y [m]				
<b>P11a</b>	612'210	127'685	557.97	4.0 - 30.0	30.20	coring

Tab. 1: Bohrungen...

Bei der Bohrung KB1 (Fig. 1) war unter den Lockergesteinen...

Figur 1 zeigt eine schematische Darstellung...

*The author -*

- receives 25 reprints of his publication free of charge; additional copies will be charged for, according to the number of pages.
- accepts full responsibility for any statement made in his text or illustrations.

*Allgemeine Hinweise*

- Abbreviations need to be explained at first occurrence
- Bold or italic characters are to be avoided if possible
- typographical quotation marks must be used: «»
- Swiss Coordinates (Swiss National Survey«LK» 600'000/200'000)
- 10 m; 10 km; 1'000 m amsl; 10 m<sup>3</sup>d<sup>-1</sup>, 10 %, with protected space

*Literature references in text*

References appear in brackets, either with author's name and year of publication: «(Wyss 1999, 2001; Greber et al. 1995)»; or only with the year of publication if the referenced author's name is integrated in the text: «...as Wyss (2001) demonstrated... ».

Two author's names are joined by «&»; more names are covered by «et al.» added to the first author's name.

*Acknowledgments are optional*

*References*

- Greber, E., Leu, W. & Wyss, R. 1995: Erdgasindikationen in der Schweiz. Grundlagen zur Charakterisierung des Gasgefahrenpotentials im Untergrund. Bull. Schweizer Ing. u. Arch., 24, 8. Juni 1995, 567–572.
- Wyss, R. 1999: Erdgas beim Bau des Sondierstollens Löttschberg: Untersuchungen und Massnahmen. In: Löw, S. & Wyss, R. (Hrg): Vorerkundung und Prognose der Basistunnels am Gotthard und am Löttschberg. Balkema Rotterdam, 161–171.

## References, selected examples

### *Publications in periodicals:*

Müller, J. A. 2001: The adventures of Geology. *Journal of Fiction in Geology*. 42 (2), 302–321.

Müller, J. A., Meier, H. & Schmitt, K. 2001: The adventures of Geology. *Journal of Fiction in Geology*. 42(2), 302–321.

**Note:** In the List of References the name of every author of a publication must be quoted, even if there are six or more co-authors.

### *Newspaper Articles:*

Keller, T. 2001: Alptransit wird teurer. Kann die Kostenexplosion gestoppt werden? *Tages Anzeiger*, Zürich, 3. April, S. 23.

### *Book:*

Kobalt, T. 2001: *Die Geologie des südlichen Sensebezirks*. Huber Verlag, Bern.

### *Chapter in Book:*

Kobalt, T. 2001: *Die Geologie des südlichen Sensebezirks*. In A. Müller, P. Schmitt & T. Züger (Hrg.), *Naturwissenschaftliche Reise durch Hinterasien* (S. 120–139). Huber Verlag, Bern.

**Note:** If several editions of a book occur, the quoted edition has to be specified:

Title of book (edition).

In the case of an edited book:

Editors. Title. Publishers, Place.

### *Translations:*

Strauss, A. & Corbin, J. 1999: *Grundlagen der Grounded Theory* (T. Keller & J. Möller, Transl.). Huber Verlag, Bern. (Original publiziert 1989).

### *Unpublished work:*

Petry, H. 1997: *We have nothing to worry about - volcanoes on Mars*. Unpublished Master's project, University of Washington, Seattle, USA.

### *Online Page:*

Schweizer Geologen Verband 2001: *Statuten des Schweizer Geologen Verbandes (CHGEOL)*. Zugriff: 2. Juli 2002: [http://www.chgeol.org/d/bereich\\_chgeol/statuten.htm](http://www.chgeol.org/d/bereich_chgeol/statuten.htm).

### *CD-ROM:*

Author, I. 2001: *Title (CD-ROM)*. Publisher, Place.