

Submission Guidelines for *International Journal of Speleology*

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Note to Contributors

1. Papers should be submitted online at <http://scholarcommons.usf.edu/ijs/> through the "Submit Article" link. Texts should be submitted as Word documents. Documents should be typed with 1.5 line spacing, have continuous numbered lines, (preferably using Times New Roman 12 pt font), and **should contain all figures, tables, or plates**. Tables, plates, and figures, with captions, should be placed after the reference list using the format of IJS (see most recent issues). For the review process, all figures or/and plates should be of low resolution to keep the final file at reasonable size.
2. Figures, plates, and tables should be sent at full resolution **only after the review process is completed**, and then in separate files (e.g. Fig1.jpg or Fig1.tiff, Tab1.doc or Tab1.xls). *Complex formulas must be submitted as separate .tiff or .jpg files* and must be written using Bookman Old Style, 9.5 point font. To do so highlight "supplemental files" while submitting your revised manuscript, then upload your supplemental files and their short description. For long tables MS Excel should preferably be used (e.g. Tab1.xls). Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere.
3. Papers should preferably be written in English. Authors using a language other than their own are requested to have their manuscripts checked for linguistic correctness before submission. SI system units should be used. Dates should be in the form "5 February 1975", 21.6°C with no spaces (and not 21,6 °C or 21.6 °C), distances as 200 m (not 200m). Complex formulas and equations should be inserted in the text but after the review process is completed, these must also be sent separately as good quality jpg files.
4. Papers should be headed by a title, the full name(s), business address(es) and e-mail address(es) of the author(s), plus full details of posts held by the author(s)

if appropriate. If a paper has more than one author, the name of the person to whom correspondence and proofs should be sent must be followed by *.

Abstract should be short (less than 300 words) and summarizes the contents of the paper. Authors should provide five keywords after the abstract. Keywords are separated by a ;. Articles can be structured in 3 orders of headings: e.g., **GEOLOGY**, **Lithology**, *Mineralogical characteristics*. Article titles/subtitles and subheadings should use sentence case format, which means only the first word and proper nouns should be capitalized. See recent issues for examples.

5. Each paper will be subject to editorial review by three referees. The Editorial Staff reserves the rights to refuse any manuscript submitted, whether by invitation or otherwise, and to make suggestions and modifications before publication. Submitted papers should be in a final form ready for publication. Make sure figures are of good quality. Correction to proofs should be restricted to printing and editorial errors only. Other than these, the cost of very substantial alterations may be charged to the author(s).
6. Bibliographical references should be listed in alphabetical and chronological order at the end of the paper. Article titles and subtitles should use sentence case format, which means only the first word and proper nouns should be capitalized. Journal names should not be abbreviated. See most recent issues for examples. References should be in the following forms:

❖ **Article:**

Dorale J.A., Onac B.P., Fornós J.J., Ginés J., Ginés A., Tuccimei P. & Peate D.W., 2010 – *Sea-level highstand and 81,000 years ago in Mallorca*. *Science*, **327**: 860-863.

Osborne R.A.L., 2002 – *Cave breakdown by vadose weathering*. *International Journal of Speleology*, **31**: 37-53.

Winkelhofer R., 1975 – *Stalagmitenförmige Wurzelbindungen in Sandsteinhöhlen*. *Der Höhlenforscher*, **7 (2)**: 25-26.

❖ **Book with personal author:**

Palmer A.N., 2007 – *Cave geology*. Cave Books, Dayton, 454 p.

❖ **Book or report from an organization:**

- IPCC, 2014 – Climate change 2014: Synthesis report. Contribution of working groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change. IPCC, Geneva, 151 p.
- ❖ **Edited book:**
- Hildreth-Werker V. & Werker J.C. (Eds.), 2006 – *Cave conservation and restoration*, National Speleological Society, Huntsville, 600 p.
- ❖ **Book as part of a series:**
- Dougherty H.P., 1985 – *Caves and karst of Kentucky*. Kentucky Geological Survey, Lexington, KY, Special Publication, 196 p.
- ❖ **Chapter:**
- Palmer A.N. & Palmer M.V., 2000a – *Speleogenesis of the Black Hills maze caves, South Dakota, USA*. In: Klimchouk A., Ford D.C., Palmer A.N. & Dreybrodt W. (Eds.), *Speleogenesis. Evolution of karst aquifers*. National Speleological Society, Huntsville, p. 274-281.
- Tierney J., 1985 – *Caves of northeastern Kentucky (with special emphasis on Carter Caves State Park)*. In: Dougherty P.H. (Ed.), *Caves and karst of Kentucky*. Kentucky Geological Survey, Lexington, KY, p. 78-85.
- ❖ **Proceedings - with and without editor(s):**
- Jakopin P., 1981 – *Macrostereological evaluation of cave space*. In: Kalisnik M. (Ed.), *Stereologica Iugoslavia, contemporary stereology*. Proceedings of the 3rd European Symposium for Stereology, Ljubljana, **3**: 621-628.
- Gede M., Petters C., Nagy G., Nagy A., Mészáros J., Kovács B. & Egri C., 2013 – *Laser scanning survey in the Pál-völgy Cave, Budapest*. In: Buchroithner M.F. (Ed.), *Proceedings of the 26th International Cartographic Conference*. International Cartographic Association, Dresden, 905 p.
- ❖ **Unpublished Masters thesis or PhD dissertation:**
- Ochsenbein G.D., 1974 – *Origin of caves in Carter Caves State Park, Carter County, Kentucky*. Unpublished MS thesis, Bowling Green State University, 64 p.
- ❖ **Maps:**
- Dimitrescu R., Patrulius D. & Popescu I., 1971 -- *Geological map of Romania, Rucăr Sheet. Scale 1: 50.000*, Institutul de Geologie și Geofizică, București.
- ❖ **Web References:**
- OSM – *OpenStreetMap*. <http://www.openstreetmap.org/> OpenStreetMap Foundation [accessed: July 28, 2013].

UNESCO – *Caves of the Buda Thermal Karst System*.

<http://whc.unesco.org/en/tentativelists/282/> UNESCO [accessed: July 12, 2013].

❖ **Software:**

Ludwig K.R., 2001 – Isoplot 3.0 - A geochronological toolkit for Microsoft Excel. Special publication No. 4. Berkeley Geochronology Center, Berkeley, CA, 71 p.

Reimer P.J. & Reimer R., 2009 – CALIBomb radiocarbon calibration.

<http://calib.qub.ac.uk/CALIBomb/>

7. References should be cited in the text in parentheses, e.g. “(Jones, 1961)” except when the author’s name is part of the sentence, e.g. “Jones (1961) has shown that...”. When reference is made more than once to the same author and year, a, b, c, etc. should be added to the date in the text and in the reference list. For two authors cite in the form (Palmer & Palmer, 2000a); for more than two authors cite in the form (Klimchouk et al., 1995). Multiple citations are listed in chronological order and separated by ; e.g. (White et al., 1988; Palmer, 2001).
8. After the review process is completed, each table should be supplied in a separate file. Tables should be numbered using Arabic numerals, e.g. "Table 1", etc. Should a table not be an original, a full reference to its previous publication should be quoted. Tables should be supplied with appropriate captions, and kept as simple as possible.
9. After the review process is completed, color figures should be supplied in separate files. Figures should be numbered using Arabic numerals, e.g. “Fig. 1”, etc. and must be cited in the text close to where they are intended to be placed. Graphs and diagrams should be suitable for a reduction to the journal format. Figures and photographs should be supplied with appropriate captions, and kept as simple as possible. Please use same font size when generating your figures or plates.
10. Letters to the Editorial Staff should relate to single topics, provide comment on editorial policy or discuss the content of the International Journal of Speleology, or be responses to comments published in earlier issues of the journal.
11. Articles accepted by the Editorial Staff will become the property of the Publisher and may not be reprinted or translated without the written permission of the Publisher.

12. The Editor and the Publisher of the International Journal of Speleology are not responsible for the scientific content or other statements provided by the authors of accepted papers.