

GUIDELINES FOR THE PREPARATION OF A MANUSCRIPT

The Canadian Mineralogist, a bimonthly 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 normally reviewed by two specialists selected by one of the Associate Editors. The review process and the preparation of accepted manuscripts for the typographer will be greatly facilitated if authors carefully note the following guidelines:

- 1) Text, references, and figure captions are to be double-spaced.
- 2) The title page shows the full name, affiliation, and complete mailing address of each author.
- 3) An informative abstract and keywords follow. The *sommaire* and *mots-clés* will be prepared by the editorial team if not submitted by the author.
- 4) If submitted in a paper format, three copies of the manuscript are required, with figures and tables indicating the name of the first author. A manuscript can also be submitted electronically, for example as a pdf file or two, ideally kept at less than 2 Mb per file for ease of transmission.
- 5) The tables should be compactly designed (consult a recent issue). Figures and tables are to be printed in widths of 7, 10 and 14 cm. Tables should be prepared at double the targeted width with a 12-point font.
- 6) Captions for all figures are to be listed following the list of references.

New mineral species must have been approved by the Commission on New Minerals, Nomenclature and Classification (CNMNC), International Mineralogical Association (IMA). Data on new minerals are to be presented following the recommendations of Nickel & Grice (1998). Once submitted, manuscripts presenting results of crystal-structure analyses will be sent to Dr. Richard Thompson, Technical Editor (Crystal Structures) for scrutiny.

The general style and format of the paper should conform to the usage in current issues of the journal. Webster's International Dictionary should be consulted for the preferred spelling. Mandarino & Back (2004) should be consulted for the spelling and standard chemical formulae of mineral species. The use of a varietal name instead of the real name of a species is discouraged. Names of minerals are normally used as collective nouns, thus in the singular.

All measured or derived quantities of importance must be accompanied by their estimated standard deviations. The SI system of units should be used, although the ångström (Å) is still preferred by many over the nanometer (nm), and bar (and kilobar) are preferred over the pascal. Kretz (1983) provided a list of symbols for the rock-forming minerals; an updated list is available at this website.

After acceptance, the revised text should be submitted in an electronic format, along with one "hard" copy. Once the proofs are in circulation, the corresponding author will be sent an order form for reprints or for an electronic copy of the article for distribution. The same form serves for the transfer of the copyright. The extra costs of printing in color are passed on to the author: \$200 per side of page, up to a maximum of \$800 per article. The costs will be absorbed by the MAC in cases of hardship.

REFERENCES

KRETZ, R. (1983): Symbols for rock-forming minerals. *Am. Mineral.* **68**, 277-279.

MANDARINO, J.A. & BACK, M.E. (2004): *Fleischer's Glossary of Mineral Species*. The Mineralogical Record, Inc., Tucson, Arizona.

NICKEL, E.H. & GRICE, J.D. (1998): The IMA Commission on New Minerals and Mineral Names: procedures and guidelines on mineral nomenclature, 1998. *Can. Mineral.* **36**, 913-926.

Required Documents

The format in which you submit your manuscript depends on which option for submission (online, e-mail, or post) you choose, but all of the following must be included:

Regular manuscripts:

1. Manuscript
2. Figures (if present)
3. Tables (if present)
4. Supplementary Data (if present)

Manuscripts with crystallographic data:

1. Manuscript
2. Figures (if present)
3. Tables (if present)
4. Supplementary Data (if present)
5. Table of structure factors
6. CIF file

Manuscripts on a new mineral species should also include a copy of the official communication received from the Commission on New Minerals, Nomenclature and Classification; documentation on whether the new species has already been encountered can be obtained from http://pubsites.uws.edu.au/ima-cnmc/Valid2009_03.pdf, an IMA-approved list of unnamed minerals. Such a code should be included in the text when a mineral is subsequently described in detail. This would not only enable the appropriate modifications of the IMA lists to be made in a timely fashion, but also ensure that both the name and the IMA code appear, where appropriate, in journal indices.

- Helpful Formatting

None of this formatting is required at the time of submission, but it makes the process much easier, and therefore faster, for all of the editors.

- **Text**

- **Headings:** We use two levels of heading. The top level (i.e., "Discussion") should be in small caps, followed by a blank line before the text. Please do not imitate small caps using multiple font sizes. If you can't find the small caps option, use bold instead. The second level of heading (i.e., sub-sections within the Discussion) should be in italics followed by a blank line. Avoid third level headings whenever possible, but if you absolutely must use them, use italics followed by a colon, and then the text on the same line.
- **Reference citations:** We format citations as follows: (Smith 2011, 2012, Smith & Smith, Smith *et al.* 2012)
- Please use an actual degree symbol, rather than a superscript "O" or other substitute. MS Word offers a degree symbol via the "Insert > Symbol" menu.
- Greek symbols are never italic.
- The following are always italic: *i.e.*, *e.g.*, *cf.*, *ca.*, *apfu*, *in situ*, *versus*, *et al.*
- Parenthesis order: (), then [()], then ({}), etc.

- **Tables**

- Our table style does not include vertical lines. If your data can't be understood without vertical lines, extensive reformatting of your tables may be necessary. (You will, of course, have time to approve the reformatting before your paper is published.)

- If your tables are in MS Excel, please use ONLY the default row height. Inserting very thin rows for spacing purposes makes reformatting your tables for our typesetter extremely difficult. If you need spacing rows, just use the full row height.
- **Figures**
 - Low resolution figures may be used for the submission process, but we will require high resolution versions before publication.
 - High resolution figures should be in either EPS or TIF format and should have a resolution of 600 dpi.
 - We will use low resolution figures if high res versions can't be provided, but we caution authors that these will appear pixelated or fuzzy in print.
- **References**
 - We have stopped abbreviating journal names. Please spell out all journal names in full.
 - Detailed reference formatting is very specific. We don't require you to implement our reference formatting, but if you want to, a file containing all the specifics is available upon request from the Managing Editor.