

Instructions to contributors to NGS Journal or Bulletin

Manuscript

Send a disk file (preferably in MS Word) and three paper copies of the manuscript, printed on one side of the paper, all copy (including references, figure captions, and tables) double-spaced and in 12-point type with a minimum 2.5 cm margin on all four sides (for reviewer and editor marking and comment). Include three neat, legible copies of all figures. Single-spaced manuscripts or those with inadequate margins or unreadable text, illustrations, or tables will be returned to the author unreviewed.

The manuscripts and all the correspondences regarding the Journal of Nepal Geological Society should be addressed to the Chief Editor, Nepal Geological Society, PO Box 231, Kathmandu, Nepal (Email: publication@ngs.org.np).

The acceptance or rejection of a manuscript is based on appraisal of the paper by two or more reviewers designated by the Editorial Board. Critical review determines the suitability of the paper, originality, and the adequacy and conciseness of the presentation. The manuscripts are returned to the author with suggestions for revision, condensation, or final polish.

After the manuscript has been accepted, the editors will ask the author to submit it in an electronic format for final processing. Manuscripts are copy edited. Final changes must be made at this time, because no galley proofs are sent to authors.

Illustrations

Identify each figure (line drawing, computer graphic, or photograph) with the author's name, and number consecutively, at the bottom, outside the image area. Never use paper clips or tape on illustrations and do not write with pen on the back of figure originals or glossy prints. Where necessary, mark "top". Keep the illustrations separate from the text, and include a double-spaced list of captions. Do not put captions on the figures themselves.

Prepare clean, clear, reproducible illustrations that are drafted at a size not more than twice the publication size. All lettering on illustrations must be drafted or laser printed, not typed or handwritten. Put type, labels, or scales directly on a photograph rather than on a separate overlay. Use graphic scales on illustrations; verbal scales (e.g., "x200") can be made meaningless by reduction of an illustration for printing. Calibrate graphic scales in metric units. Indicate latitude and longitude on maps. Plan all type sizes large enough so that the smallest letters will be at least 1.5 mm tall after reduction to publication size. For review purposes, copies of illustrations must be legible and relatively easy to handle, and any photographs must be direct prints. Do not send original illustrations until asked to do so. Keep at least one copy of all illustrations, as the NGS cannot be responsible for material lost in the mail. For colour figures, authors must bear all costs, and about \$50 per colour figure/plate will be charged.

Style

Authors are responsible for providing manuscripts in which approved geological and other scientific terminology is used correctly and which have no grammar or spelling errors. Authors must check their manuscripts for accuracy and consistency in use of capitalisation, spelling, abbreviations, and dates.

Abstract

The abstract should present information and results in capsule form and should be brief and objective, containing within a 250-word maximum the content and conclusions of the paper. The topic sentence should give the overall scope and should be followed by emphasis on new information. Omit references, criticisms, drawings, and diagrams.

Captions

Make captions precise and explain all symbols and abbreviations used. Type captions in consecutive order, doublespaced. Do not put captions and figures on the same page.

References

All references mentioned in the text, figures, captions, and tables must be listed in the References section. Only references cited in the paper are to be listed. For example:

Auden, J. B., 1934, Traverses in the Himalaya. *Rec. Geol. Surv. India*, v. 69(2), pp. 123–167.

Todd, D. K., 1980, *Groundwater Hydrology*. John Wiley & Sons, Singapore, 535 p.

Tokuoka, T. and Yoshida, M., 1984, Some characteristics of Siwalik (Churia) Group in Chitwan Dun, Central Nepal. *Jour. Nepal Geol. Soc.*, v. 4, (Sp. Issue), pp. 26–55.