

From the Executive and Principal Editors:

Thank you for accepting our invitation to write an article for *Elements* magazine. We hope that you will find it a rewarding experience. Writing for *Elements* differs significantly from writing for the technical scientific journals with which you are familiar in a number of important respects. On this first page we summarize those differences. More detail is given on the pages following. Please read these instructions carefully before starting to design and write your paper.

Time

Elements has to adhere to a tightly defined and carefully planned production schedule without the freedom to hold back or accelerate articles. Please ensure that you meet the required deadlines and are available to carry out the necessary actions. A table that lists all the important deadlines, etc. is provided to all authors. USE IT!

Space

Your Guest Editor has given you a fixed space (defined in # of words) for your article. Consider this as your “canvas” and design your article from the outset to fit this space, including illustrations. Do not expect to shorten your paper after review. Generally speaking, you are looking at ~4000 words of text, plus 5-6 figures, acknowledgments, figure captions, and references. Captions should be as short as possible and relate to specific features of the diagram rather than developing ideas. The maximum number of references should not exceed 30. It is essential that from the outset you design your paper, including its abstract, illustrations and references, to fit the space assigned by the Guest Editor. More details are given under ‘**Manuscript Length and Style**’, below.

Target

The target audience of *Elements* is much broader than that of a typical research paper. As well as members of the participating societies, the audience includes academic and industrial scientists in other disciplines, students, popular science writers, officials of funding agencies, and policy makers. This is your opportunity to promote the excitement of your field to a wide readership! Writing at a level that is accessible and pleasurable for this large audience, while remaining up-to-date, scholarly and rigorous, can be a challenging task. We encourage you to stand back from what you have written and consider whether its level is appropriate for *Elements* readership, particularly watch your use of specialized or jargon words. And remember, *Elements* is published in full color, so use exciting illustrations that draw the casual reader into your article! More comments are given under ‘**General Guidelines**’, below.

We look forward to partnering with you over the coming months in order bring your article to the hands of over 15,000 readers, worldwide!

Authorship

Elements articles are relatively short reviews by acknowledged experts. We expect that most articles will have a single author, and not more than three. You can refer to close collaborators in the text or in an Acknowledgements section at the end of your article.

Title

Think of a short, punchy title, without technical words, which will attract non-expert readers.

Preliminary Abstract or Outline

By the assigned deadline, please send a one-page preliminary abstract or outline of your article to the Guest Editor. The purpose of this version of the abstract is to delineate the scope of coverage so that the Guest Editor can prevent overlap with other articles, ensure adequate coverage of the overall theme, and write an introduction to the issue. *This abstract or outline will not be published and its length is not critical*, as long as the content clearly summarizes the key points and conclusions of the article.

Final Abstract and Keywords

Include a final abstract of not more than 100 words with your completed manuscript. This should summarize the content of your article so that (1) readers can determine their interest in reading further, (2) literature searches will find the article in relevant searches, (3) a broad audience can appreciate the significance of the article. The abstract should be complete and understandable in itself, and should avoid technical words unsuitable for a wide audience. Do not include references, figures, tables, or equations. The Guest Editor and the *Elements* editorial office reserve the right to edit the abstract so that it meets these criteria. Please also suggest five keywords that will enhance access to your paper.

General Guidelines

- Consider the target audience listed on p. 1 with great care, and where appropriate give your article a tutorial character.
- Avoid using jargon and acronyms, except very common ones like XRD or REE. Terms unfamiliar to the non-specialist should be defined or explained clearly. To avoid repetition in issues where the same specialized terms, acronyms or mathematical conventions are introduced repeatedly, Guest Editors may decide to include a general explanatory 'box' section in their introductory article, thus releasing space for other articles.
- 'Jargon' is defined by the Concise Oxford Dictionary thus: (1) words or expressions used by a particular group or profession, (2) barbarous or debased language, (3) gibberish. Stand back from what you have written and consider carefully whether your jargon is comprehensible to our wide target audience. Be especially careful where ordinary words or phrases, such as 'enrichment', 'productivity' or 'ultra-high pressure' have been given limited technical meanings by specialist groups.

- Each *Elements* article will be reviewed by the Guest Editor, two independent expert reviewers suggested by the Guest Editor, and by the Principal Editor assigned to your issue. The Guest Editor will send the comments of all three reviewers and his or her own recommendations to you as soon as they are available. Please act as the Guest Editor recommends as quickly as possible and certainly by the set deadline.

Manuscript Length & Style

- Please adhere to the number of words assigned to you by the Guest Editor. Manuscripts that are longer than the space assigned are not acceptable.
- A single printed page in *Elements* contains ~1000 words. References require ~600 words. A figure or table, ¼ of page in size, will occupy approximately 250 words (not including the caption). As a general rule, **tables and figures should not comprise more than 1/3 of your total manuscript pages.**
- Manuscripts (including text, references, acknowledgments, and figure captions) should be typed double-spaced, using 12 pt Times New Roman font which gives ~250 words per typed page. See '**Guidelines for preparing Tables and Figures**' for more information.
- Use either American or British English spelling and conventions, but please be consistent.
- *Elements* uses **three levels of heading**:
 - BOLD CAPITALS**
 - Bold italic**
 - Normal italic set into the first line of text.Leave one empty line above and below any **bold** heading. Do not number headings.
- Do not indent paragraphs. Leave one empty line between paragraphs.
- **Use standard SI units.** In combination use units without punctuation but with appropriate spacing, thus: kJ mol⁻¹, J K⁻¹ mol⁻¹, mW m⁻².
- **Define terms in mathematical equations.** If possible use symbols that correspond with common usage in *American Mineralogist*, *Canadian Mineralogist*, *Mineralogical Magazine*, *Geochimica et Cosmochimica Acta*, or *Clays and Clay Minerals*.
- We encourage the use of *A Manual of Style*, 16th edition, University of Chicago Press, Chicago, 2010, as a style reference in the preparation of manuscripts. An online version can be found at <http://www.chicagomanualofstyle.org/home.html>.
- We will follow the recommendations of the International Mineralogical Association as regards mineral nomenclature and the spelling of mineral names. See <http://www.mineralogicalassociation.ca/doc/abstracts/ima98/ima98.htm>

References

Although *Elements* articles are reviews, space restrictions do not allow extensive lists of references. A **maximum of 30 references** should be provided, many of which might be to technical reviews in the field. The majority of cited papers should have been

published in the last ten years, and older references should be restricted to classic, foundation papers. Thirty references is equivalent to about 600 words.

- The **reference list** should include only works cited in the text that have been published or accepted for publication. Personal communications should be noted only in the text, e.g. (pers com, JC Maxwell 2004).
- **In the text**, references should be cited by author and year, e.g. (Newton 2004); (Newton and Darwin 2004); Newton et al. (in press). One- and two-author papers should be arranged in alphabetical order in the reference list, but papers with more than two authors (which will appear as 'et al.' in the text) should be arranged in order of first author and year of publication. Where more than one paper in a single year has the same authorship, the references should be cited (2004a), (2004b) etc., both in the text and the reference list.
- **Journal titles** should be written out in full, e.g. *Geochimica et Cosmochimica Acta*, *Contributions to Mineralogy and Petrology*, etc.
- *Elements* has a reference style involving minimum punctuation and no changes of font. **Examples** are given on the final page.

Guidelines for preparing Tables and Figures

Take advantage of the fact that *Elements* will be published in color to use striking figures. Authors are encouraged to read Barb Dutrow's article in *Elements* volume 3, issue 2, p. 119 – 126, for tips on producing effective figures.

- For **naming your figures and tables**, please use the following convention:
First author's last name _ fig[Number] e.g. Green_fig1.
- Authors must **obtain permission** to reprint figures from the copyright holder.
- Send high **resolution** images (300 dpi at published size) or line drawings (preferably colored) at 600 dpi. Web site or PowerPoint presentation figures will not have adequate resolution for printing purposes.
- Save **color** in RGB or CYMK.
- **Embed all fonts**.

Submission of completed manuscript, FIRST version

Send your manuscript to the Guest Editor as an attachment to an e-mail or upload to the designated Dropbox.

- The manuscript must include abstract, acknowledgments, references, figure captions, and keywords, with the pages numbered.
- Send as a *single* pdf or Word file with embedded illustrations.

Submission of FINAL revised manuscript

- **Manuscript:** Send the final, revised manuscript to the Guest Editor as a Word file, which must include abstract, keywords, acknowledgments, references, and figure captions, with the pages numbered.
- **Figures/Artwork/Tables:** Do not send figures embedded in Word. Send native artwork, figures and tables, as separate files. TIF, JPG, AI, and PDF files are acceptable. Use embedded fonts.

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Supplemental Material

As an author, your priority is to make your article in the magazine complete and comprehensive. Nevertheless, there may be a need to publish supplemental material such as teaching exercises, videos, data sets, etc. Contact your Guest Editor(s) and the Executive Editor if you are interested in this.

Examples of *Elements* reference style and order

Journal articles:

- Harrison LG (1961) Influence of dislocations on diffusion kinetics in solids with particular reference to alkali halides. *Proceedings of the Faraday Society* 57: 1191-1199
- Harrison TM (1990) Some observations on the interpretation of feldspar $^{40}\text{Ar}/^{39}\text{Ar}$ results. *Chemical Geology (Isotope Geoscience)* 80: 219-229
- Harrison TM, Bé K (1983) $^{40}\text{Ar}/^{39}\text{Ar}$ age spectrum analysis of detrital microclines from the southern San Joaquin Basin, California: an approach to determining the thermal evolution of sedimentary basins. *Earth and Planetary Science Letters* 64: 244-256
- Harrison TM, McDougall I (1982) The thermal significance of potassium feldspar K-Ar ages inferred from $^{40}\text{Ar}/^{39}\text{Ar}$ age spectrum results. *Geochimica et Cosmochimica Acta* 46: 1811-1820
- Harrison TM, Lovera OM, Heizler MT (1991) $^{40}\text{Ar}/^{39}\text{Ar}$ results for alkali feldspars containing diffusion domains with differing activation energy. *Geochimica et Cosmochimica Acta* 55: 1435-1444
- Harrison TM, Heizler MT, Lovera OM (1993) In vacuo crushing experiments and K-feldspar thermochronology. *Earth and Planetary Science Letters* 117: 169-180
- Harrison TM, Heizler MT, Lovera OM, Wenji C, Grove M (1994) A chlorine disinfectant for excess argon released from K-feldspar during step heating. *Earth and Planetary Science Letters* 123: 95-104
- Harrison TM, Grove M, Lovera O (1998) Comment on 'Direct determination of ^{39}Ar recoil distance' by I. M. Villa. *Geochimica et Cosmochimica Acta* 62: 347
- Hayward SA, Salje EKH (1996) Displacive phase transition in anorthoclase: the 'plateau effect' and the effect of T1–T2 ordering on the transition temperature. *American Mineralogist* 81: 1332-1336

Digital object identifiers:

- Vanpeteghem CB, Ohtani E, Kondo T (2002) Equation of state of the hydrous phase $\delta\text{-AlOOH}$ at room temperature up to 22.5 GPa. *Geophysical Research Letters* 29 (7), doi: 10.1029/2001GL014224

Books:

- Smith JV, Brown WL (1988) *Feldspar Minerals*, vol. 1. Springer Verlag, Berlin, Heidelberg, New York
- Bowen NL (1928) *The Evolution of the Igneous Rocks*. Princeton University Press, reproduced by Dover Publications, New York 1956
- Montana A, Luth RW, White BS, Boettcher SL, McBride KS, Rice JF (1991) Complications in the melting of silicate minerals from atmospheric to high pressures. In: Perchuk LL (ed) *Progress in Metamorphic and Magmatic Petrology*, Cambridge University Press, Cambridge, pp 351-368
- Halliday AN, Aftalion M, Van Breemen O, Jocelyn, J (1979) Petrogenetic significance of Rb-Sr and U-Pb isotopic systems in the 400 Ma old British Isles granitoids and their hosts. In: Harris AL, Holland CH, Leake BE (eds) *British Caledonides Reviewed*, Geological Society of London, pp 653-62
- Carroll MR, Webster JD (1974) Solubilities of sulfur, noble gases, nitrogen, chlorine, and fluorine in magmas. In: Carroll MR, Holloway JR (eds) *Volatiles in Magmas*, *Reviews in Mineralogy* 30: Mineralogical Society of America, pp 231-279
- Roedder E (1984) *Fluid Inclusions*, *Reviews in Mineralogy* 12, Mineralogical Society of America, 644 pp