

## Instructions for *Elements* Authors

Thank you for accepting the invitation to write for *Elements* magazine. We hope that you will find it a rewarding experience. The *Elements* team looks forward to partnering with you over the coming months in order bring your article to the hands of over 17,000 readers, worldwide.

Writing for *Elements* differs significantly from writing for the technical scientific journals with which you are familiar. On this page, we summarize those differences. More detail is given on the subsequent pages. **Please read these instructions carefully.**

### What is unique to writing for *Elements*?

#### Time

*Elements* adheres to a **tight production** schedule without the freedom to hold back or accelerate articles. It is necessary that you meet the required deadlines provided to you by the Guest Editors.

#### Space

You have 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 plan to shorten your paper after review. Typical final printed 6-page articles have ~4000 words of text, plus 5-6 figures, acknowledgments, figure captions, and references. The maximum number of references is limited to 30.

#### Target

The **target audience** of *Elements* is broader than that of a typical research paper. The audience includes academic and industrial scientists in a variety of 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 diverse readership. Writing at a level that is accessible and pleasurable for this 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 limit 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.

#### Review Cycles

Each *Elements* article goes through **multiple revision cycles**. First, the article will be evaluated for scientific content by the Guest Editor(s) and two independent expert reviewers. Second, the Principal Editor assigned to the issue will review the article in terms of suitability for *Elements* readership, its style, and its context with the rest of the articles in the issue. The third review cycle occurs when the article is copyedited for language usage, grammar, and readability. Finally, authors will review a set of proofs. These multiple cycles ensure the review article will be well-received by the *Elements* readership and of interest to the larger scientific community.

---

## Before you Write Your Article

### Preliminary Abstract and Outline

By the assigned deadline, send a one-page preliminary abstract and/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. Clearly summarize the key points and conclusions of your article. *This preliminary abstract or outline will not be published and its length is not critical.*

---

## Writing Your Article

### 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.

### Author Biographical Sketch and Photograph

Provide a short biographical sketch (no more than 100 words) and photograph of each author. These are NOT included in your article word count. They will be included in the “Meet the Authors” feature of the issue.

### Title

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

### Title Image

As a background to the title of your article, *Elements* uses an image or photograph that is related to the content. Please provide an eye-catching image for this space. Image should be in color, have 300 dpi, and be at least 2200×750 pixels in size.

### Final Abstract

Include a final abstract of not more than 120 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.

### Keywords

Please also suggest 5–6 keywords that will enhance access to your paper. *Elements* is indexed by Google and other online search engines so good keywords help readers find your article.

### Language Guidelines

- Use either American or British English spelling and conventions, but please be consistent.
- **Consider the target audience** described 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* as (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.

### Manuscript Length & Style

- 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.
  - 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 and using 12-point font (which gives ~250 words per typed page). See ‘**Guidelines for preparing Tables and Figures**’ for more information.
- *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<sup>-1</sup>, J K<sup>-1</sup> mol<sup>-1</sup>, mW m<sup>-2</sup>.

- **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 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>

### Guidelines for preparing Tables and Figures

Take advantage of the fact that *Elements* will be published in color. Create 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]. For example, Green\_fig1.jpg
- Authors must **obtain permission** to reprint figures from the copyright holder (see below).
- Create high **resolution** images (300 dpi at published size) or line drawings (preferably colored) at 600 dpi.
- Save **color** in CYMK. Remember that almost 10% of the population is color blind.
- **Embed all fonts.**
- **File formats preferred:** PDF, JPG, TIFF, AI, EPS
- **Captions:** provide sufficient detail in the caption (with each panel described individually) so that a reader can understand the figure without having to refer back to the associated text. Describe all colors, elements, and features.

### References

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.

- References should only be to titles 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). List in order of publication (youngest to oldest).
- The **reference list** should include all works cited in the text, figures, and tables. Citations should be in alphabetical order with respect to last name. With identical names, arrange papers numerically started with the oldest. Papers with more than two authors (which will appear as 'et al.' in the text) arrange in order of first author and year of publication. Where more than one paper in a single year has the same authorship, the reference year should be amended with an a, b, or c (e.g. 2004a, 2004b) 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.

---

## Submitting Your Article

### Submission of INITIAL manuscript

Send your “ready for review” manuscript to the Guest Editor as an attachment to an e-mail or upload to the designated Dropbox (details provided by Executive Editor).

- The manuscript must include abstract, acknowledgments, references, figure captions, and keywords, with the pages numbered.
- Send as a *single* Word file. Illustrations should be embedded in the document.

### Submission of FINAL revised manuscript

- **Manuscript:** Send the final, revised manuscript to the Guest Editor or upload to the *Elements* Dropbox. Submit a Word file, which includes the abstract, keywords, acknowledgments, references, and figure captions.
- **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.
- **License to Publish:** Send a signed copy of the appropriate License to Publish (see *Elements* website for forms) to the Executive Editor ([jrosso.elements@gmail.com](mailto:jrosso.elements@gmail.com))

---

## Copyrights and Permissions

Ideally, the illustrations, images, and tables that you publish will be new material designed specifically for the *Elements* audience. However, it is also possible that you will want to reuse or modify previously published figures and or tables.

As the author, you are responsible for obtaining permission to reuse or modify existing figures and or tables. This also true for material that you have authored. Do not assume that work with your name on it is owned by you! Each publishing house has different standards and you should verify the copyright restrictions before reuse of a figure or table.

You are also responsible for any charges associated with these permissions. Please use extra caution when using figures found on the internet. Often there are royalties or copyright restrictions associated with their usage. If you have questions about whether you need to obtain permission or how to obtain permission, please contact the Executive Editor.



## 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  $^{39}\text{Ar}$  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