

INSTRUCTION FOR AUTHORS

Studia Quaternaria calls for the submission of research papers, review papers and brief reports on all the topics of the Quaternary science. Papers should not exceed 15,000 words, brief reports to 2,000 words.

All manuscripts will be reviewed by two referees (see sq-review form). After reviewing the manuscript will be sent to the corresponding author for corrections. In the proof stage, no significant changes are possible.

The journal does not have article processing charges (APCs) nor article submission charges.

Text

Text should be written in English, in Word format (preferably), Times New Roman and double-spaced. The first page of manuscript should include the title of the paper, full names with full postal and e-mail addresses of all authors (please clearly indicate corresponding author by *), 3-5 keywords, and an abstract (to 200 words). The text should be subdivided into sections (for example: Introduction, Regional setting, Material and methods, Results, Discussion, Conclusions, Acknowledgements). Do not use word hyphenation in the manuscript. Reference list, figure and table captions should be enclosed after the main body of the text. Only metric units and Arabic numerals should be used. Latin words and abbreviations should be typed with italic characters (this does not concern biological taxonomic units when higher than genera).

References

References should be cited as: Charman (2007), (Leng and Marshall, 2004), (Charman, 2007; Magny *et al.*, 2008) or (Magny *et al.*, 2008) if more than two authors are involved. When appropriate, please distinguish references with letters, e.g. (Ramrath *et al.*, 1998a, 1999b).

The references should be listed in the following way:

Charman, D.J., 2007. Summer water deficit variability controls on peatland water-table changes: implications for Holocene palaeoclimate reconstructions. *The Holocene* 17, 217–227.

Leng, M.J., Marshall, J.D., 2004. Palaeoclimate interpretation of stable isotope data from lake sediment archives. *Quaternary Science Reviews* 23, 811–831.

Berglund, B.E., Ralska-Jasiewiczowa, M., 1986. Pollen analysis. In: Berglund, B.E. (Ed.) *Handbook of Holocene Palaeoecology and Palaeohydrology*, 455–484, John Wiley & Sons, Chichester – New York – Brisbane – Toronto – Singapore.

For paper not published in English, German or French, but having a summary in one of the languages above, the title of its summary should be given. If this is not the case, the original

title must be preceded by its English translation. In all cases, the language of original paper should be stated e.g.:

Alexandrowicz, W.P., 2007. Malacofauna of Late Glacial and Holocene calcareous lake deposits in North Poland. *Geologia Kwartalnik AGH* 33, 395–420 (in Polish with English summary).

Choiński, A., 2007. Catalogue of Polish lakes (Katalog jezior Polski). Uniwersytet Adama Mickiewicza, Poznań (in Polish).

Original bibliographic data and names in Cyrillic alphabet should be transcribed in Latin characters.

Artwork

Figures should be numbered consecutively in Arabic numerals, and each one must be referred to in the text. All parts of composite figures should have identifying Latin capital letters. The text on graphs should be clear and easily readable, please use uniform lettering and sizing (minimum font size 7 pts.) of your original artwork. The use of sans serif typefaces, such as Arial or Helvetica, is recommended. All description should be inserted on the graphs. The preferred figure size should be close to the printed version i.e. a width 84 or 174 mm, with maximum size 174 × 240 mm. Reproduction of larger figures can be negotiated individually. The preferable format of graphs is Corel Draw (max. X3) with minimum line thickness 0.1 mm, minimum gray tone 15–20% Black (CMYK); eventual color figures in CMYK.

Black-and-white photographs (600 dpi grayscale, tif) of good contrast and color ones (minimum 300 dpi RGB, tif) are also accepted. All photographs should be close to a printed size and numbered as figures. Reproduction of color figures and photographs is payable in general.

The figures should be sent in separate files each.

Tables

Tables should be numbered consecutively in accordance with their appearance in the text. Word or Excel format is accepted and table maximum size is one page. Font size 7-8 pts.

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