

## NOTES TO THE AUTHORS

Papers to be published in the MTA Bulletin must meet the MTA publication requirements. The booklet of publication standards could be obtained from the MTA Publications Department. (MTA Genel Müdürlüğü Bilimsel Dokümantasyon ve Tanıtma Dairesi Başkanlığı, Ankara-Turkey).

The following sections, in short, explain the rules for the preparation of the manuscript. THE LANGUAGE - Each issue of the Bulletin has Turkish and foreign editions. In foreign edition, papers submitted in English, French or German are published.

Authors wishing to publish in Turkish and one of the above foreign languages are to supply the text and the figures in both languages.

Abstracts written in Turkish and English should be supplied with the papers to appear in Turkish edition. English abstracts of the papers appearing only in the Turkish edition are also published in the foreign edition of the same issue. For the papers to appear in foreign edition, an English abstract, if the text is written other than English an abstract in the original language of the text also to be supplied.

Authors are asked to supply the translations of the text, figures, tables, plates etc. of their papers to be published in the foreign edition of the Bulletin.

Turkish authors submitting papers to appear in the foreign edition are to supply the Turkish translations of their papers.

MAIN SECTIONS OF THE MANUSCRIPT - A manuscript should include title, name of the authors and the address, abstract, introduction, main body of the text, conclusion, discussion (if necessary), references and additional explanations (if necessary).

ABSTRACT - Abstract should be brief not exceeding 200 words, should give enough information about the paper without having to consult to the other sections of the text. It should be publishable separately in an abstract bulletin. The abstract should include the purpose, new contributions in the light of the additional data and their interpretations. No references to be made to the other sections of the text, figures and to other publications. Footnotes must be avoided.

Persons who bear some degree of responsibility for the results of the paper should be acknowledged. Those contributions that are part of normal functions are not to be acknowledged.

References to be made only to those papers cited in the text. The style of the references are given below;

Pamir, H.N., 1953, Türkiye'de kurulacak hidrojeoloji enstitüsü hakkında rapor: Türkiye Jeol. Kur. Bült., 4, 63-68.

Baykal, F. and O. Kaya, 1963, İstanbul bölgesinde bulunan Karboniferin genel stratigrafisi: Maden Tetkik ve Arama Enst. Derg., 61, 1-9.

Ketin, İ., 1977, Genel Jeoloji: İst. Tek. Üniv., İstanbul, 308.

Anderson, D.L., 1967, Latest information from seismic observations: Gaskell, T.F., ed., in the Earth's mantle: Academic Press, London, 355-420.

Citings should be made in the following ways; «..... according to Altınlı (1972)» «..... (Sirel and Gündüz, 1976). If the authors of the given reference are more than two «..... et al.» abbreviation for «and others» should follow the name of the senior author. For instance «Ünalın et al. (1976)» described the Kartal formation. ....» to refer to an article which is published in another publication, firstly the original and secondly the publication in which the article has appeared should be mentioned. For instance it is known that Lebling talks about Lias around Çakraz (Lebling, 1932; in Charles, 1933); personal communications or correspondance should be similar to the following examples; «O. Eroskay, 1978, personal communications, «according to N. Toksöz 1976, written communications».

**LENGTH OF THE MANUSCRIPT** - The manuscript submitted for publication with all illustrations, should not exceed 50 typed pages. The size of the pages and the space used should be in accordance with the regulations given under the preparation of the text heading.

Selection of the size of the illustrations and their accomadation in the text should be carefully studied to avoid loss of detail and space.

When reduced the maximum size of the illustrations, as a rule, should not exceed twice the size of the Bulletin's page and the number of the folded illustrations should not be more than two.

**PREPARATION OF THE TEXT** - The manuscript sent for publication should be typed on an A 4 (29.7x21 cm) size paper with double spacing, leaving 2.5 cm space on the sides. Special lettering and formulae must be hand written with indian ink on a tracing paper. Illustrations and tables where to be located should be indicated with a pencil by the author in the manuscript.

Footnotes should be avoided unless necessary, it should not exceed ten lines, and should be numbered consecutively throughout the manuscript.

**ILLUSTRATIONS** - Figures, tables, plates, maps should be carefully selected with regards to their necessity, suitability and quality.

The drawings are printed in black and white. They should be drawn carefully and clearly. Lines and letters should be such that, when reduced, details won't be lost and the size of the letters will not become smaller than 2 mm. Unstandardized symbols and letters, utilized for the dravings should be explained either in the drawing or within the explanations section of the text. Bar scale must be included in the drawings. Photographs must be of high quality, glossy prints with sharp details and good contrast.

Figures, tables, plates, maps, photographs should be numbered independently from each other. Numberings should be in such an order which must be in accordance with the citing in the text. Figures and tables must be numbered by using arabic numerals and plates with roman numerals. Single photographs to be classified as figures and numbered accordingly.

The numbers of the illustrations and the name of the authors must be written behind each illustration with a pencil.

Explanations must not be written on the illustrations. For figures and tables separate explanation list must be given, explanations for each plate should be given separately.

Figure area explanations may be given in Turkish for the papers to be published only in the Turkish edition.

For papers to be published in both languages figure area explanations must be given in both languages either with different letterings in the same figure or a separate set of figures in respective languages.

**SENDING THE MANUSCRIPT** - Two sets of the manuscripts are required. One set should be the original, copies of the illustrations for the second set can be given in blue prints or photocopies.

Second copy of the manuscript of an unaccepted paper is not returned to the authors.

Photographs which are designed to be printed as plates should be arranged on a white cardboard in the required order. This arrangement is not necessary for the second set. Dimensions of the cardboard should be the same size as the page of the Bulletin or reducible to that size. Respective numbers should be written on each photograph in the plates.

If the manuscript does not meet the requirements of MTA publication standards it would be returned to the authors for correction. The revised manuscript is reconsidered by the Editorial Board of MTA for publication.

**SHORT COMMUNICATIONS SECTION** - Within the short communications section of MTA Bulletin scientific researches and applications in earth sciences and data obtained from such studies are published in short, clear and summarized texts. Such texts are published in the forthcoming issues without delay. In this fashion, scientific communication among the earth scientists would be established.

The text to be published in the short communications section should not exceed four typed pages together with the illustrations. For the page size and its utilization refer to the Preparation of the Text» section. Picture dimensions should not exceed the page size or could be reducible to that size.

**REPRINTS** - For each article published, authors will receive 25 reprints free of charge, extra copies are subject to charge.