

## NOTES TO THE AUTHORS WHO WILL SEND PAPERS TO BE PRINTED IN THE BULLETIN OF MTA

In order the papers to be published in the Bulletin of MTA, they are required to match with the publication rules, comprising of quality, content and format, The publication booklet can be obtained from the Mineral Research and Exploration (MTA) directly or by corresponding.

Some of the rules which the authors mostly need for their writing are summarized below.

**LANGUAGE** - Each issue of the Bulletin is printed in Turkish and English.

In Turkish edition, the titles and abstracts should be given in both languages.

The qualified articles by the editorial board, to be printed in the English edition should completely be translated into English, including their whole appendixes as well as figures. Authors whose mother language is Turkish and sent English article are asked to supply their articles in Turkish as well.

**MAIN PARTS OF THE ARTICLE** - An article should contain, a title, the name and address of the author (s), an abstract, introduction, main body of the text, conclusion(s), discussion (if necessary), references, and additional explanations (if necessary).

**ABSTRACT** - Should be so clear and informative that no consultation to the other parts would be needed and should be issued directly in an abstract periodical, directly. It should include the purpose, the addition to the knowledge, the gathered new data and the interpretation related with the subject, of the article. In the abstract, attributions and footnotes should not be used in the abstract. The abstract should not exceed 200 words.

In the acknowledgement section, persons who bear important inputs as well as responsibilities should be acknowledged, but the contributions of the persons who conduct them as normal functions of their duty should not be acknowledged.

The references to be made should be only with the papers cited in the text. The style of references are as given examples below;

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

Baykal, F. and Kaya, O., 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, 308p.

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; "Altınlı'ya göre....." ".....(Sirel ve Gündüz, 1976)". If the authors of the references are more than two "...et al." abbreviation for "and others" should be used after the first author; For instance, "Ünalın et al." 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 mentions about Lias around Çakraz (Lebling, 1932; from Charles, 1933)". Personal communications or correspondances should be in the same way of "O. Eroskay, 1978. personal communication", or "according to N. Toksöz 1976, written communications".

**LENGTH OF THE MANUSCRIPT** - The manuscript submitted for publication with all illustrations, should not exceed 30 typed pages. (The size of the pages and the spaces used should be consistent with the rules explained in the "preparation of the draft text").

Selection of the size of the illustrations and their accommodation in the text should be carefully considered not to cause any loss of the space and details.

Fold-outs are not allowed; therefore, the figures must have suitable dimensions for a reduction, in 16x21 cm as the maximum publication size.

PREPARATION OF THE DRAFT TEXT ("MANUSCRIPT") - All articles, with their illustrations are considered as "Draft Text (Manuscript)".

The articles should be typed on only one side of an A4 size (29.7 x 21 cm) with double spacings, with leaving 2.5 cm margins on the sides.

In the manuscript, words to be printed as bold should be double underlining and Italics, as single underlinings.

Special lettering and formulae must be written with Indian ink on a tracing paper

Illustrations and tables where to be located, should be indicated in the side margins of the papers, with a pencil by the author on the manuscript.

Footnotes should be avoided unless it is necessary, but should not be more than 10 lines. If more than one footnote are used in the writing, they should be numbered in order.

ILLUSTRATIONS - Drawings, figures, tables, plates, maps to be placed in the article should be carefully selected with great regards as in their quality, necessity and availability. The used pictures should be proportional to the volume of the text.

The drawings should be prepared in black and white color, drawn carefully and clearly. Lines and Letters when reduced should not lose their details, and not be smaller than 2 mm in size. Unstandardized symbols and letters, utilized for drawings should be explained either in the drawings or within the explanation section of the text. Bar scale should be used in the drawings.

Photographs must be of high quality, glossy prints with sharp details and good contrasts.

Illustrations should be classified as "Figures", "Tables" and "plates"; the individual pictures should be classified in "Figures".

Figures, tables, and plates should be numbered independently from each other, numbering should be accordance with the order of the citation in the text. The figures and tables should be numbered with latin numbers and the plates with Roman Letters.

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

Figure captions must not be written on the illustrations. Captions for figures and tables should be listed separately. But plate explanations should be on an individual page for each plate.

The explanations of the drawings should be given in both languages, English and Turkish.

SENDING THE MANUSCRIPT - Three sets of the manuscripts are required; one should be the original, and the other two be copies. Photocopies of the illustrations are not accepted as the first set.

Copies of the illustrations might be obtained in blue prints, photocopy or in similar ways.

The second set of 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 and the second set of it should be sent without arrangement. The dimensions of the cardboard should be the same size as in 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.

CRITICISM - An article took place in the last issue of the Bulletin may be subjected, either completely or partially, be criticized. Such writings take place two months after the Bulletin issued and in the following first issue of this period. Before the criticism is issued, it is sent to the author of the article. The article is sent to the first author, if the article has many authors. If the criticism is responded in the defined period, the criticism as well as the responding article are issued together. If the respond becomes late, then the criticism is alone issued; the responding articles are not issued even if they are sent later. Possibility of new criticisms are not allowed again.

In the criticism and respondings, scientific discussion rules should be preferred and personal claims should be avoided. The whole documents of the criticism or responds even if with their illustrations should not be more than four printer pages (the page dimension as well as usages of them should obey the "manuscript" rules).

SHORT NOTES SECTION - Within the section of MTA Bulletin, the data and new findings obtained from scientific researches and applications are published as scientific news which are mostly short, real and basic texts. Such "Short Notes" are published in either first or second issue without delay, in order to make fast communication. In this way, scientific communication is aimed to be provided fast among the earth scientists throughout the nation.

The text to be published in short Notes section should not exceed four pages including the illustrations, meeting the requirements outlined in the manuscript rules section. Short Notes section should not include abstract.

REPRINTS - For each issued article, authors receive 25 reprints free of charge. More reprints (extra copies) are subject to charge.

**- Authors are requested to submit their reports to the editorial board, with a floppy disc along with the original text.**

**- In order the authors are paid of their copy right of their submitted paper, they are asked to indicate their bank account number with their paper.**