



## Instructions for Authors

1.	Background information.....	3
1.1.	Online submission .....	3
1.2.	Types of papers.....	3
1.3.	Article processing charges.....	4
1.4.	Page charges.....	4
1.5.	Authorship.....	4
1.6.	Submission declaration and copyright.....	4
1.7.	Conflict of interest.....	5
1.8.	Data policy .....	5
1.9.	Methods and data quality evaluation.....	5
1.10.	Language.....	6
2.	Manuscript preparation.....	6
2.1.	Manuscript style and file formats .....	6
2.2.	Article structure .....	7
2.2.1.	Abstract .....	7
2.2.2.	Keywords .....	7
2.2.3.	Subdivision - numbered sections .....	7
2.2.4.	Introduction .....	7
2.2.5.	Samples and methods.....	8
2.2.6.	Results.....	8
2.2.7.	Discussion .....	8
2.2.8.	Conclusions .....	8
2.2.9.	Acknowledgements.....	8
2.2.10.	References .....	8
2.2.11.	Appendices.....	9
2.3.	Abbreviations and acronyms .....	9
2.4.	Units and numbers .....	9
2.5.	Math formulae .....	10
2.6.	Footnotes.....	10
2.7.	Tables.....	10
2.8.	Figures .....	10

2.8.1. Restrictions on file size .....	11
2.8.2. Figure captions .....	11
2.9. Spelling and Transliteration.....	12
3. Offprints .....	12

# 1. Background information

Please, comply with all the journal requirements to avoid rejection of your paper due to technical incompliance, additional work, delays and extra costs of technical editing. Should you have any specific enquiries, please, contact our editors.

## 1.1. Online submission

Mineralogia uses an online, Editorial Manager® electronic submission system located at <http://www.editorialmanager.com/mineralogia> or [www.mineralogia.edmgr.com](http://www.mineralogia.edmgr.com). Before submitting a paper, you need to register to open a user account on that website. Online registration is fast and easy; you will be guided through all the steps. All accounts have an Author role assigned automatically. If you already have an account with us, e.g. as a Reviewer, do not register again, just log in as an Author.

When submitting a manuscript to Mineralogia via Editorial Manager®, authors need to provide an electronic version of their manuscript in English only (with line numbering enabled). The system automatically converts source files to a single Adobe Acrobat PDF document, which is used in the blind peer-review process. We request that authors archive their source files at all stages because they are needed for further processing after acceptance.

## 1.2. Types of papers

There are several types of articles you can submit to Mineralogia:

- Original research paper – up to 15000 words\*,
- Letter – a short research paper, up to 3000 words \*,
- Short note – a brief communication, e.g. a report of new interesting occurrences of minerals, new analytical methods, fieldwork discoveries; up to 1500 words\*,
- Review paper – up to 15000 words\*,
- Book review,
- Letter to editors with comments on papers published in Mineralogia.

From time to time, we also publish invited papers. Authors of larger manuscripts (over 20 pages\*) are asked to contact the Editor-in-Chief before submission.

\* For our purposes, one page consists of 750 words. The length of an article is given without title, authors names, affiliations, abstract, references, figures and tables.

### **1.3. Article processing charges**

Paper submission and article processing are free of charge.

### **1.4. Page charges**

Mineralogia does not have page charges for regular texts. Pages printed in colour will incur an extra fee – please contact Editor-in-Chief for details. We have no limit of colour pages in electronic version.

### **1.5. Authorship**

All authors must have materially participated in the research and/or article preparation. When submitting a paper, you will be requested to confirm that all authors have approved the final article.

All authors should have made substantial contributions to all of the following:

- the conception and design of the study, or acquisition of data, or analysis and interpretation of data,
- writing the manuscript or revising it critically for important intellectual content,
- the approval of the final version to be submitted.

### **1.6. Submission declaration and copyright**

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors, and that, if accepted, it will not be published elsewhere in the same form, in English or in any other language, including electronically without the written consent of the copyright-holder.

During the submission process, authors will be asked to complete and sign a License to publish (see <https://sciendo.com/journal/MIPO> under Submit or [http://mineralogia.pl/EM\\_authors\\_info.html](http://mineralogia.pl/EM_authors_info.html))

Such a document must be uploaded as a good-quality scan. Acceptance of the agreement will ensure the widest possible dissemination of information.

## **1.7. Conflict of interest**

Authors are expected to indicate potential conflict of interest in the Comments section of the online submission questionnaire. Conflicts of interest with editors and reviewers include, but are not restricted to:

- being a current or recent thesis advisor, student, or post-doctoral scholar,
- being a current or recent co-author or collaborator,
- being employed at the same institution,
- having business or financial relationships.

Any such relationship that ended more than 36 months ago will not be considered a potential source of conflict.

## **1.8. Data policy**

All data discussed in the text and presented in figures must either be presented in tables in the paper or its supplemental files. Alternatively, the data may be contained in cited, readily available, persistent sources or be available in a persistent public database or data archive. For chemical abundance data, derivative chemical parameters such as elemental abundance ratios or abundances normalized to some other parameter may be listed only in addition to the primary abundance data.

## **1.9. Methods and data quality evaluation**

Provide sufficient information about the analytical process and reproducibility of measurements in order that the data quality can be evaluated. Correction procedures must be clearly presented.

## 1.10. Language

Please write your text in good English (British or American usage is accepted, but not a mixture of these). Poor spelling and grammar can result in misunderstandings or the quality of your research being underestimated, and may result in rejection of your submission before the peer-review process.

Mineralogia does offer language correction for authors from non-English speaking countries free of charge. However we strongly encourage you to have your manuscript proofread by an English native-speaker before you decide to submit it.

## 2. Manuscript preparation

### 2.1. Manuscript style and file formats

Your article should be prepared with continuous line numbering enabled for the whole document. The manuscript must contain the following items in this order:

- Title of your submission,
- Names of all authors (indicate the corresponding author with an asterisk \*),
- Affiliations of all authors, including at least one email address for the corresponding author,
- Abstract (max. 300 words for an Original Paper and a Review; max. 150 words for other types of papers),
- Keywords (up to five entries separated by commas, from most to least important),
- Main body of the text (with numbered section headings),
- Acknowledgements (recommended but optional),
- References list,
- Figure captions (if applicable),
- Table captions (if applicable),
- List of supplementary files (if applicable).

Write the main text in black Times or Times New Roman 12 pt font, with double spacing, aligned to the left. Title and section headings must be in bold 14 pt font. For clarity, leave an empty line before each heading. Section headings and subheadings must be numbered continuously (e.g. '4.2.3. Clay minerals'). Use bold face, italics, subscripts, superscripts,

etc. whenever necessary but do not hyphenate words. For indents, use tabs not the space bar key. Make sure that continuous line numbering as well as automatic page numbering is enabled throughout the whole document. You are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

Manuscripts in the following file formats are accepted: rtf, doc, docx, odt. Figures, tables and supplementary materials must be submitted as separate files, not included in the manuscript file.

## **2.2. Article structure**

### **2.2.1. Abstract**

A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, references should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself. Abstracts are limited in length to 300 words for an Original Paper and 150 words for the other article types.

### **2.2.2. Keywords**

Immediately after the abstract, provide a maximum of 5 keywords, separated with commas, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of'). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

### **2.2.3. Subdivision - numbered sections**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1, then 1.1.1, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing, e.g. 'as stated in section 1.2.3'. Subsections may be given a brief heading. Each heading should appear in bold 14 pt font on its own separate line.

### **2.2.4. Introduction**

Provide a brief context for your contribution. Specify the research problem, evaluate existing solutions and present limitations. Explain the motivation and the aims of the research.

### **2.2.5. Samples and methods**

Provide sufficient detail to allow the work to be reproduced. If the methods have already been published, indicate so by a reference and describe only relevant modifications.

### **2.2.6. Results**

Present clearly and concisely only the main findings of your experiments described in the Methods section (add Supplementary Materials for data of secondary importance). Remember to structure data appropriately, so that it is clear and easy to follow. Highlight results that differ from those already published or are unexpected. Present statistical analysis if necessary.

### **2.2.7. Discussion**

Discuss your research in the context of existing publications. Compare your results quantitatively. If you decide to speculate, state so clearly and base the speculations on facts, not mere imagination. Explore the significance of the results of the work but do not repeat them.

### **2.2.8. Conclusions**

Briefly and clearly summarize how your work advances the research field and justify its importance. As a guideline, you should summarize all important points raised in the Discussion. Suggest future experiments and alleys of further research.

### **2.2.9. Acknowledgements**

In this short section you may want to include your advisors, financial supporters, proofreaders, reviewers etc. Do not number this section.

### **2.2.10. References**

Please follow our references scheme, as shown in the paper document [Referencing style.pdf](http://mineralogia.pl/dokumenty/new_referencing.pdf) ([http://mineralogia.pl/dokumenty/new\\_referencing.pdf](http://mineralogia.pl/dokumenty/new_referencing.pdf)). Write journal titles in full in italics, e.g. *Earth Science Reviews*. Only papers cited in the text must be included in the reference list. Sort the reference list alphabetically and then chronologically, if necessary.

Use the following citation scheme: Nowak (2008), Nowak and Smith (2008), Nowak et al. (2008) in the text, while (Nowak 2008) or (Nowak, Smith 2008) or (Nowak et al. 2008) in parentheses. In the text use “et al.” when there are three or more authors. Note semi-colon in parentheses: (Nowak 2008; Werner 2005). Use 2007a, b when there is more than one paper of the same author(s) in one year (Nowak 2007a, b).

### **2.2.11. Appendices**

Supplementary material may be submitted. If there is more than one appendix, they should be identified as A, B, etc. Figures, tables and equations should be numbered separately from the main text, following the convention: Fig. A1, Table A1, Eq. A1, etc.

## **2.3. Abbreviations and acronyms**

Ensure consistency of abbreviations and acronyms throughout the article. Specifically, use the following abbreviations: 15 s (not sec), 5 min (not min.), 1980s, 1999/2000 (e.g. for an academic year), 1998-1999 (not 1998-99), Mts (Mountains), ca (circa). With "e.g." and "i.e.", there is a comma before, but not after the abbreviations. An example of formatting geographical coordinates is given in the parentheses (19° 12'14" N 83° 12'14" E).

When using acronyms (especially those not commonly used), spell out name in full and follow with the acronym in parentheses when used for the first time, e.g. Sensitive High Resolution Ion Microprobe (SHRIMP), X-ray absorption spectroscopy (XAS). Use the acronym later on in the text, e.g. XAS.

For valid mineral names and their spelling, check the current International Mineralogical Association (IMA) list. Abbreviations of minerals should follow one of the widely used and accepted schemes.

## **2.4. Units and numbers**

Use SI units. There is always space between a number and a unit: 10 mg, 2.76 mm. Degrees and percentages are exceptions: 10°C, 25.67%, 2.57wt%. Numbers from one to ten in the text are in the written form, e.g. five samples, then quoted in digits: 11, 12, etc. Therefore: twofold, but 20-fold. Contributions should be written as: 5 l per hour or 5l h<sup>-1</sup>. Note the use of a decimal point, not a comma: 2.76 mm. A comma separates off thousands in numbers larger than 9999, so 6000 but 12,000.

## 2.5. Math formulae

Present simple formulae in the line of normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Powers of e are often more conveniently denoted by exp. Number consecutively any equations that have to be displayed separately from the text (if referred to explicitly in the text, e.g. Eq. 1, Eq. 2, ...).

## 2.6. Footnotes

Footnotes should be used sparingly. Number them consecutively throughout the article, using superscript Arabic numbers. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article. Do not include footnotes in the Reference list.

## 2.7. Tables

Tables should be submitted as separate files, using a word processor table function in one of the following formats: rtf, doc, docx, odt. Spread sheet files (xls,xlsx, ods) may be submitted as supplementary files but word processor files are strongly preferred. Number tables consecutively in accordance with their appearance in the text.

Check your summations. In the text, refer to Table 1 or to (Table 1) when in parentheses. When writing “below detection” (b.d.) in your tables, remember to quote specific detection limits in the methods section. Place footnotes to tables below the table body and indicate them with superscript lowercase letters. Avoid vertical rules. Be sparing in the use of tables and ensure that the data presented in tables do not duplicate results described elsewhere in the article.

## 2.8. Figures

Keep the number of figures as low as possible and submit them as separate files, in the order they appear in the text. Name illustrations and photographs as figures and number them consecutively. In the text refer to, e.g. Figure 1. In parentheses use the short forms: (Fig. 1), (Figs 2, 3) or (Figs 4a, b; 5-7). Each figure requires a caption and, if necessary, explanations. Captions

should be specific enough to understand the figure without referring readers to the text. Append figure captions at the end of your Manuscript.

Fonts preferred in the figures include: Arial, Courier, Times New Roman and should be at least 10 points. Minimum line thickness is 0.5 pixels. Acceptable figure formats are TIFF (preferably with LZW compression), JPG and PDF. Vector diagrams must be exported as TIFF or JPG. Figures should not be wider than 13 cm and higher than 17.5 cm (including space for caption). The resolution must be at least 600 dpi for black-and-white images and at least 300 dpi for greyscale and colour illustrations. If no colour figures will be printed, submit only their greyscale versions. An extra charge will be levied if the authors wish to have colour figures printed. For further information, please contact [mineralogia@mineralogia.pl](mailto:mineralogia@mineralogia.pl).

### **2.8.1. Restrictions on file size**

Our online submission system accepts large files (total of 500 MB) however we advise authors to submit single files not larger than 10 MB. To reduce file size you may try one or more of the following methods:

- use LZW lossless compression for TIFF files (recommended);
- convert TIFF to JPG files;
- reduce resolution, e.g. down to 150 dpi or 96 dpi;
- reduce image dimensions by scaling the image proportionally.

If you do upload the smaller versions of your files, keep the original figures safe as they may be necessary for the final version of your submission shall the quality of the former be unsatisfactory. Editors will guide you through that process.

### **2.8.2. Figure captions**

Number figures consecutively in accordance with their appearance in the text. Ensure that each illustration has a caption (Figure 1. Xxxx). Supply captions separately, enclosed in the end of your Manuscript file but not attached to the figure. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the figures to a minimum but explain all symbols and abbreviations used.

## **2.9. Spelling and Transliteration**

Use Oxford English style and spelling. Use -ize not -ise, but remember about common exceptions: advise, analyse, catalyse, devise, emphasise, exercise, synthesise.

Transliterate your references to Latin alphabet should they require conversion from another lettering system. Follow ISO standards whenever available. Specifically, follow the ISO 9:1995 standard to transliterate texts from Cyrillic to Latin (e.g. on <http://translit.cc> website with an online Cyrillic keyboard).

## **3. Offprints**

The corresponding author will be provided with a PDF file of the final typeset article via e-mail. Published and accepted texts can be accessed via our Abstracts and Full Texts website (<http://www.mineralogia.pl/texts.html>) as well as on the Sciendo website (<https://sciendo.com/journal/MIPO>).