

# Submission Guidelines for *International Journal of Speleology (IJS)*

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## Note to Contributors

1. Papers should be submitted online at <http://scholarcommons.usf.edu/ijs/> through the "Submit Article" link. Texts should be submitted as Word documents. Documents (select type from the dropdown list) should be typed with 1.5 line spacing, have continuous numbered lines (preferably using Times New Roman 12 pt font), and **should contain all figures, tables, or plates** at their desired location within the manuscript. For the review process, all figures or/and plates should be of low resolution to keep the final file at reasonable size.
2. Figures, plates, and tables should be sent at full resolution **only after the review process is completed and paper accepted**, and then in separate files (e.g. Fig1.jpg or Fig1.tiff, Table1.doc or Table1.xls). Complex formulas must be submitted as separate **.tiff** or **.jpg files** and must be written using Bookman Old Style, 9.5 point font. To do so highlight "Supplemental files" while submitting your revised manuscript, then upload your supplemental files and their short description. For long tables MS Excel should preferably be used (e.g., Tab1.xls). Submission of a paper will be taken to imply that it is unpublished and is not being considered for publication elsewhere.
3. Papers should preferably be written in English. Authors using a language other than their own are requested to have their manuscripts checked for linguistic correctness before submission. SI system units should be used. Dates should be in the form "5 February 1975", 21.6°C with no spaces (and not 21,6 °C or 21.6 °C), distances as 200 m (not 200m). Complex formulas and equations should be inserted in the text but after the review process is completed, these must also be sent separately as high-resolution jpg/tiff files.
4. Papers should be headed by a title, the full name(s), business address(es) and e-mail address(es) of the author(s), plus full details of posts held by the author(s) if appropriate. If a paper has more than one author, the name of the person to whom correspondence and proofs should be sent must be followed by \*. To ensure proper attribution of publications and citations to the correct authors, IJS requires that all authors provide their **ORCID ID** (<https://orcid.org>) at the time of manuscript submission in the author's affiliation line.
5. Abstract should be short (less than 300 words) and summarizes the contents of the paper. Authors should provide five keywords after the abstract. Keywords are separated by a ;. Articles can be structured in 3 orders of headings: e.g., **GEOLOGY, Lithology, Mineralogical characteristics**. **Article titles/subtitles and subheadings should use sentence case format**, which means only the first word and proper nouns should be capitalized. See recent issues for examples.

6. Each paper will be subject to editorial review by three referees. The Editorial Staff reserves the rights to refuse any manuscript submitted, whether by invitation or otherwise, and to make suggestions and modifications before publication.
7. **Authorship statement.** IJS requires that all authors listed in a paper should meet the criteria for authorship and such, the contribution of each author must be described in terms of conception, design, data collection, analysis, interpretation, drafting and/or critical revision. The author statement should be placed in the manuscript immediately following the Acknowledgement section.
  - *Example of authorship statement:* VJP, CAH, and DM designed and directed the study. OAD performed the measurements, JA carried out the simulations. OAD, PBO, HJ analyzed the data. CAN wrote the paper with input from all authors.
8. Any change in authors and/or contributors after initial submission must be approved by all authors. This applies to adding, deleting, or changing of order to the authors, or contributions being attributed differently. Any alterations must be explained to the editor, who may contact any of the authors and/or contributors to ascertain whether they have agreed to any alteration.
9. Bibliographical references should be listed in alphabetical and chronological order at the end of the paper. Article titles and subtitles should use sentence case format, which means only the first word and proper nouns should be capitalized. Journal names should not be abbreviated. References should be in the following formats:

❖ **Article:**

Osborne, R.A.L., 2002. Cave breakdown by vadose weathering. *International Journal of Speleology*, 31, 37-53.

Richards, D.A., Dorale, J.A., 2003. Uranium-series chronology and environmental applications of speleothems. *Reviews in Mineralogy and Geochemistry*, 52, 407-460.

Dumitru, O.A., Austermann, J., Polyak, V.J., Fornós, J.J., Asmerom, Y., Ginés, J., Ginés, A., Onac, B.P., 2019. Constraints on global mean sea level during Pliocene warmth. *Nature*, 574, 233-236.

❖ **Book with personal author:**

Palmer, A.N., 2007. *Cave geology*. Cave Books, Dayton, 454 p.

❖ **Book or report from an organization:**

IPCC, 2014. *Climate change 2014: Synthesis report*. Contribution of working groups I, II and III to the Fifth Assessment Report of the Intergovernmental Panel on Climate Change. IPCC, Geneva, 151 p.

❖ **Book with personal author:**

Hildreth-Werker, V., Werker, J.C. (Eds.), 2006. *Cave conservation and restoration*. National Speleological Society, Huntsville, 600 p.

❖ **Book as part of a series:**

Dougherty, H.P., 1985. Caves and karst of Kentucky. Kentucky Geological Survey, Lexington, KY, Special Publication, 196 p.

❖ **Chapter:**

Palmer, A.N., Palmer, M.V., 2000a. Speleogenesis of the Black Hills maze caves, South Dakota, USA. In: Klimchouk, A., Ford, D.C., Palmer, A.N., Dreybrodt, W. (Eds.), Speleogenesis. Evolution of karst aquifers. National Speleological Society, Huntsville, p. 274-281.

Tierney, J., 1985. Caves of northeastern Kentucky (with special emphasis on Carter Caves State Park). In: Dougherty, P.H. (Ed.), Caves and karst of Kentucky. Kentucky Geological Survey, Lexington, KY, p. 78-85.

❖ **Proceedings - with and without editor(s):**

Jakopin, P., 1981. Macrosteriological evaluation of cave space. In: Kalisnik, M. (Ed.), Stereologica iugoslavia, contemporary stereology. Proceedings of the 3rd European Symposium for Stereology, Ljubljana, 3, 621-628.

Gede, M., Petters, C., Nagy, G., Nagy, A., Mészáros, J., Kovács, B., Egri C., 2013. Laser scanning survey in the Pál-völgy Cave, Budapest. In: Buchroithner, M.F. (Ed.), Proceedings of the 26th International Cartographic Conference. International Cartographic Association, Dresden, 905 p.

❖ **Unpublished Masters thesis or PhD dissertation:**

Hubbard, J.D., 2017. 3D cave and ice block morphology from integrated geophysical methods: A case study at Scărișoara Ice Cave, Romania. Unpublished MS Thesis, University of South Florida, 98 p.

❖ **Maps**

Dimitrescu, R., Patrulius, D., Popescu, I., 1971. Geological map of Romania, Rucăr Sheet. Scale 1: 50.000, Institutul de Geologie și Geofizică, București.

❖ **Web references:**

Karst Information Portal. <https://digital.lib.usf.edu/karst> [accessed: June 27, 2017].

UNESCO. Caves of the Buda Thermal Karst System. <http://whc.unesco.org/en/tentativelists/282/UNESCO> [accessed: March 6, 2019].

❖ **Reference to a data set:**

Dragusin, V., Onac, B.P., Staubwasser, M., Hoffmann, D.L., Assonov, S., 2018. Stable isotope and U-Th age data on last glacial speleothems from Ascunsa Cave (South Carpathians) and Tausoare Cave (East Carpathians), Romania. *PANGAEA*, <https://doi.pangaea.de/10.1594/PANGAEA.892728>.

❖ **Software:**

Ludwig, K.R., 2012. User's manual for Isoplot 3.75: A geochronological toolkit for Microsoft Excel. Berkeley Geochronology Center Special Publication 5. ([http://www.bgc.org/isoplot\\_etc/isoplot/isoplot3\\_75-4\\_15manual.pdf](http://www.bgc.org/isoplot_etc/isoplot/isoplot3_75-4_15manual.pdf)).

Reimer, P.J., Reimer, R., 2009. CALIBomb radiocarbon calibration. (<http://calib.org/CALIBomb/>)

10. References should be cited in the text in parentheses, e.g. "(Jones, 1961)" except when the author's name is part of the sentence, e.g. "Jones (1961) has shown that...". When reference is made more than once to the same author and year, a, b, c, etc. should be added to the date in the text and in the reference list. For two authors cite in the form (Palmer & Palmer, 2000a); for more than two authors (but less than ten) cite in the form (Klimchouk et al., 1995); for more than ten authors cite the first five and then add *et al.* Multiple citations are listed in chronological order and separated by ; (e.g., White et al., 1988; Palmer, 2001).
11. IJS expects revised paper to be resubmitted **within 60 days** from the date the decision was made. If additional time is needed, please contact the Editorial Board.
12. After the review process is completed and the paper accepted, each table should be supplied in a separate file using "**Manage additional files**" option in your IJS account. Tables should be numbered using Arabic numerals, e.g. "Table 1", etc. Should a table not be an original, a full reference to its previous publication should be quoted. Tables should be supplied with appropriate captions, and kept as simple as possible.
13. After the review process is completed and the paper accepted, all figures (high resolution) should be supplied in separate files using "**Manage additional files**" option in your IJS account. Figures should be numbered using Arabic numerals, e.g. "Fig. 1", etc. and must be cited in the text close to where they are intended to be placed. Graphs and diagrams should be suitable for a reduction to the journal format (one or two column in width). Figures and photographs should be supplied with appropriate captions, and kept as simple as possible. Please use same font size when generating your figures or plates.
14. Corrections to page proofs should be checked carefully and returned **within 48 hours**. Alterations should be restricted to printing and editorial errors only. Other than these, the cost of substantial corrections may be charged to the author(s).
15. Letters to the Editorial Staff should relate to single topics, provide comment on editorial policy or discuss the content of the International Journal of Speleology, or be responses to comments published in earlier issues of the journal.
16. Under appropriate circumstances, *IJS* publishes Comments/Reply on its Articles. If the Editor decides to go forward with consideration of a Comment, a Reply by the author of the paper commented upon will also be considered for publication. Both Comments and Replies will be refereed to ensure that:
  - the Comment addresses significant aspects of the original paper without becoming essentially a new paper;

- the Reply responds directly to the Comment without becoming evasive; and
- the tone of each is appropriate for a scientific journal.

A Comment will first be sent to the author of the original paper, who will be given the opportunity to write a Reply. Normally, the Editor will provide a deadline for receipt of the Reply (**21 days**) in order to assure prompt publication of the discussion. If a Reply is submitted in a timely way, the Editor will have both the Comment and Reply reviewed. Reply Comments are shown to the authors of the Comment prior to publication or when other need arises. At this point, a final decision will be made whether or not to publish the Comment and the Reply. If it is decided to proceed with publication, both the Comment and Reply will appear in the same issue of the journal (i.e., will be posted online on the same day). Both authors will receive copies of their final documents before publication.

If the original author chooses not to submit a Reply or is unwilling to respond within the time frame set by the Editor, the Editor will proceed without a Reply. **Only one Comment/Reply will be allowed.**

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