



Società Geologica Italiana

Fondata nel 1881

Ente Morale R.D. 17 ottobre 1885



GFT - Geological Field Trips and Maps (GFT&M)

Author Guidelines

Introduction

In this guide, the author will find some general information of GFT&M and the guidelines to prepare your manuscript, following the rules of our Journal.

Geological Field Trips and Maps is an especial journal edited by the Italian Geological Society and the Geological Service of Italy - ISPRA. The journal was born in 2009 to encourage the publication of original field trips and excursions held during congresses and workshops. In the next future, the GFT will open to the publication of original geological and thematic maps with short notes. Maps will concern any possible subject related to the Earth Sciences with special emphasis to innovative techniques and applications. The procedure for the submission of maps is under construction and will soon be ready.

Geological Field Trips and Maps is a Golden Open Source journal that now publishes two issues per year, every six month, but that will move on a four monthly publication soon. It is an on-line publication only published in a digital format at the following WEB page:

<http://www.isprambiente.gov.it/it/pubblicazioni/periodici-tecnici/geological-field-trips/index>

Online publication allows the reduction of printing costs and favours visibility to a wide audience through internet. The publication is entirely free of charge for the contributors.

GFT&M will be printed in a horizontal approximately A4 format (29.7 * 21 cm); given the type of publication, there are no limits to the number of pages and illustrations (usually 50 and 150 pages). We recommend consulting the last published numbers of the journal, to see the final format of the guide at: www.gft.it. Notes of geological maps will be in an A4 vertical format (21 * 29.7 cm) and will be restricted to a maximum of 20 printed pages.

The official language is British English.

The magazine is organized in Volumes with progressive numbering according to the year of publication; volumes are in turn organized in semi-annual issues.

Geological Field Trips will follow most of the editorial rules of the others papers edited by the Italian Geological Society.

1) Papers submission (field trip guides)

Manuscripts submission is only online using the link to ScholarOne:
<http://mc.manuscriptcentral.com/gft>

All the correspondence, including notification of the Editor's decision and requests for revision, will be sent by e-mail.

When submitting a manuscript, **provide a cover letter stating that the contribution is fully original and was not contemporaneously submitted to other journals. You are also asked to suggest the names and addresses of at least two potential Referees.**

In case of problems, please contact the Editorial office at fabio.petti@socgeol.it.



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Manuscript must be prepared in British English in editable files for PC (e.g., Word). No Macintosh formats will be accepted. The manuscript, including references and figure captions, must be double-spaced using a 'standard' font, preferably 12-point Times New Roman; line numbers must be added. For mathematical symbols, Greek letters and other special characters, use normal text or Symbol font. Use Word Equation Editor/MathType should be only for formulae, which cannot be produced using normal text or Symbol font.

The word manuscript must be organized according to the following sections.

Cover pages

The following information is necessary for the first and second cover page:

1. Title of the guide
2. Reference to the event (congress, symposium, workshop, etc.) in which the field trip was organized.
3. One nice high-resolution photo of the area; the photo should illustrate a panorama and should not be repeated inside the text.
4. Complete name and surname of the authors.
5. Institutions to which the Authors belong (in full) and their addresses.
6. e-mail address of the Corresponding Author.

Main Text

The text of the guide must be organized in three main sections:

- 1) **Information** (general information on the field trip);
- 2) **Excursion notes** (geological description of the area);
- 3) **Itinerary** (detailed description of the itinerary including the explanation of each stop).

The **Information** section must contain the following chapters:

Abstract (maximum 300 words)

Key words (between 5 and 10 using standard international terms)

Program summary (maximum length two pages, including at least one figure showing the itinerary)

Safety (clothing and/or particular equipment to be used during the field trip, useful telephone numbers or addresses as Mountain Rescue, Forestry Corp, Fire Brigade)

Hospitals (address and phone numbers, including First aid)

Accommodation (Tourist office; Hotels, B&B, Mountain huts, camping sites, etc.)

Other useful addresses can be added at the end of the section.

The **Excursion notes** section will contain general information on the geological setting of the area. Authors can organize the section in several chapters as follows:

1. Chapter (optional pointed list)

Paragraph

Sub-paragraph

In the **Itinerary** section, please organize the description of the stops as follows:



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Title of the Itinerary

Stop n: Stop title (progressive numbering and WGS84 coordinates)

If the guide refers to a geological itinerary covering several days, stops numbering must reflect this subdivision. The Stops of the first day will be numbered as Stop 1.1, Stop 1.2 etc., those on the second day as Stop 2.1, Stop 2.2 and so on.

Paragraph

Sub-paragraph

The **Itinerary** section can be subdivided into more than one part, as is the case of field trips that concern two different areas of the same region illustrated in the Excursion notes section.

Authors are warmly invited to observe a correct usage of stratigraphic terminology. Web sites and publications (**International Chronostratigraphic Chart, International Stratigraphic Guide, Italian Stratigraphic Guide, and Catalogue of the Italian geological formations**) must be considered as reference sources of stratigraphic information.

Captions

Prepare the text of each caption using normal characters; each caption must be preceded by "Fig. n -" (example: Fig. 1 - text of the caption). Use the same indication for the calls of the illustrations in the text (Fig. n).

References

References should be inserted in parentheses in the text in full for single and dual authored papers (e.g. Lyell and Bertrand, 1987), but using first author and et al. for multiple authored papers (e.g. Lyell et al., 1988). The order in the text should be chronological, then alphabetical.

List all references cited in alphabetical order at the end of the article in the following standard form:

Baker V.R. (2006) - Water and the evolutionary geological history of Mars. *Boll. Soc. Geol. It.*, 125, 357-369.

Bassetti M.A. (2000) - Stratigraphy, sedimentology and paleogeography of upper Messinian ("post-evaporitic") deposits in Marche area (Apennines, Central Italy). *Mem. Sc. Geol. Padova*, 52, 319-349.

Wegener A. (1912) - Die Entstehung der Kontinente. *Geol. Rundsch.*, 3, 277-292.

Ramsay J.G. and Huber M. (1987) - The techniques of Modern Structural Geology. Volume 2: Folds and Fractures. Academic Press, London, 500 pp.

Civitelli G., Corda L., Mariotti G. (1991) - Ulteriori dati sui minerali pesanti e sulle litofacies di alcuni depositi terrigeni dell'Italia centrale. *Studi Geologici Camerti*, vol. spec. 1991/2, 161-166, Camerino.

Pantaloni M., Pichezzi R.M., D'Ambrogio C., Pampaloni M.L., Rossi M. (2016) - Note Illustrative della Carta Geologica d'Italia alla scala 1:50.000, F. 280 Fossombrone. 96 pp., S.EL.CA. Firenze.

Servizio Geologico d'Italia (2011) - Carta Geologica d'Italia alla scala 1:50.000, F. 99 Iseo. ISPRA, Roma.

Please use the standard abbreviation of a journal's name according to the ISSN List of Title Word Abbreviations:



Società Geologica Italiana

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http://images.webofknowledge.com/images/help/WOS/A_abrvjt.html. If you are unsure, please use the full journal title.

Any links to websites in the text must be referenced in full bibliography, with the name of the site and its URL (Uniform Resource Locator).

In case of more works by the same author in the same year, use letters a, b, c, etc., to identify them. More works consecutively mentioned will have to be placed in a chronological order separated by semicolons.

2) Illustrations (figures and tables)

All illustrations must be quoted in the text using Arabic numbers (Fig. 1, Fig. 2, Tab. 1, Tab. 2, etc.). In case of photographs and detailed maps, please report the reference scale. Illustrations must be in **.eps**, **.tiff** or **.jpg** format. Every illustration must be numbered and supplied as a single file with the same name as the corresponding caption. Illustrations must have good quality and resolution (500 dpi). Please keep in consideration in the preparation of the figures that the maximum viewing space reserved for illustrations in the pages of the GFT guide is 27.4 x 18.7 cm, slightly less than the standard A4 horizontal format. Larger figures will be reduced accordingly.

Figures should be prepared with lettering and symbols of sufficient size and clarity to be reduced (Arial, 6-8 pt. minimum). After reduction, the smallest lettering should be a minimum of 2 mm high. Tables can be submitted as **.xls** or **.doc** files.

Please give indications in the text on the preferred location of figures adding a line with the following indication: Position of figure XX.

In the case of complex illustrations or problems due to file format or particular dimensions, the authors should kindly contact the editorial staff in advance (fabio.petti@socgeol.it).

In case of reproduction of previously published illustrations, see the **copyright** section of the present guidelines.

3) Review process and Acceptance

All submitted papers will be reviewed at least by two referees, which will be chosen by the Associate Editors following the assignment done by the Chief Editor. Names of at least two potential referees should be suggested by the authors in the submission letter; the final choice however, is made by the Editor.

In case of request for revisions, the authors must send three separate files as follows:

1. A letter explaining each addressed point of the Editor's and Reviewer's comments clearly indicating the line numbers.
2. The revised manuscript showing the text changes using the track changes system.
3. A clean version of the revised manuscript.

When the paper is accepted, the corresponding Author is requested to send the final version in Word, and illustrations in the required formats. **Please provide also the E-mails of other scientists that work in the field, in order to disseminate your paper, once published.**

Acceptance for publication is subject to the approval of the Editorial Board.



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4) Proofs

The author will receive at least two proofs before online publication. The first proof will be sent with an almost definitive layout accompanied by any reports / observations from the editorial Staff regarding both the contents and the requests or layout proposals. In this phase, the Author can still review and check the proof for any loss of formatting (e.g.: apexes, subscripts, italics, etc.), and intervene on the text and illustrations by reporting any small and necessary corrections to be made.

The second proof will be sent to the authors for a final check of the suggested corrections. No additional corrections will be allowed.

5) Copyright

Copyright is shared by Italian Geological Society (SGI) and Geological Survey of Italy (ISPRA) with authors of individual contributions.

Copyright: the authors will transfer copyright of their work to the journal after final acceptance of the manuscript for publication. Any reproduction (full or in part) of material published elsewhere must be declared in the text (for example in the figure caption of an illustration). In addition, the authors of a submitted manuscript must obtain permission of reproduction from other publishers. Copy of such permission must be submitted to the Editorial Manager at or before the time of copyright transfer. Individual authors may use a single figure and/or a table and/or a brief paragraph of text in a subsequent work, provided this work is of a scientific nature, and intended for use in a learned journal, book or other peer reviewed publication. Copies of this article may be reproduced in unlimited numbers for use in a classroom, to further education and science.

6) Editorial policy

It is a general principle of scholarly communication that the Editors of a learned journal are solely and independently responsible for deciding which articles submitted to the journal shall be published. In making this decision, the Editor in Chief (EiC) is guided by policies of the journal's Editorial Board (EB) and constrained by such legal requirements in force regarding libel, copyright infringement and plagiarism. Anonymous Peer Reviewing is the adopted method for the scientific evaluation of the submitted manuscript.

The EB may decide for rejection upon submission if the manuscript does not match the main topics defined by the subject category to which the journal belongs (see JCR by Thomson Reuters), the corresponding author has not accepted to explicitly declare the originality of the manuscript, it is shown that manuscript is either a duplicate of significant parts of already published papers.

An outcome of this principle is the importance of the scholarly archive as a permanent, historic record of the transactions of scholarship. Articles that have been published shall remain extant, exact and unaltered as far as is possible. However, very occasionally circumstances may arise where an article is published that must later be retracted or even removed. Such actions must not be undertaken lightly and can only occur under exceptional circumstances.

This policy has been designed to address these concerns and to take into account current best practice in the scholarly and library communities. As standards evolve and change, we will revisit this issue and welcome the input of scholarly and library communities. We believe these issues require international standards and we will be active in lobbying various information bodies to establish international standards and best practices that the publishing scientific societies can adopt.



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7) Article Withdrawal

Used for articles in Press that represent early versions of articles and sometimes contain errors, or may have been accidentally submitted twice. Occasionally, but less frequently, the articles may represent infringements of professional ethical codes, such as multiple submission, bogus claims of authorship, plagiarism, fraudulent use of data or the like.

Articles in Press (articles that have been accepted for publication but which have not been formally published and will not yet have the complete volume/issue/page information) that include errors, or are discovered to be accidental duplicates of other published article(s), or are determined to violate our journal publishing ethics guidelines in the view of the editors (such as multiple submission, bogus claims of authorship, plagiarism, fraudulent use of data or the like), may be “Withdrawn” from GeoScienceWorld. Withdrawn means that the article content (HTML and PDF) is removed and replaced with a HTML page and PDF simply stating that the article has been withdrawn according to the Editorial policy.

8) Article Retraction

Breaches of professional ethical codes, such as multiple submission, bogus claims of authorship, plagiarism, fraudulent use of data or the like, are sanctioned by the Italian Geological Society.

One of the conditions of submission of a manuscript for publication through the <https://mc.manuscriptcentral.com/gft> is that authors declare explicitly that the manuscript is NOT UNDER CONSIDERATION for publication elsewhere. Re-use of any data should be appropriately cited. As such this article represents a severe abuse of the scientific publishing system. A retraction will be used to correct these events.

The retraction of an article by its authors or the editorial board under the advice of members of the scholarly community has long been an occasional feature of the learned world. Standards for dealing with retractions have been developed by a number of library and scholarly bodies, and this best practice is adopted for article retraction also by the Italian Geological Society.

In the case of a request of retraction signed by the authors for duplication due to a submission error, a retraction note titled “Retraction: [article title]” signed by the authors is published in the paginated part of a subsequent issue of the journal and listed in the contents list. In the electronic version the notice will appear in place of the link to the original article, and the DOI is renominated as “article retraction action”. The manuscript would not be anymore available on-line.

In the case of a request of retraction signed by the Editorial board for breaches of the professional ethical codes a retraction note titled “Retraction: [article title]” signed by the editorial board is published in the paginated part of a subsequent issue of the journal and listed in the contents list. In the electronic version, a link is made to the original article and to the duplicate article.

The online article is preceded by a screen containing the retraction note. It is to this screen that the link resolves; the reader can then proceed to both article itself.

The original article is retained unchanged save for a watermark on the .pdf indicating on each page that it is “retracted.” The HTML version of the document is removed.

9) Article Removal: Legal limitations



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