

BULLETIN OF THE MINERAL RESEARCH AND EXPLORATION NOTES TO THE AUTHORS

1. Aims

The main aims of the journal are

- To contribute to the providing of scientific communication on geosciences in Turkey and the international community.
- To announce and share the researches in all fields of geoscience studies in Turkey with geoscientists worldwide.
- To announce the scientific researches and practices on geoscience surveys carried out by the General Directorate of Mineral Research and Exploration (MTA) to the public.
- To use the journal as an effective media for international publication exchange by keeping the journal in high quality, scope and format.
- To contribute to the development of Turkish language as a scientific language

2. Scope

At least one of the following qualifications is required for publishing the papers in the Bulletin of Mineral Research and Exploration.

2.1. Research Articles

2.1.1. *Original Scientific Researches*

- This type of articles covers original scientific research and its results related to all aspects of disciplines in geoscience.

2.1.2. *Developmental Researches*

- The studies using new approaches and methods to solve any problems related to geosciences and/or the researches by using new approaches and methods to solve any problems related to the science of engineering performed in the General Directorate of Mineral Research and Exploration.

2.1.3. *Review articles*

- This type of papers includes comprehensive scholarly review articles that summarize and

critically assess previous geoscience research with a new perspective and it also reveals a new approach.

2.2. Discussion/Reply

- This type of article is intended for discussions of papers that have already been published in the latest issue of the *Bulletin*.
- The discussion/reply type articles that criticize all or a part of a recently published article, are published in the following first issue, if it is submitted within six months after the distribution of the *Bulletin*.
- The discussions are sent to the corresponding author of the original paper to get their reply, before publication. So that, the discussion and reply articles can be published at the same time, if they can be replied within the prescribed period. Otherwise, the discussion is published alone. Re-criticising of the replies is not allowed. The authors should keep the rules of scientific ethics and discussions in their discussion/reply papers. The papers in this category should not exceed four printed pages of the journal including figures and tables etc. The format of the papers should be compatible with the "Spelling Rules" of the *Bulletin*.

2.3. Short Notes

- Short notes publishing in the *Bulletin* covers short, brief and concisely written research reports for papers including data obtained from ongoing and/or completed scientific researches and practices related to geoscience and new and/or preliminary factual findings from Turkey and worldwide.
- The short notes will follow a streamlined schedule and will normally be published in the following first or second issue shortly after submission of the paper to the *Bulletin*. To meet this schedule, authors should be required to make revisions with minimal delay.
- This type of articles should not exceed four printed pages of the journal including figures, tables and an abstract.

3. Submission and Reviewing of Manuscripts

Manuscript to be submitted for publishing in the Journal must be written clearly and concisely in Turkish and/or English and it should be prepared in the Bulletin of Mineral Research and Exploration style guidelines. All submissions should be made online at the <http://bulletin.mta.gov.tr> website.

- The manuscript submitted for reviews must not have been partially or completely published previously; that it is not under consideration for publication elsewhere in any language; the publication must have been approved by all-co-authors
- The rejected manuscripts are not returned back to author(s) whereas a letter of statement indicating the reason of rejection is sent to the corresponding author.
- Submitted manuscripts must follow the Bulletin style and format guidelines. Otherwise, the manuscript which does not follow the journals' style and format guidelines, is given back to corresponding author without any reviewing.
- Every manuscript which passes initial Editorial treatise is reviewed by at least two independent reviewers selected by the Editors. Reviewers' reports are carefully considered by the Editors before making decisions concerning publication, major or minor revision or rejection.
- The manuscript that need to be corrected with the advices of reviewer(s) is sent back to corresponding author(s) to assess and make the required corrections suggested by reviewer(s) and editors. Authors should prepare a letter of well-reasoned statement explaining which corrections are considered or not.
- The Executive editor (Editorial Board) will inform the corresponding author when the manuscript is approved for publication. Final version of text, tables and figures prepared in the Bulletin of Mineral Research and Exploration style and format guidelines, will need to be sent online and the corresponding author should upload all of the manuscript files by following the instructions given on the screen. In the absence of online submission conditions, the corresponding author should send

four copies of the final version of the manuscript including one original hard copy, and CD by post-mail. The files belonging to manuscript should be clearly and separately named as "Text", "Figures" and "Tables" at the CD.

- To be published in the Bulletin of Mineral Research and Exploration, the printed length of the manuscript should not exceed 30 printed pages of the journal including an abstract, figures and tables. The publication of longer manuscripts will be evaluated by Editorial Board if it can be published or not.

4. Publication Language and Periods

- The Bulletin of Mineral Research and Exploration is published at least two times per year, each issue is published both in Turkish and English.
- Thus, manuscripts are accepted in Turkish or English. The spelling and punctuation guidelines of Turkish Language Institution are preferred for the Turkish issue. However, technical terms related to geology are used in accordance with the decision of the Editorial Board.

5. Spelling Draft

- Manuscripts should be written in word format in A4 (29.7 x 21 cm) size and double-spaced with font size Times New Roman 10-point, margins of 25 mm at the sides, top and bottom of each page. Authors should study carefully a recent issue of the Bulletin of Mineral Research and Exploration to ensure that their manuscript corresponds in format and style.
- The formulas requiring the use of special characters and symbols must be submitted by the symbols part of the Microsoft Office Word Program on computer.
- Initial letters of the words in sub-titles must be capital. The first degree titles in the manuscript must be numbered and left-aligned, 10 point bold Times New Roman must be used. The second degree titles must be numbered and left-aligned, they must be written with 10 point normal Times New Roman. The third degree titles must be numbered and left-aligned, they must be written

with 10 point italic Times New Roman. The fourth degree titles must be left-aligned without having any number; 10 point italic Times New Roman must be used. The text must continue placing a colon after the title without paragraph returns (See:Sample article: <http://bulletin.mta.gov.tr>).

- Line spacing must be left after paragraphs within text.
- Paragraphs must begin with 0.5 mm indent.
- The manuscript must include the below sections respectively;

- Title Page
- Abstract
- Key Words
- Introduction
- Body
- Discussion
- Conclusion
- Acknowledgements
- References

5.1. Title Page

The title page should include:

A short, concise and informative title

The name(s) of the author(s)

The affiliation(s) and address(es) of the author(s)

The e-mail address, telephone and fax numbers of the corresponding author

The title must be short, specific and informative and written with capital letters font size Times New Roman 10-point bold. The last name (family name) and first name of each author should be given clearly. The authors' affiliation addresses (where the actual work was done) are presented below the names and all affiliations with a lower-case superscript letter is indicated immediately after the author's name and in

front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

The author who will handle correspondence at all stages of refereeing and publication, also post-publication are to be addressed (the corresponding author) should be indicated and the telephone, FAX and e-mail address given.

Please provide a running title of not more than 50 characters for both Turkish and English issue.

5.3. Abstract

- The article must be preceded by an abstract, which must be written on a separate page as one paragraph, preferably. Please provide an abstract of 150 to 200 words. The abstract should not contain any undefined or non-standard abbreviations and the abstract should state briefly the overall purpose of the research, the principle results and major conclusions. Please omit references, criticisms, drawings and diagrams.
- Addressing other sections and illustrations of the text or other writings must be avoided.
- The abstract must be written with 10-point normal Times New Roman and single-spaced lines.
- "Abstract" must not be given for the writings that will be located in "Short Notes" section.
- English abstract must be under the title of "Abstract".

5.4. Key Words

Immediately after the abstract, please provide up to 5 key words and with each word separated by comma. These key words will be used for indexing purposes.

5.5. Introduction

- The introduction section should state the objectives of the work, research methods, location of the study area and provide an adequate and brief background, by avoiding a detailed literature survey.

- Non-standard or un-common classifications or abbreviations should be avoided but if essential, they must be defined at their first mention and used consistently thereafter.
- When pre-information is needed for facilitating the understanding of the text, this section can also be used (for example, statistical data, bringing out the formulas, experiment or application methods, and others).

5.6. Body

- In this chapter, there must be data, findings and opinions that are intended to convey to the reader about the subject. The body section forms the main part of the article.
- The data used in the other sections such as “Abstract”, “Discussions”, and “Results” is caused by this section.
- While processing subject, care must be taken not to go beyond the objective highlighted in “Introduction” section. The knowledge which do not contribute to the realization of the purpose of the article or are useless for conclusion must not be included.
- All the data used and opinions put forward in this section must prove the findings obtained from the studies or they must be based on a reference by citation.
- Guidance and methods to be followed in processing subjects vary according to the characteristics of the subjects dealt with. Various topic titles can be used in this section as many as necessary.

5.7. Discussions

- This section should state the significance of the results of the work, not repeat them. This must be written as a separate section from the results.

5.8. Conclusions

- The main conclusion of the study provided by data and findings of the research should be stated concisely and concretely in this section.

- The subjects that are not mentioned sufficiently and/or unprocessed in the body section must not be included in this section.
- The conclusions can be given in the form of substances in order to emphasize the results of the research and be understandable expression.

5.9. Acknowledgements

Acknowledgement of people, grants, funds, etc should be placed in a separate section before the reference list. While specifying contributions, the attitude diverted the original purpose of this section away is not recommended. Acknowledgements must be made according to the following examples.

- This study was carried out under the.....project.
- I/we would like to thank to for contributing the development of this article with his/her critiques.
- Academic and / or authority names are written for the contributions made because of requirement of ordinary task requirement.

For example:

“Prof. Dr. İ. Enver Altınlı has led the studies”.

In order to determine the chemistry of chromium minerals, the comments and suggestions of Dr. Tandoğan Engin’s has been considered.

- The contributions made out of the requirement of ordinary task:

For example:

“I would like to thank to Professor Dr. Melih Tokay who gives the opportunity to benefit from unpublished field notes”; “I would like to thank to State Hydraulic Work 5. Zone Preliminary-Plan Chief Engineer Ethem Göğer.” Academic and /or task-occupational titles are indicated for this kind of contributions.

- The contributions which are made because of requirement of ordinary task but do not necessitate responsibility of the contributor must be specified.

For example:

- Such sentences as “I would like to thank to our General Manager, Head of Department or Mr. / Mrs. Presidentwho has provided me the opportunity to research” must be used.

5.10. References

- All references cited in the text are to be present in the reference list.
- The authors must be sure about the accuracy of the references. Publication names must be written in full.
- Reference list must be written in Times New Roman, 9-point type face.
- The reference list must be alphabetized by the last names of the first author of each work.
- If an author’s more than one work is mentioned, ranking must be made with respect to publication year from old to new.
- In the case that an author’s more than one work in the same year is cited, lower-case alphabet letters must be used right after publication year (for example; Saklar, 2011*a, b*).
- If the same author has a publication with more than one co-author, firstly the ones having single author are ranked in chronological order, then the ones having multiple authors are ranked in chronological order.
- In the following examples, the information related to works cited is regulated in accordance with different document/work types, considering punctuation marks as well.
- If the document (periodic) is located in a periodical publication (if an article), the information about the document must be given in the following order: surnames of the author/authors, initial letters of author’s/ authors’ first names. Year of publication. Name of the document. Name of the publication where the document is published, volume and/ or the issue number, numbers of the first and last pages of the document.

For example:

- Pamir, H.N. 1953. Türkiye’de kurulacak bir hidrojeoloji enstitüsü hakkında rapor. Türkiye Jeoloji Bülteni 4, 1, 63-68.
- Barnes, F., Kaya, O. 1963. İstanbul bölgesinde bulunan Karbonifer’in genel stratigrafisi. Maden Tetkik ve Arama Dergisi 61,1-9.
- Robertson, A.H.F. 2002. Overview of the genesis and emplacement of Mesozoic ophiolites in the Eastern Mediterranean Tethyan region. Lithos 65, 1-67.
- If more than one document by the same authors is cited, firstly the ones having single name must be placed in chronological order, then the ones having two names must be listed in accordance with chronological order and second author’s surname, finally the ones having multiple names must be listed in accordance with chronological order and third author’s surname.

- If the document is a book, these are specified respectively: surnames of the author/authors, initial letters of author’s/authors’ first names. Year of publication. Name of the book (initial letters are capital). Name of the organization which has published the book, name of the publication where the document is published, volume and/ or the issue number, total pages of the book.

For example

Meric, E. 1983. Foraminiferler. Maden Tetkik ve Arama Genel Müdürlüğü Eğitim Serisi 23, 280p.

Einsele, G. 1992. Sedimentary Basins. Springer-Verlag, p 628.

- If the document is published in a book containing the writings of various authors, the usual sequence is followed for the documents in a periodic publication. Then the editor’s surname and initial letters of their name/names are written. “Ed.” which is an abbreviation of the editor word is written in parentheses. Name of the book containing the document (initial letters are capital). Name of the organization which has published the book. Place of publication, volume number (issue number, if any) of the publication where the document is published, numbers of the first and last page of the document.

For example:

Göncüoğlu, M.C., Turhan, N., Şentürk, K., Özcan, A., Uysal, Ş., Yalınz, K. 2000. A geotraverse across northwestern Turkey. Bozkurt, E., Winchester, J.A., Piper, J.D.A. (Ed.). Tectonics and Magmatism in Turkey and the Surrounding Area. Geological Society of London Special Publication 173, 139-162.

Anderson, L. 1967. Latest information from seismic observations. Gaskell, T.F. (Ed.). The Earth's Mantle. Academic Press. London, 335-420.

- If name of a book where various authors' writings have been collected is specified, those must be indicated respectively: book's editor/editors' surname/surnames, and initial letters of their name/names. "Ed." which is an abbreviation of the editor word must be written in parentheses. Year of Publication. Name of the book (initial letters are capital). Name of the organization which has published the book, total pages of the book.

For example:

Gaskel, T.F.(Ed.)1967. The Earth's Mantle. Academic Press, 520p.

- If the document is an abstract published in a Proceedings Book of a scientific activity such as conference/symposium/workshop ...etc. , information about the document must be given in the following order: surnames of the author/authors, initial letters of author's/authors' first names. Year of publication. Title of the abstract. Name, date and place of the meeting where the Proceedings Book is published, numbers of the first and last pages of the abstract in the Proceedings Book.

For example:

Yılmaz, Y. 2001. Some striking features of the Anatolian geology. 4. International Turkish Geology Symposiums 24-28 September 2001, London, 13-14.

Öztunalı, Ö., Yenyol, M. 1980. Yunak (Konya) yöresi kayaçlarının petrojenezi. Türkiye Jeoloji Kurumu 34. Bilim Teknik Kurultayı, 1980, Ankara, 36

- If the document is one of the unpublished documents as report, lecture notes, and so on., information about the document must be given by writing the word "unpublished" in parentheses to the end of information about the document after it is specified in accordance with usual order which is implemented for a document included in a periodic publication.

For example:

Özdemir, C. Biçen, C. 1971. Erzincan ili, İliç ilçesi ve civarı demir etütleri raporu. *General Directorate of Mineral Research and Exploration Report No: 4461*, 21 p. Ankara (unpublished).

Akyol, E. 1978. Palinoloji ders notları. EÜ Fen Fakültesi Yerbilimleri Bölümü, 45 p., İzmir (unpublished).

- The followings must be specified for the notes of unpublished courses, seminars, and so on: name of the document and course organizer. Place of the meeting. Name of the book, corresponding page numbers.

For example:

Walker, G. R. Mutti, E. 1973. Turbidite facies and facies associations. Pacific Section Society for Sedimentary Geology Short Course. Anaheim. Turbidites and Deep Water Sedimentation, 119-157.

- If the document is a thesis, the following are written: surname of the author, initial letter of the author's first name. Year of Publication. Name of the thesis. Thesis type, the university where it is given, the total number of pages, the city and "unpublished" word in parentheses.

For example:

Seymen, İ. 1982. Kaman dolayında Kırşehir Masifi'nin jeolojisi. Doçentlik Tezi, İTÜ Maden Fakültesi, 145 s. İstanbul (unpublished).

- Anonymous works must be regulated according to publishing organization.

For example:

MTA. 1964. 1/500.000 ölçekli Türkiye Jeoloji Haritası, İstanbul Paftası. Maden Tetkik ve Arama Genel Müdürlüğü, Ankara.

- The date, after the name of the author, is not given for on-printing documents; “in press” and / or “on review” words in parenthesis must be written. The name of the article and the source of publication must be specified, volume and page number must not be given.

For example:

Ishihara, S. The granitoid and mineralization. *Economic Geology 75th Anniversary* (in press).

- Organization name, web address, date of access on web address must be indicated for the information downloaded from the Internet. Turkish sources must be given directly in Turkish and they must be written with Turkish characters.

For example:

ERD (Earthquake Research Department of Turkey). <http://www.afad.gov.tr>. March 3, 2013.

- While specifying work cited, the original language must be used; translation of the title of the article must not be done.

6. Illustrations

- All drawings, photographs, plates and tables of the article are called “illustration”.
- Illustrations must be used when using of them is inevitable or they facilitate the understanding of the subject.
- While selecting and arranging the illustrations’ form and dimensions, page size and layout of the Bulletin must be considered, unnecessary loss of space must be prevented as much as possible.
- The pictures must have high quality, high resolution suitable for printing.
- The number of illustrations must be proportional to the size of the text.
- All illustrations must be sent as separate files independent from the text.
- While describing illustrations in the text, abbreviations must be avoided and descriptions

must be numbered in the order they are mentioned in the text.

- Photographs and plates must be given as computer files containing EPS, TIFF, or JPEG files in 600 dpi and higher resolutions (1200 dpi is preferred) so that all details can be seen in the stage of examination of writing.

6.1. Figures

- Drawings and photos together but not the plate in the text can be evaluated as “Figure” and they must be numbered in the order they are mentioned in the text.
- The figures published in the Bulletin of Mineral Research and Exploration must be prepared in computer environment considering the dimensions of single-column width 7.4 m or double-column width 15.8 cm. Figure area together with the writing at the bottom should not exceed a maximum 15.8x21.
- Figures must not be prepared in unnecessary details or care must be taken not to use a lot of space for information transfer.
- Figures must be arranged to be printed in black-and-white or colored. The figure explanations being justified in two margins must be as follows:
- Figure 1 -Sandıklı Town (Afyon); a) Geological map of the south-west, b) general columnar section of the study area (Seymen 1981), c) major neotectonic structures in Turkey (modified from Koçyiğit 1994).
- Drawings must be drawn by well-known computer programs painstakingly, neatly and cleanly.
- Using fine lines which can disappear when figures shrink must be avoided. Symbols or letters used in all drawings must be Times New Roman and not be less than 2 mm in size when shrink.
- All the standardized icons used in the drawings must be explained preferably in the drawing or with figure caption if they are very long.
- Linear scale must be used for all drawings. Author’s name, figure description, figure number must not be included into the drawing.

- Photos must have the quality and quantity that will reflect the objectives of the subject.

6.2. Plates

- Plates must be used when needed a combination of more than one photo and the publication on a special quality paper.
- Plate sizes must be equal to the size of available magazine pagespace.
- Figure numbers and linear scale must be written under each of the shapes located on the Plate.
- The original plates must be added to the final copy which will be submitted if the article is accepted.
- Figures and plates must be independently numbered. Figures must be numbered with Latin numerals and plates with Roman numerals (e.g., Figure1, Plate I).
- There must be no description text on Figures.

6.3. Tables

- Tables must be numbered consecutively in accordance with their appearance in the text.
- All tables must be prepared preferably in word format in Times New Roman fonts.
- Tables together with table top writing must not exceed 15x8 cm size.
- The table explanations being justified in two margins must be as follows:

Table 1- Hydrogeochemical analysis results of geothermal waters in the study area.

7. Nomenclature and Abbreviations

- Non-standard and uncommon nomenclature abbreviations should be avoided in the text. But if essential, they must be described as below: In cases where unusual nomenclatures and unstandardized abbreviations are considered to be compulsory, the followed way and method must be described.
- Full stop must not be placed between the initials of words for standardized abbreviations (MER, SHW, etc.).

- Geographical directions must be abbreviated in English language as follows: N, S, E, W, NE ...etc.

- The first time used abbreviations in the text are presented in parenthesis, the parenthesis is not used for subsequent uses.

- The metric system must be used as units of measurement.

- Figure, plate, and table names in the article must not be abbreviated. For example, “as shown in generalized stratigraphic cross-section of the region (Figure 1.....)”

7.1. Stratigraphic Terminology

Stratigraphic classifications and nomenclatures must be appropriate with the rules of International Commission on Stratigraphy and/or Turkey Stratigraphy Committee. The formation names which have been accepted by International Commission on Stratigraphy and/or Turkey Stratigraphy Committee should be used in the manuscript.

7.2. Paleontologic Terminology

- Fossil names in phrases must be stated according to the following examples:

a. For the use of authentic fossil names:

e.g. Calcareous sandstone with *Nummulites*

b. When the authentic fossil name is not used.

e.g. nummulitic Limestone

c. Other examples of use;

e.g. The type and species of *Alveolina/ Alveolina* type and species

- Taxonomic ranks must be made according to following examples:

- The names of the fossils should be stated according to the rules mentioned below:

Super family: Alveolina Ehrenberg, 1939 Family: Borelidae Schmarda, 1871 Type genus: <i>Borelis</i> de Montfort, 1808 Type species: <i>Borelis melenoides</i> de Montfort, 1808; <i>Nautilus melo</i> Fitchel and Moll, 1789	<i>Not reference, Not stated in the Reference section</i>
<i>Borelis vonderschmitti</i> (Schweighauser, 1951) (Plate, Figure, Figure in Body Text)	Schweighauser, 1951 not reference
1951 <i>Neoalveolina vonderschmitti</i> Schweighauser, page 468, figure 1-4	Cited Schweighauser (1951), stated in the Reference section.
1974 <i>Borelis vonderschmitti</i> (Schweighauser), Hottinger, page, 67, plate 98, figure 1.7	Cited Hottinger (1974), stated in the Reference section.

- a. For the first use of the fossil names, the type, species and the author names must be fully indicated

Alveolina aragoensis Hottinger

Alveolina cf. *aragoensis* Hottinger

Alveolina aff. *aragoensis* Hottinger

- b. When a species is mentioned for the second time in the text:

A. aragoensis

A. cf. aragoensis

A. aff. aragoensis

- c. It is accepted as citation if stated as *Alveolina aragoensis* Hottinger (1966)

- The statement of plates and figures (especially for articles of paleontology):

- a. for statement of the species mentioned in the body text

Borelis vonderschmitti (Schweighauser, 1951).

(plate, figure, figure in the body text).

- b. When citing from other articles

1951 *Neoalveolina vonderschmitti* Schweighauser, page 468, figure 1-4, figure in body text

1974 *Borelis vonderschmitti* (Schweighauser), Hottinger, page 67, plate 98, figure 1-7

For the citation in the text

(Schweighauser, 1951, page, plate, figure, figure in the body text)

(Hottinger, 1974, page, plate, figure 67, plate 98, figure 1-7, figure in the bodytext.)

8. Citations

All the citations in the body text must be indicated by the last name of the author(s) and the year of publication, respectively. The citations in the text must be given in following formats.

- For publications written by single author:

- It is known that fold axial plain of Devonian and Carboniferous aged units around Istanbul is NS oriented (Ketin, 1953, 1956; Altınlı, 1999).

- Altınlı (1972, 1976) defined the general characteristics of Bilecik sandstone

- For publications written by two authors:

- The upper parts of the unit contain Ilerdian fossils (Keskin and Turhan, 1987, 1989).

- For publications written by three or more authors:

According to Caner et al. (1975) Alici formation reflects the fluvial conditions.

The unit disappears wedging out in the East direction (Tokay et al., 1984).

- If reference is not directly obtained but can be found in another reference, cross-reference should be given as follows:

- It is known that Lebling has mentioned the existence of Lias around Çakraz (Lebling, 1932: from Charles, 1933).

9. Reprints

The author(s) will receive 2 two hard copies of the related issues.

10. Copyright and Conditions of Publication

- It is a condition of publication that work submitted for publication must be original, previously unpublished in whole or in part.
- It is a condition of publication that the authors who send their publications to the Bulletin of Mineral Research and Exploration hereby accept the conditions of publication of the Bulletin in advance.
- All copyright of the accepted manuscripts belong to MTA. The author or corresponding author on behalf of all authors (for papers with multiple authors) must sign and give the agreement under the terms indicated by the Regulations of Executive Publication Committee. Upon acceptance of an article, MTA can pay royalty to the authors upon their request according to the terms under the “Regulations of Executive Publication Committee” and the “Regulations of Royalty Payment of Public Office and Institutions”

All the information and forms about the Bulletin of Mineral Research and Explorations can be obtained from <http://bulletin.mta.gov.tr>