

EESTRSE Notes for Authors

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Manuscripts should be submitted electronically, with separate Text, Table and Figure files – Text in WORD format; Tables in Excel; Figures as low-res PDFs, preferably at publication size. Any queries regarding submission may be sent to the RSE Journals Officer, as above – publications@royalsoced.org.uk – **but as from 12 May 2016, all new submissions should be uploaded to the EESTRSE ScholarOne site** through the following link: <https://mc.manuscriptcentral.com/tre> **Submissions to *Earth and Environmental Science Transactions of the Royal Society of Edinburgh* must not have been published, or be under consideration, elsewhere.**

2. Preparation of papers

2.1. Language

We recommend that non-English-speaking authors have their manuscripts checked by an English language native speaker before submission, to ensure that submissions are judged exclusively on academic merit. A number of third-party services specialising in language editing and/or translation can be found here: <http://journals.cambridge.org/action/stream?pageId=8728&level=2&menu=Authors&pageId=3608>. Please note: the use of any of these services is voluntary, and at the authors' own expense.

2.2. Title page

The first page should show: (a) a title that is concise and informative; (b) the name(s) and full address(es) of the author(s); and (c) a running head abbreviation of the title of no more than 50–60 characters. Papers by more than one author should be submitted with statements from all the authors, approving the paper in its entirety and its submission to *EESTRSE*, and naming the author responsible for correspondence.

2.3. Abstract and Key Words

The second page should contain an **Abstract** of around 300 words, intelligible without reference to the text or references, and a list of **Key Words** (NB: words not already in the title) of no more than 150 characters, in alphabetical order.

2.4. Text

Text should start on the third page. Words to be printed in italics, e.g. names of taxa, should be underlined, unless already in italic typeface. Use capital letters for formal terms only. The metric system should be used throughout. Abbreviate compass points to N, NW, NE, SE etc. Enclose map references in square brackets, e.g. [NM 4437 0293]. In papers on systematic palaeontology, anatomical abbreviations should be included in the relevant Figure captions, rather than listed in a separate section. See a recent issue for general systematics style.

2.5. Headings

The introductory section should have no heading. The first headed section after the introduction should be numbered as **1**. Primary headings are numbered consecutively **1, 2, 3**, etc. Secondary headings are **1.1., 1.2., 1.3.**, etc. Both should appear flush left, with their text starting on a separate line below. Tertiary headings (**1.1.1., 1.1.2.**, etc.) should start a new paragraph, with indent, and should be followed by a full stop and the text to which they refer. All headings should be in bold. Cross-references in text should be to a section (e.g., (see section 2.3)), not to a page.

2.6. Footnotes

Do not use footnotes in main text.

2.7. References

All publications cited in the text, **including those pertaining to the authorship of taxa**, must be included in the Reference list, which is arranged in alphabetical order by author.

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When referring to Refs in text: “Smith & Jones (1990)” – for author plus one other; “Smith *et al.* (1992)” – when more than two authors.
When listing Refs in parentheses: date order, and alphabetical within that; allow ampersands: “(Smith 1990, 1997, 2000; Adams *et al.* 1993; James & Drury 1993; Smith *et al.* 2000; Smith & Jones 2001; James *et al.* 2004)”

2.7.2. References at end. Only published or in press items, or unpublished theses with the University clearly specified, are to be included

in the References. Journal and series titles should be written out in full, upper and lower case italics; no comma after; volume numbers in bold; one space between author initials (i.e., Clarkson, E. N. K., not Clarkson, E.N.K.); ampersand (&), not ‘and’ for final author in multi-authored papers (i.e., Smith, Brown & Clark, not Smith, Brown and Clark).

References at the end should be ordered thus:

- (i) single author – alphabetically by initials, and then by date; e.g., Smith, A. B. 1990; Smith, A. B. 1996; Smith, C. D. 1989; Smith, C. D. 1990.
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Set out as in examples below:

Copper, P. & Gourvenec, R. 1996. Evolution of the spire-bearing brachiopods, (Ordovician–Jurassic). In Copper, P. & Jin, J. (eds) *Brachiopods*, 81–88. Rotterdam: A. A. Balkema.

Chappell, B. W. & White, A. J. R. 1992. 1- and S-type granites in the Lachlan Fold Belt. *Transactions of the Royal Society of Edinburgh: Earth Sciences* **83**, 1–26.

Jarvik, E. 1980. *Basic structure and evolution of vertebrates*, Vol. 1, 74–98. London: Academic Press.

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Tables should be numbered, and cited, consecutively throughout the paper, and provided on separate pages at the end of the MS, **not embedded in the text**. Each Table should have a caption. For layout of analytical data, see tables published in previous issues. Authors should send published analyses of igneous rocks to the UK-IGBA file.

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CONTENTS OF VOLUME 106

Roy THOMPSON Climate sensitivity	1–10
William MCCARTHY, R. John REAVY, Carl T. STEVENSON and Michael S. PETRONIS Late Caledonian transpression and the structural controls on pluton construction; new insights from the Omey Pluton, western Ireland	11–28
Jerzy DZIK Evolutionary roots of the conodonts with increased number of elements in the apparatus	29–53
Agata TROJAN, Maciej J. BOJANOWSKI, Marek GOLA, Oliwia GRAFKA, Leszek MARYNOWSKI and Euan N. K. CLARKSON Organic geochemical characteristics of the Mississippian black shales from Wardie, Scotland	55–65
N. H. TREWIN and S. R. FAYERS Macro to micro aspects of the plant preservation in the Early Devonian Rhynie cherts, Aberdeenshire, Scotland	67–80
John PARNELL, Natalie SALTER and Peter WEST A micrometeorite record in Ordovician Durness Group limestones, Isle of Skye	81–87
Paul YOUNGER How can we be sure fracking will not pollute aquifers? Lessons from a major longwall coal mining analogue (Selby, Yorkshire, UK)	89–113
Philip STONE Geology reviewed for the Falkland Islands and their offshore sedimentary basins, South Atlantic Ocean	115–143
Julia STOCKAMP, Paul BISHOP, Zhenhong LI, Elizabeth J PETRIE, Jim HANSOM and Alistair RENNIE State-of-the-art in studies of glacial isostatic adjustment for the British Isles: a literature review	145–170
Kristina MÅNSSON and Euan N. K. CLARKSON Early ontogeny of the Furongian (Cambrian) olenid trilobites <i>Sphaerophthalmus alatus</i> (Boeck, 1838) and <i>Ctenopyge (Mesoctenopyge) tumida</i> Westergård, 1922 from Bornholm, Denmark	171–183
Zhong-Xiu SUN, Qiu-Bing WANG, Chun-Lan HAN, Qing-Jie ZHANG and Phillip R. OWENS Clay mineralogical characteristics and the palaeoclimatic significance of a Holocene to Late Middle Pleistocene loess-palaeosol sequence from Chaoyang, China	185–197
M. Belén von BACZKO and Martín D. EZCURRA Taxonomy of the archosaur <i>Ornithosuchus</i> : reassessing <i>Ornithosuchus woodwardi</i> Newton, 1894 and <i>Dasygnathoides longidens</i> (Huxley 1877)	199–205

FORM, FUNCTION AND PALAEOBIOLOGY – SPECIAL ISSUE

Sergio F. VIZCAÍNO, Euan N. K. CLARKSON and Brigitte SCHOENEMANN Form, Function and Palaeobiology: Preface	207
Brigitte SCHOENEMANN and Euan N. K. CLARKSON Vision in fossilised eyes	209–220
J. ECHEVARRÍA, S. E. DAMBORENEA and M. O. MANCENÍDO Constructional morphology of the shell/ligament system in opisthogyrate rostrate bivalves	221–227

Carlos Roberto A. CANDEIRO, Philip J. CURRIE, Caio L. CANDEIRO and Lílian P. BERGQVIST Tooth wear and microwear of theropods from the Late Maastrichtian Marília Formation (Bauru Group), Minas Gerais State, Brazil	229–233
Paula BONA, Ariana PAULINA CARABAJAL and Zulma GASPARINI Neuroanatomy of <i>Gryposuchus neogaeus</i> (Crocodylia, Gavialoidea): a first integral description of the braincase and endocranial morphological variation in extinct and extant gavialoids	235–246
Yanina HERRERA, Marta S. FERNÁNDEZ, Susana G. LAMAS, Lisandro CAMPOS, Marianella TALEVI and Zulma GASPARINI Morphology of the sacral region and reproductive strategies of Metriorhynchidae: a counter-inductive approach	247–255
Federico J. DEGRANGE The hind limb morphometry of terror birds (Aves, Cariamiformes, Phorusrhacidae): their functional implications for substrate preferences and locomotor lifestyle	257–276
Sebastian ECHARRI, Marcos D. ERCOLI, M. Amelia CHEMISQUY, Guillermo TURAZZINI and Francisco J. PREVOSTI Mandible morphology and diet of the South American extinct metatherian predators (Mammalia, Metatheria, Sparassodonta)	277–288
N. TOLEDO, M. S. BARGO, S. F. VIZCAÍNO, G. DE IULIIS and F. PUJOS Evolution of body size in anteaters and sloths (Xenarthra, Pilosa): phylogeny, metabolism, diet and substrate preferences	289–301
Guillermo H. CASSINI, Santiago Hernández DEL PINO, Nahuel A. MUÑOZ, M. V. Walter G. ACOSTA, Mercedes FERNÁNDEZ, M. Susana BARGO and Sergio F. VIZCAÍNO Teeth complexity, hypsodonty and body mass in Santacrucian (Early Miocene) notoungulates (Mammalia)	303–313
Nahuel A. MUÑOZ, G. H. CASSINI, Adriana M. CANDELA and Sergio F. VIZCAÍNO Ulnar articular surface 3-D landmarks and ecomorphology of small mammals: a case study of two early Miocene tyotheres (Notoungulata) from Patagonia	315–323
J. TARQUINI, N. TOLEDO, C. C. MORGAN and L. H. SOIBELZON The forelimb of † <i>Cyonasua</i> sp. (Procyonidae, Carnivora): ecomorphological interpretation in the context of carnivorans	325–335
Marcos D. ERCOLI Morpho-functional analysis of the mastoid region of the extinct South American mustelid † <i>Stipanicia</i> <i>pettorutii</i>	337–349
CONTENTS OF VOLUME 106	
AUTHOR INDEX TO VOLUME 106	

AUTHOR INDEX TO VOLUME 106

- ACOSTA, M. V. W. G., 303
- BACZKO, M. B. VON, 199
- BARGO, M. S., 289, 303
- BERGQVIST, L. P., 229
- BISHOP, P. M., 145
- BOJANOWSKI, M. J., 55
- BONA, P., 235
- CAMPOS, L., 247
- CANDEIRO, C. L., 229
- CANDEIRO, C. R. A., 229
- CANDELA, A. M., 315
- CASSINI, G. H., 303, 315
- CHEMISQUY, M. A., 277
- CLARKSON, E. N. K., 55, 171, 207, 209
- CURRIE, P. J., 229
- DAMBORENEA, S. E., 221
- DE IULIIS, G., 289
- DEL PINO, S. H., 303
- DEGRANGE, F. J., 257
- DZIK, J., 29
- ECHARRI, S., 277
- ECHEVARRÍA, J., 221
- ERCOLI, M. D., 277, 337
- EZCURRA, M. D., 199
- FAYERS, S. R., 67
- FERNÁNDEZ, M., 303
- FERNÁNDEZ, M. S., 247
- GASPARINI, Z., 235, 247
- GOLA, M., 55
- GRAFKA, O., 55
- HAN, Chun-Lan, 185
- HANSOM, J., 145
- HERRERA, Y., 247
- LAMAS, S. G., 247
- LI, Zhenhong, 145
- MANCENÍDO, M. O., 221
- MÅNSSON, K., 171
- MARYNOWSKI, L., 55
- McCARTHY, W., 11
- MORGAN, C. C., 325
- MUÑOZ, N. A., 303, 315
- OWENS, P. R., 185
- PARNELL, J., 81
- PAULINA CARABAJAL, A., 235
- PETRIE, E. J., 145
- PETRONIS, M. S., 11
- PREVOSTI, F. J., 277
- PUJOS, F., 289
- REAVY, R. J., 11
- RENNIE, A., 145
- SALTER, N., 81
- SCHOENEMANN, B. E., 207, 209
- SOIBELZON, L. H., 325
- STEVENSON, C. T., 11
- STOCKAMP, J., 145
- STONE, P., 115
- SUN, Zhong-Xiu, 185
- TALEVI, M., 247
- TARQUINI, J., 325
- THOMPSON, R., 1
- TOLEDO, N., 289, 325
- TREWIN, N. H., 67
- TROJAN, A., 55
- TURAZZINI, G., 277
- VIZCAÍNO, S. F., 207, 289, 303, 315
- WANG, Qiu-Bing, 185
- WEST, P., 81
- YOUNGER, P., 89
- ZHANG, Qing-Jie, 185