

## Studia Geophysica et Geodaetica - Guides for Manuscript Preparation

---

### General

---

- Authors are kindly asked to submit original manuscripts in **electronic form** to ScholarOne Manuscript Central at the address <http://mc.manuscriptcentral.com/sgeg>. The double-spaced manuscripts with wide margins should only be written in English. The text should not be hyphenated; the lines should not be numbered. The metric system and SI units should be used throughout the text. For reviewing purposes, the submitted manuscript may have figures and tables placed at corresponding location in the main document. In case the manuscript is accepted, the authors will be asked to submit each plot as a separate file.
- **Eligibility:** Manuscripts may be checked for plagiarism. If significant parts of the manuscript are found to be copied from previously published works without proper citation, the submission will be withdrawn from the journal. It will be also withdrawn in case when it was submitted previously to other journal and rejected from publication, and this fact was not properly addressed during the submission to Studia Geophysica et Geodaetica.
- **Abstract:** Abstract of not more than 300 words should be placed at the beginning of the paper. The abstract should be a concise, standalone summary of the paper, with 1–2 sentences on each of these topics: Background: What was the motivation that led to this work? What is known and what is missing in this field of research? Aims: What were the goals of this work? What gap is being filled? Approach: What was actually done and what approaches were used? Results: What were the main results of the study. Conclusions: What were the main conclusions? Why are the results important? The abstract should be written for the audience of this journal. **Ensure** that all of the information found in the abstract also can be found in the body of the paper, and that the important information of the paper is found in the abstract. **Avoid in the abstract:** using the first paragraph of the introduction; citations, references, mathematical formulas, and abbreviations and acronyms (if their use is necessary, spell them out at their first occurrence); referring to figures or tables; using words like “new” or “novel”; starting abstract with phrases like “in this paper,” “we report,” etc.
- **Keywords:** Please, add minimum 3 and maximum 8 terms, not necessarily appearing in the title and characterizing your paper.
- **Length of the manuscript:** In order to encourage the submission of concisely written articles, 16 black-and-white pages are printed for free. In case of topical special issues, the limit is 20 free pages. An excess-page fee is EUR 50 for every additional page.
- **Tables:** Tables should be numbered and provided with appropriate captions. They should be referred to in the text successively.
- **Figures:** All figures should be numbered and provided with appropriate captions. They should be referred to in the text successively. They should be in a form ready for reproduction (high quality). **Charge of each printed page with colors is EUR 150.**
- **Figures - technical requirements:**
  - Photos and scanned images can be submitted as bitmaps with resolution between 600 and 900 dpi.
  - Line-drawings should be prepared as editable vectorial graphics (**NOT BITMAPS**), preferably in eps or wmf formats.
  - Avoid hairlines; the minimum allowed line thickness is 0.2 pts (0.07 mm), the

maximum line thickness is 0.7 pts (0.25 mm). Thicker lines can be used only exceptionally.

- Text characters should be readable after reduction to final size. The minimum font size should be 6 pts.
- In case of grey-scaled figures, the grey shades should be chosen to show all the main features of the image.
- The maximum dimensions of figures are given by the width of printable area: 12.5 cm wide in case of full-width figure and 6 cm wide each in case of two figures in a row. The maximum height is 18 cm. In case of rotated landscape orientation the dimensions are exchanged.

---

## References

---

- **Only references to original works**, available through open public sources can be listed in the References section. Works, distributed to limited community, such as conference abstracts, lecture notes, or personal communications, can be only referred to in the text as “unpublished data” (see below). Internet sources can be cited only in the case when this is the original source of information.

- **References in the text:** The referencing style is based on the Author-Date (Harvard style). Name(s) of the author(s), without initials, followed by the publication year in parentheses, should be used. The whole reference should be in italics. If there are more than two authors, only the first author’s name should be given in the reference, followed by “et al.”.

Examples: “... as shown by *Smith (1991) ...*”; “... discussed in *Brown et al. (1995) and Scott and Johnson (1996) ...*”; “... as proved earlier (*Black, 1994; Miller and Mayer, 1992, 1993.*)”

- **The References section:** Each reference must start with a complete list of all authors. The List of References should be in alphabetical order, starting on a new page. Titles of works should be in original language followed by meaningful English translation, with the original language specified in brackets. In case of use of other than Roman characters, transliteration to Roman characters is necessary.

- **Reference examples**

*Journal articles:*

Author A.B., Author C.D. and Author E.F., 1990. Full article title. *J. Title Abbrev.*, **Vol**, start page-end page

*Electronic journals:*

Author A.B., Author C.D. and Author E.F., 1990. Full article title. *J. Title Abbrev.*, **Vol**, Paper No, DOI

*Books:*

Author A.B., Author C.D. and Author E.F., 1990. *Book Title, 2nd Edn., Vol.2*. Publisher, Place of Publisher

*Edited-book chapters:*

Author A.B., Author C.D. and Author E.F., 1990. Chapter title. In: Author G.H. (Ed.), *Book Title*. Publisher, Place of Publisher, start page-end page

*Chapter in edited volume of book series:*

Author A.B. and Author C., 2005. Chapter title. In: Author G.H. (Ed.), *Book Title*. Series Title, **Vol**, page-page, Publisher, Place of Publisher

*Thesis:*

Author A.B., 1990. *Thesis Title*. PhD Thesis, University, Place of Publisher

*Reports:*

Author A.B., 1990. *Report Title*. Report Identifier. Publisher, Place of Publisher

*Anonymous authors – Institutions:*

If an author of the source is missing, “Anonymous” may be used for the author.

If the cited work is published by an Institute, use the Institute name (abbreviation) for the author:

Inst. Abbrev., 1967. *Title of the Work*. Full Name of the Institute, Place

*Other Internet sources:*

Author A.B., 1990. *Report Title*. Report Identifier. Publisher, Place (http://...)

*Foreign language sources:*

If the work is written in German, French or Spanish, cite it in its original language. In the case of other languages, or if the work is written using other than Latin characters, e.g., Cyrillic, Greek, Arabic, Chinese, etc., the title should be translated into English. Present the original language of the work in parenthesis at the end of the reference.

Théllier E. and Théllier O., 1959. Sur l'intensité du champ magnétique terrestre dans le passé historique et géologique. *Ann. Géophys.*, **15**, 285–376 (in French)

Semenov A.S., 1974. *Electrical Prospecting by Method of Natural Electric Field*. Nedra, Leningrad, Russia (in Russian)

An Z., Ma S. and Tan D., 1992. Spherical cap harmonic analysis of satellite magnetic anomaly in Chinese and adjacent region. *Chinese J., Geophys.-Chinese Ed.*, **35**, 188–197 (in Chinese with English abstract)

Journal abbreviations to be used should follow the ISO list of abbreviations. In case of doubts, please, contact [the technical editor](#).

**Unpublished materials** such as conference presentations, personal communications, unpublished data and manuscripts in preparation or submitted for publication (but not yet accepted) should not be included in the References section, although they may be cited in the text, as follows: (*Smith J., University of Utrecht, personal communication, 2001*); (*Smith J. et al., Finite difference modeling in two-dimensional anisotropic media, submitted to the Geophys. J. Int., 2002*); (*Smith J., manuscript in preparation, 2002*); (*Smith J., University of Utrecht, unpublished data*).

---

## Mathematics

---

- Please use italics for variables, bold for vectors and matrices, and script for transforms. Upper-case Greek characters should be always regular, not italics.
- Please use superscripts and subscripts in superior or inferior positions; please do not use raised and lowered fonts.
- Please extend fraction bars under the entire length of the numerator.

- If possible, please use “<sup>o</sup>” (“degree” symbol) instead of superscript lowercase “o”.
- Use “exp(.)” rather than “e” if the argument of an exponential is complicated or lengthy.
- Please use solidus fractions (l/r) in text.
- In order to avoid ambiguity, please use parentheses (), brackets [], and braces {} in the order { [ ( ) ] }.
- Please number all non in-line equations successively within the article.
- Please place equation number in parentheses () to the right of the equation.
- Please add one extra line space above and below all labeled equations.

### **Ethical responsibilities of authors**

This journal is committed to upholding the integrity of the scientific record. As a member of the Committee on Publication Ethics (COPE) the journal will follow the COPE guidelines on how to deal with potential acts of misconduct.

Authors should refrain from misrepresenting research results which could damage the trust in the journal and ultimately the entire scientific endeavour. Maintaining integrity of the research and its presentation can be achieved by following the rules of good scientific practice, which includes:

- The manuscript has not been submitted to more than one journal for simultaneous consideration.
- The manuscript has not been published previously (partly or in full), unless the new work concerns an expansion of previous work (please provide transparency on the re-use of material to avoid the hint of text-recycling (“self-plagiarism”).
- A single study is not split up into several parts to increase the quantity of submissions and submitted to various journals or to one journal over time (e.g. “salami-publishing”).
- No data have been fabricated or manipulated (including images) to support your conclusions
- No data, text, or theories by others are presented as if they were the authors own (“plagiarism”). Proper acknowledgements to other works must be given (this includes material that is closely copied (near verbatim), summarized and/or paraphrased), quotation marks are used for verbatim copying of material, and permissions are secured for material that is copyrighted.  
Important note: the journal may use software to screen for plagiarism.
- Consent to submit has been received from all co-authors and responsible authorities at the institute/organization where the work has been carried out *before* the work is submitted.
- Authors whose names appear on the submission have contributed sufficiently to the scientific work and therefore share collective responsibility and accountability for the results.

In addition:

- Changes of authorship or in the order of authors are not accepted *after* the acceptance of a manuscript.
- Requests to add or delete authors at revision stage or after publication is a serious matter, and may be considered only after receipt of written approval from all authors and detailed

explanation about the role/deletion of the new/deleted author. The decision on accepting the change rests with the Editor-in-Chief of the journal.

- Upon request, the authors should be prepared to send relevant documentation or data in order to verify the validity of the results. This could be in the form of raw data, samples, records, etc.

If there is a suspicion of misconduct, the journal will carry out an investigation following the COPE guidelines. If, after investigation, the allegation seems to raise valid concerns, the accused author will be contacted and given an opportunity to address the issue. If misconduct has been proven, this may result in the Editor-in-Chief's implementation of the following measures, including, but not limited to:

- If the article is still under consideration, it may be rejected and returned to the author.
- If the article has already been published online, depending on the nature and severity of the infraction, either an erratum will be placed with the article or in severe cases complete retraction of the article will occur. The reason must be given in the published erratum or retraction note.
- The author's institution may be informed.

### **Disclosure of potential conflict of interests**

Authors must disclose all relationships or interests that could influence or bias the work. Although an author may not feel there are conflicts, disclosure of relationships and interests affords a more transparent process, leading to an accurate and objective assessment of the work. Awareness of real or perceived conflicts of interests is a perspective to which the readers are entitled and is not meant to imply that a financial relationship with an organization that sponsored the research or compensation for consultancy work is inappropriate. Examples of potential conflicts of interests *that are directly or indirectly related to the research* may include but are not limited to the following:

- Research grants from funding agencies (please give the research funder and the grant number)
- Honoraria for speaking at symposia
- Financial support for attending symposia
- Financial support for educational programs
- Employment or consultation
- Support from a project sponsor
- Position on advisory board or board of directors or other type of management relationships
- Multiple affiliations
- Financial relationships, for example equity ownership or investment interest
- Intellectual property rights (e.g. patents, copyrights and royalties from such rights)
- Holdings of spouse and/or children that may have financial interest in the work

In addition, interests that go beyond financial interests and compensation (non-financial interests) that may be important to readers should be disclosed. These may include but are not limited to personal relationships or competing interests directly or indirectly tied to this research, or professional interests or personal beliefs that may influence your research.

The corresponding author collects statements on the conflict of interest from all the co-authors. In author collaborations, where formal agreements for representation allow it, it is sufficient for the corresponding author to provide the statement on behalf of all the co-authors. A summary statement may be included in the Acknowledgements section, or in a separate section before the reference list.

See below examples of disclosures:

**Funding:** This study was funded by X (grant number X).

**Conflict of Interest:** Author A has received research grants from Company A. Author B has received a speaker honorarium from Company X and owns stock in Company Y. Author C is a member of committee Z.

If no conflict exists, the authors should state:

**Conflict of Interest:** The authors declare that they have no conflict of interest.



<http://www.springer.com/journal/11200>

Studia Geophysica et Geodaetica  
Official Journal of the Institute of Geophysics of the  
ASCR

Editor-in-Chief: Pšenčík, I.

ISSN: 0039-3169 (print version)

ISSN: 1573-1626 (electronic version)

Journal no. 11200