

GUIDANCE NOTES FOR CONTRIBUTIONS

- (1) Please consult recent editions of *QN* for an idea of the relevant content across the range of contributions to *QN* which include: Articles, News Items, Obituaries, Reports from QRA Funding Awards (*QRA 14Chrono Award*, *Bill Bishop Award*, *New Researchers Award Scheme*, *Quaternary Research Fund*), Reports from Conferences and Field Meetings, Reviews (of books and maps) and Abstracts (of successfully defended doctoral theses in Quaternary Science).
- (2) The QRA is keen to reinvigorate discussion items via the *QN*, so I particularly encourage submissions within some new categories of:
- Perspective Pieces (which include multiple contributions, or invite a reply)
 - Discussion of Field Sites or Themes (which emerge during field meetings)
 - State of Science (within a particular field, or written by a QRA funded Research Group).
- (3) Specific Guidelines

For the *New Researchers Award Scheme* and *Quaternary Research Fund* are:

- Provide only the background context for the particular use of the funds, and NOT a detailed wider aims and objectives of any affiliated larger project, such as a PhD thesis.
- Suggested sections/headings: **Background and Rationale, Results, Significance, Acknowledgements, References**
- Please save the file with following title format before sending the report to the Awards Officer. Smith_QRF_Jan_2016 or Smith_NRWA_Sept_2016 (month and year is for the date of application)

For reports on *Conferences/Meetings and Field Meetings* are:

- To include the date and location of the meeting in lower case in the title.
- To give an opening paragraph of the type of meeting and its purpose and who ran/organised the meeting.
- A summary, day-by-day, of the presentation titles and authors, or in the case of field meetings give an account of field activities (site visited and topics discussed).

DEADLINES

Issue	Deadline	
	<i>Article (to allow time for review and revision)</i>	<i>All other contribution types</i>
February	20 th November	5 th January
June	20 th March	1 st May
October	20 th July	1 st September

Compiled and updated by:
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