

ARTICLE HEADING

Author name (Full First name Initial. Surname; separate multiple authors by commas) (no author name added for reports!)

Include an abstract of 100 words maximum for all original articles (not applicable to reports etc.)

Level 1 heading articles

Text body – use this style to format the text. This MS word file contains all necessary styles for the correct formatting of contributions to *Quaternary Newsletter*.

Figure 1. Insert your figure caption here.

Suggested word limits for contributions to *QN* are as follows: obituaries (2000 words); articles (3000 words); reports on meetings (2000 words); reports on QRA grants (500 words); reviews (1000 words); letters to the Editor (500 words); abstracts (500 words). Authors submitting work as Word documents that include figures must send separate copies of the figures in .eps, .jpg or .tif format. In case of the latter, **a minimum resolution of 300 dpi** is required for accurate reproduction. Quaternary Research Fund and New Researchers Award Scheme reports should limit themselves to describing the results and significance of the actual research funded by QRA grants. The suggested format for these reports is as follows: (1) background and rationale (including a summary of how the grant facilitated the research), (2) results, (3) significance, (4) acknowledgments (if applicable). The reports should not (1) detail the aims and objectives of affiliated and larger projects (e.g. PhD topics), (2) outline future research and (3) cite lengthy reference lists. No more than one figure per report is necessary. Recipients of awards who have written reports are encouraged to submit full-length articles on related or larger research projects. Please consult a recent issue of *QN* to see further examples.

Quaternary Newsletter is issued in February, June and October. Articles, reviews, notices of forthcoming meetings, news of personal and joint research projects etc. are invited and should be sent to the Editor. Closing dates for submission of copy (news, notices, reports etc.) for the relevant numbers are 1st January, 1st May and 1st September. These dates will be strictly adhered to in order to expedite publication. **Articles must be submitted at least 6 weeks before these dates in order to be reviewed and revised in time for the next issue of QN, otherwise they may appear in a subsequent issue.**

Bibliography

Please adhere to the following style guide for all bibliographic elements in *Quaternary Newsletter*. An EndNote style (.ens file) is also available online to automate this process should you be using that program; all you need to do in order for the program to recognise the style and allow you to export formatted bibliographic entries is to download the file and copy it into the folder that contains your EndNote styles (PCs: usually C://Programs/EndNote/Styles; Mac: Programs – EndNote – Styles). The style is as follows. Please note the 5-point line break at the end of each reference.

Books

- Aitken, M.J. (1998). *An introduction to optical dating*. Oxford Science Publications, Oxford, 267 pp.
Penck, A. and Brückner, E. (1901/1909). *Die Alpen im Eiszeitalter*. Tauchnitz, Leipzig, 716 pp.

Chapters in edited books

- Ashley, G.M. (1995). Glaciolacustrine environments. In: Menzies, J. (ed.). *Modern glacial environments: processes, dynamics and sediments*. Butterworth-Heinemann, Oxford, 417-444.
Benn, D.I. (2004). Clast morphology. In: Evans, D.J.A. and Benn, D.I. (eds.). *A practical guide to the study of glacial sediments*. Arnold, London, 78-92.
Merritt, J.W. (2004). A guide to the geomorphology of the central breach through the Gaick Plateau. In: Lukas, S., Merritt, J.W. and Mitchell, W.A. (eds.). *The Quaternary of the Central Grampian Highlands*. Quaternary Research Association, London, 92-102.

Edited volumes

Evans, D.J.A. (ed.) (2003). *Glacial landscapes*. Arnold, London, 532 pp.

Gurnell, A.M. and Clark, M.J. (eds.) (1987). *Glacio-fluvial sediment transfer - an alpine perspective*. Wiley & Sons, Chichester, 524 pp.

Palmer, A.P., Lowe, J.J. and Rose, J. (eds.) (2008). *The Quaternary of Glen Roy and vicinity*. Quaternary Research Association, London, 228 pp.

Journal articles

Agassiz, L. (1840). On glaciers, and the evidence of their having once existed in Scotland, Ireland and England. *Proceedings of the Geological Society of London*, 3, 327-332.

Bakke, J., Lie, Ø., Heegaard, E., Dokken, T., Haug, G.H., Birks, H.H., Dulski, P. and Nilsen, T. (2009). Rapid oceanic and atmospheric changes during the Younger Dryas cold period. *Nature Geoscience*, 2, 202-205.

Everest, J.D. and Bradwell, T. (2003). Buried glacier ice in southern Iceland and its wider significance. *Geomorphology*, 52, 347-358.

Theses

Coray, S. (2007). Genesis and significance of flutes at Findelengletscher, Valais, Switzerland (in German). Unpublished MSc Thesis. Universität Bern, 116 pp.

Finlayson, A.G. (2000). Using lichenometric dating to establish Late Holocene debris flow activity at the Pass of Drumochter, Eastern Grampian Highlands. Unpublished BSc Dissertation. University of St Andrews.

Hodgson, D.M. (1982). Hummocky and fluted moraines in part of north-west Scotland. Unpublished PhD Thesis. University of Edinburgh.

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