

FIELD TRIP REPORT FORMAT FOR RUSSELL SOCIETY NEWSLETTER

Please use this format when submitting field trip reports.

Form: Electronic only; Microsoft Word® document via e-mail (much preferred) or on disc/stick.

Font: Arial

Size: Headings 11 point (Bold), Main text 10 point (Regular)

Essential Elements:

- i) Heading to contain date of trip, RS Branch involved, locality visited – including a County/Administrative area, OS 6-figure Grid reference in standard format, names of trip leader and reporter.
- ii) Description of the group, the site, the collecting conditions/process and any interesting geology, mineral species observed/collected.
- iii) Pictures – use only where useful/informative. Maximum of 3 good, high resolution photographs per report. To be supplied as separate .jpg files please, NOT just embedded in the text.
- iv) Acknowledgements. Appropriate thanks to land owners, quarry companies and managers etc. who authorised visits

Maximum size: 700 words (including headings). Note: this is a maximum; it is not a target to be aimed for!

Note that, if pictures are provided, copies can be embedded in the text to show preferred position but must also be provided as separate .jpg files.

A Word® template is available for your convenience and can be downloaded from the RS website.

Example:

Friday 18 May 2012. North West Branch Visit to Boulby Mine, Cleveland.

[NZ 761 183]. Leader: Ian Dossett. Reporter: Jim Robinson.

The mine is situated in the North Yorkshire Moors National Park and has mined potash and salt since 1973 and at 1100 metres is currently Europe's second deepest mine. Etc. etc.