

FORMAT & STYLE GUIDELINES FOR FIELD TRIP REPORTS TO THE RUSSELL SOCIETY NEWSLETTER.

Field trip reports are one of the most popular elements of the Society's Newsletter. They also make an important contribution to the Society's objective of documenting the mineralogy of the UK.

The availability of the Newsletter on the Society's website and the assignment by the British Library of an ISSN number to the on-line version means that it is available to a large potential audience. It is therefore important to ensure that reports meet a reasonable standard of completeness and factual accuracy and that there is consistency of format.

When submitting field trip reports, please try to observe the following broad guidelines:

Format for submission: Electronic only. Microsoft Word document via e-mail.
(The following is the preferred format for those familiar with Microsoft Word – it is not an essential prerequisite for submitting a report)

Font: Arial.

Point Size: Headings 11 point (bold), Main text 10 point (regular). Figure legends 9 point (bold).

Layout: Text single-spaced with no space after paragraph. Fully justified throughout. Do not use double spaces between sentences.

Essential Elements of a Visit Report:

- i) A Heading: This must contain the day and date of the trip, the RS Branch involved, the locality visited – including a county or administrative area, a 6-figure Grid reference in standard format with the appropriate sheet letters and the names of the trip leader and reporter. For example:
**“Friday 18th May 2012. North West Branch Visit to Boulby Mine, Cleveland. [NZ 761 183].
Leader: Ian Dossett. Reporter: Jim Robinson”.**
- ii) An account of the visit: This could include descriptions of the group, the site (possibly including comments on geological features and the mineralogical and historical context), the collecting conditions (for example, changes observed since the last visit, the types and amounts of mineralisation observed and the degree of access that was possible to it) and a summary of the mineral species observed and any interesting or important specimens collected. Unidentified minerals should be recorded as such and, in the event of any particularly rare mineral or a species new to the locality being reported, the basis of the identification should be stated. Please remember that, except at the beginning of a sentence, mineral species are not given an initial capital letter. If relevant, more precise locations in the form of eight-figure grid references or GPS co-ordinates can be included to identify particularly interesting occurrences or features.
- iii) Pictures: Good photographs of the general locality, of group members collecting, of individual specimens collected or of interesting geological features can greatly enhance a report and are encouraged. Owing to space restrictions it is unlikely that a large number of illustrations can be incorporated in any one report in the Newsletter. Each photo should be accompanied by a brief, informative caption. Remember that pictures may need to be cropped or re-sized to fit the available space.

Note that, if pictures or diagrams are provided, copies can be embedded in the Word text to show a preferred position, but they must also be provided to the Newsletter Editor as separate .jpg files. These files should be saved at reasonable quality, preferably twelve and definitely no less than eight.
- iv) Acknowledgements. Appropriate thanks should be given to land owners, quarry companies and managers and other bodies (i.e. National Park Authorities, Natural England etc.) who gave permission for the visit. For example:

“Our thanks go to [A.N. Other 1] of Natural England for consent to collect representative samples from the SSSI. We also thank [A.N. Other 2] (National Trust Countryside Manager for West Cornwall) and [A.N. Other 3] (Estates Manager, Heart of Cornwall Lizard and Penrose, West Cornwall) acting on behalf of the landowner”.

- v) References: Any references to the literature should be presented in the format set out in the Guidelines for Authors of the *Journal of the Russell Society* which can be found on the Society's website in the “Publications” section.

The optimum size of a report is something which varies from case to case. They should be as long as required to include the relevant and important information. However, visit reports are not intended to provide a full historical and mineralogical review of the site. This typically requires no more than about 700 words and many visits can be satisfactorily reported in less than this.

Although one individual is usually identified as the Reporter on any visit, the production of a good report generally requires input and collaboration from the group as a whole. The Reporter needs to seek and receive information from other members in terms of what species were found (together with analytical data to support the identification of unusual minerals) and any novel geology noted; as well as assistance in the provision of suitable photographs to illustrate the report.

It is normal practice for visit reports to be submitted in the first instance to the trip Leader who will be in a position to assess its completeness and accuracy and who may be able to provide or suggest useful additions or amendments before a final version is sent to the Newsletter Editor.

(Revised December 2018)