

**AFTER REVIEW AND ACCEPTANCE;
PREPARATION OF FINAL MANUSCRIPT FOR PUBLICATION:**

TITLE

Do not scale type or use caps, boldface, or italics.

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ABSTRACT

Follow these instructions when preparing the final manuscript for *Southeastern Geology*. If possible prepare your manuscript using Microsoft Word (Windows or Mac versions) or WordPerfect, but you may use any commonly available word processor. Please note the special instructions. Don't forget to spell check your manuscript.

SPECIAL INSTRUCTIONS ABOUT TYPING

Do not 1) indent beginning of paragraph, 2) type as double columns, 3) hyphenate words at end of line, 4) double space, 5) put two spaces between sentences, or 6) separate paragraphs with a line space.

Do 1) type as a single column, 2) separate paragraphs with a carriage return, 3) spell check your final manuscript version.

HEADINGS

Use no more than three orders of headings. First order is in caps and centered. Do not separate with a line spacing the heading from the preceding or following paragraphs.

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Second order headings are centered and have initial letters capitalized.

Third Order Headings

Third order headings are left justified and have initial letters capitalized. There is no line space between the heading and the preceding or following paragraph.

FIGURES AND TABLES

Portrait page size figures should be designed with a print size no larger than 5 1/4 by 8 inches (smaller lengths are desirable in order to have enough space to put the caption on the same page). Landscape page size figures should be less than 5 1/4 in order to leave room for the caption. Column figures can be no wider than 2 5/8 inches. Remember that authors commonly oversize figures. Just because a figure can be 5 3/8 inches wide doesn't mean it should be. The key is readability. Shading such as dot patterns do not reduce well. Call me if you have questions. Please submit figures electronically as TIFF files or JPEG (at 600 dpi).

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REFERENCES CITED

Follow a standard style as in the example below. Note that the journal name must be spelled out. Do not skip lines between citations. Do not indent the second line. Type out author names, do not use “____,” in place of the name. Do not use tabs.

Smith, John, 1994, Notes on style and other information of no possible use to anyone: Journal of Useless Information, v. 100, p. 875-876.

OTHER STYLE NOTES

When referring to figures, use Figure 1, not Fig. 1. Do not use *et al.*, rather, use and others. Thus, Smith and others, 1985. Do not use *i.e.*, rather, use for example.

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FIGURE CAPTIONS

Figure 1. This is an example of a figure caption. Note that it is not indented and the word “figure” is not abbreviated. Important: Figure captions go at the very end of the manuscript.

TABLES

Table 1. List table titles in the same format as figure captions.