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CT-*Procedia* will publish short papers with the limit of pages between 4 and 6, including figures. **The manuscript must be submitted as a single file, preferably in the \*.DOC or \*.DOCX format. Nonetheless, \*.RTF files may also be submitted.**

**The text, including the title, name(s), affiliation(s), and figure caption(s) cannot exceed 3.000 words. The total area of figures cannot exceed 1 A4 page.**

The only font accepted for text, title, etc. is **Times New Roman**. **Arial** is the accepted font for figures and numbering of inserts (with sequential alphabetic letter in lowercase – a, b, c, etc.).

**Please, do not use any special formatting**, including indentation, superscript, subscript, and other special characters or formatting (i.e. small caps). **Use italics only in taxa names and in references**, according to rules listed below. Greek characters can be used. Equations will be presented using the Equation editor. Abbreviations of Latin words are used in italic (e.g., *op. cit., idem, et al*.).

In what refers formatting specifications of the manuscript, the following rules must be respected:

- All the text including the title must be presented in **Times New Roman size 11**

- Left aligned - no indentation at the beginning of paragraphs and subtitle

- Use double line spacing - do not use double spaces before and after each paragraph

- Lines and pages must be numbered

No special formatting is asked to the authors. Final formatting is a job for the copyediting staff of CT-*Procedia*.

The manuscript must include, in the following order:

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**(2)** The **main text** with an introduction and separate, numbered, chapters including conclusions (number 1. for the Introduction); acknowledgements should be addressed if authors find it appropriate.

**(3)** **The bibliographic references**.

**(4)** **Figures**, tables and their respective captions. Captions are listed, by order, in the end of the document.

**(5)** If considered relevant, other **Supporting Material** can be submitted (non-doc or jpg/png files), according to rules stated below.

For more detailed information related to each one of these five generic contents, please see below or go to the Guide for Authors page at <http://cienciasdaterra.novaidfct.pt/index.php/ctproc/index>.

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**Abstract** – it is expected to be objective and informative, briefly focusing the methods employed, the results obtained and the key conclusions presented in the short paper. Being separate from the main text, the abstract should not contain bibliographical references. The abstract is limited to 250 words.

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The text should be written in a clear, concise, and precise manner. Italic should always be used when naming genera and species and also when using non-English terminologies (e.g. Latin).

In the manuscripts referred to the subject of Palaeontology the presentation of the author(s) of species and genera and the name of suprageneric taxa should respect the criteria used in CT-*ESJ* in previous volumes that can be consulted and downloaded at the journal’s webpage.

Please ensure that the following rules are also accomplished:

**Abbreviations** - Abbreviations should be used sparsely and must be defined, in parenthesis, the first time they are used. Abbreviations used in figure or table captions should also be defined in the main text.

**Units** - Only SI Units (International System of Units) should be used. Any other units should be converted whenever possible. Symbols have no final point, nor bear any marks of plural.

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**Citations and referencing** - References should be cited by the author's name (or names if there are only two authors) and the date of publication: Choffat (1886, 1904a,b), Teixeira & Pais (1988), Antunes et al. (1996) or (Choffat, 1886, 1904a,b; Teixeira & Pais, 1988; Antunes et al., 1996).

**New taxa** - Authors should conform to the rules of the International Code of Zoological Nomenclature and the International Code of Botanical Nomenclature. When a new species is erected, type specimen(s) must be designated by the author(s), registered, the name and location of the institution should be clearly indicated. The abbreviation for new taxa are nov. gen., nov. sp., etc. The list of synonymies should be limited to essential references. References to previously published figure and plate numbers that were originally given in Roman numerals should be transliterated into arabic numerals, e.g. 1948. Schizoneura algarbiensis nov. sp.; Teixeira, p. 17, Pl. 3, fig. 5-11 2007. Crestaites meneghinii (Bonarelli); Elmi, Mouterde, Rocha & Rulleau, p. 90, Pl. 1, fig. 1a-b.

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**Article structure** - The article should be clearly divided into numbered sections. All headings should be numbered adding a digit to their respective section, i.e. section 1. should be followed by subsection 1.1., 1.2., etc. Headings should not surpass two levels. The Abstract, Acknowledgements (when exist), and the References are not included in section numbering.

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i) open access journals; example:

Mouterde R., Rocha R. B. & Delance J. (1981) - Atlas des fossiles caractéristiques du Lias Portugais: I – Lias inférieur. *Ciências Terra* 6, 49-76. <http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/article/view/75>

ii) institutional open resources (*e.g.* [RCAAP](https://www.rcaap.pt/) for Portuguese language countries); example:

Kullberg J. C. (2000) - Evolução tectónica mesozóica da Bacia Lusitaniana. PhD thesis Univ. Nova Lisboa, 361 p. <https://run.unl.pt/handle/10362/1465>

iii) personal repositories (*e.g.* [ResearchGate](https://www.researchgate.net/home) social networking site for scientists and researchers) where references are directly downloadable or readers can ask for the full text to the authors; example:

Mateus O. & Milàn, J. (2010) - A diverse Upper Jurassic dinosaur ichnofauna from central-west Portugal. *Lethaia* 43 (2), 245–257. [https://www.researchgate.net/publication/227718806\_A\_diverse\_Upper\_Juras¬sic\_dinosaur\_ichnofauna\_from\_central-west\_Portugal](https://www.researchgate.net/publication/227718806_A_diverse_Upper_Juras-sic_dinosaur_ichnofauna_from_central-west_Portugal)

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Azerêdo A. C., Silva R. L., Duarte L. V. & Cabral M. C. (2010) - Subtidal stromatolites from the Sinemurian of the Lusitanian Basin (Portugal). *Facies* 56, 211-230. DOI: [10.1007/s10347-009-0198-0](http://doi.org/10.1007/s10347-009-0198-0)

**Organizing References** –When the author's name also appears in co-authored publications, they should be arranged alphabetically, as demonstrated in the following example:

(…)
Rocha R. B. (1977)
Rocha R. B. (1980a)
Rocha R. B. (1980b)
Rocha R. B., Mouterde R. & Tintant H. (1972)
Rocha R. B. & Tintant H. (1975)
Sharpe D. (1850)
(…)

Articles:

Antunes M. T. (1976) - Dinossauros Eocretácicos de Lagosteiros. *Ciências da Terra* 1, 35 p. <http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/article/view/28>

Boehm J. (1903) – Description de la faune des couches de Pereiros. *Com. Serv. Geol. Portugal* 5 (1), 1-48.

Dommergues J.-L. & Meister C. (1986) – Une espèce nouvelle de Fuciniceras du Domérien des Causses – *Fuciniceras fontaneillesi* nov. sp. *Geobios* 19 (5), 653-660. DOI: [10.1016/S0016-6995(86)80062-6](https://doi.org/10.1016/S0016-6995%2886%2980062-6)

Books and book chapters:

Kullberg J. C., Rocha R. B., Soares A. F., Rey J., Terrinha P., Callapez P. & Martins L. (2006) – A Bacia Lusitaniana: Estratigrafia, Paleogeografia e Tectónica. In: Dias R., Araújo A., Terrinha P. & Kullberg J. C. (Eds.) - *Geologia de Portugal no contexto da Ibéria*. Univ. Évora, 317-368. [https://run.unl.pt/bitstream/10362/1487/1/Bacia\_Lusitaniana%20%28VIICNG%29.pdf](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Dhttps%3A/run.unl.pt/bitstream/10362/1487/1/Bacia_Lusitaniana%20%28VIICNG%29.pdf%E2%80%9D)

Ribeiro A. (2002) – *Soft plate and impact tectonics*. Springer-Verlag, Berlin, 1st ed., 324 p.

Haq B. U., Hardenbol J. & Vail P. R. (1988) – Mesozoic and Cenozoic chronostratigraphy and cycles of sea-level changes. In: Wilgus C. et al. (Eds.) - Sea-level changes: an integrated approach. SEPM Sp. Publ. 42, 71-108. [ftp://soest.hawaii.edu/glenn/GG309/GG309%202012/Part%203%20Strata/Haq%20et%20al.%201988,%20Mesozoic%20and%20Cenozoic%20Chronostratigraphy.pdf](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Cftp%3A/soest.hawaii.edu/glenn/GG309/GG309%202012/Part%203%20Strata/Haq%20et%20al.%201988%2C%20Mesozoic%20and%20Cenozoic%20Chronostratigraphy.pdf%E2%80%9D)

Reports and meetings proceedings:

Rey J. & Dinis J. L. (2004) – Shallow marine to fluvial Lower Cretaceous of central Portugal: sedimentology, cycles and controls. In: Duarte L. V. & Henriques M. H. (Eds.), *Carboniferous and Jurassic Carbonate Platforms of Iberia*. 23rd IAS Meet. Sedimentology, Field Trip Guide Book 1, Coimbra, 2, 7-35. [https://www.researchgate.net/publication/235983869\_Shallow\_marine\_to\_fluvial\_Lower\_Cretaceous\_of\_central\_Portugal\_sedimentology\_cycles\_and\_controls\_Pre-Meeting\_Field\_Trip\_A5](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Chttps%3A/www.researchgate.net/publication/235983869_Shallow_marine_to_fluvial_Lower_Cretaceous_of_central_Portugal_sedimentology_cycles_and_controls_Pre-Meeting_Field_Trip_A5%E2%80%9D)

Rosa R. N. & Rosa D. (2006) – Aferição de reservas minerais em termos de energia. *VII Cong. Nacional Geologia*, Estremoz, 1055-1058. [http://socgeol.org/documents/afericao-de-reservas-minerais-em-termos-de-energia](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Chttp%3A/socgeol.org/documents/get_document/1073%E2%80%9D)

Thesis:

Guéry F. (1984) – *Évolution sédimentaire et dynamique du bassin marginal ouest-portugais au Jurassique (Province d’Estremadure, Secteur de Caldas da Rainha, Montejunto)*. PhD thesis Univ. Claude Bernard, Lyon (unpublished), 478 p.

Henriques M. H. (1992) - *Biostratigrafia e Paleontologia (Ammonoidea) do Aaleniano em Portugal (Sector Setentrional da Bacia Lusitaniana)*. PhD thesis. Univ. Coimbra, 301 p. [https://estudogeral.sib.uc.pt/handle/10316/2014](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Chttps%3A/estudogeral.sib.uc.pt/handle/10316/2014%E2%80%9D)

Terrinha P. (1998) – Structural geology and tectonic evolution of the Algarve Basin, South Portugal. PhD thesis. Imperial College, London (unpublished), 430 p.

When the title of a publication has been translated or transliterated, the original language should be stated in brackets at the end of the reference:

Wang J. Q. & Zhu M. (1996) – [An Ordovician vertebrate from Inner Mongolia]. *Chinese Sc. Bull.* 42, 1187–1189 (in Chinese).

Online documents, Webpages & Online databases:

Amador F. (2006) – A 7ª cadeira na Escola Politécnica. In: Blogue “Histórias da Geologia”, [http://historiadageologia.blogspot.com/2006\_01\_01\_archive.html](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Chttp%3A/historiadageologia.blogspot.com/2006_01_01_archive.html%E2%80%9D), accessed on 15/04/2008

LNEG (2014) – SIORMINP - Sistema de Informação de Ocorrências e Recursos Minerais Portugueses.[http://geoportal.lneg.pt/index.php?option=com\_content&id=69&lg=pt](http://cienciasdaterra.novaidfct.pt/index.php/ct-esj/about/%E2%80%9Chttp%3A/geoportal.lneg.pt/index.php?option=com_content&id=69&lg=pt%E2%80%9D), accessed on 17/06/2015.

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