HOLOCENE author guidelines

Notes for Authors

The Holocene encompasses the following subject areas:
- geological, biological and archaeological evidence for recent environmental change;
- paleoclimatic and related environmental changes on timescales of decades, centuries and millennia, including directly observed change;
- interdisciplinary studies of environmental history and prehistory;
- the use of modern analogues to elucidate the palaeo-environmental record;
- techniques for reconstructing, dating, monitoring and modelling environmental change;
- the nature, processes, mechanisms and causes of natural and human-induced environmental change;
- the development of natural and cultural landscapes and ecosystems;
- palaeoenvironmental and historical perspectives on global environmental changes and their effects;
- the prediction of future changes in the environment from the record of the past.

Contributions from the following disciplines will be welcomed: anthropology, archaeology, biology, climatology, ecology, environmental history, environmental science, geo-chemistry, geography, geology, geomorphology, geophysics, glaciology, hydrology, limnology, oceanography, palaeoclimatology, palaeoecology, palaeontology and pedology.

The Holocene has a fully web-based system for the submission and review of manuscripts. All submissions should be made online at The Holocene SAGETRACK website

Note: Online submission and review of manuscripts is now mandatory for all types of papers.

If you would like to discuss your paper prior to submission, or seek advice on the submission process, please contact the Managing Editor, John Matthews, at the following email address: J.A.Matthews@swansea.ac.uk

New User Account

Please log onto the website. If you are a new user, you will first need to create an account. Follow the instructions and please ensure to enter a current and correct email address. Creating your account is a three-step process that takes a matter of minutes to set up. When you have finished, your User ID and password is sent via email immediately. Please edit your user ID and password to something more memorable by selecting 'edit account' at the top of the screen. If you have already created an account but have forgotten your details, type your email address in the 'Password Help' to receive an emailed reminder. Full instructions for uploading the manuscript are provided on the website.

New Submission

Submissions should be made by logging in and selecting the Author Center and the 'Click here to Submit a New Manuscript' option. Follow the instructions on each page, clicking the 'Next' button on each screen to save your work and advance to the next screen. If at any stage you have any questions or require the user guide, please use the 'Get Help Now' button at the top right of every screen. Further help is available through ScholarOne's® Manuscript CentralTM customer support at +1 434 817 2040 x 167.

To upload your files, click on the 'Browse' button and locate the file on your computer. Select the designation of each file (i.e. main document, submission form, figure) in the drop down next to the browse button. When you have selected all files you wish to upload, click the 'Upload Files' button. Review your submission (in both PDF and HTML formats) and then click the Submit button.

You may suspend a submission at any point before clicking the Submit button and save it to submit later. After submission, you will receive a confirmation e-mail. You can also log back into your author centre at any time to check the status of your manuscript.

Please ensure that you submit editable/source files only (Microsoft Word or RTF) and that your document does not include page numbers; The Holocene's SAGETRACK system will generate them for you, and then automatically convert your manuscript to PDF for peer review. Furthermore, it is imperative that authors remove from their submissions any information that will identify them or their affiliations to reviewers. All correspondence, including notification of the Editor's decision and requests for revisions, will be by email.

Submitting a Revised Submission

Authors submitting revised manuscripts should follow the instructions above to submit through the SAGETRACK system. To create a revision, go to the 'Manuscripts with Decisions' option in your Author Dashboard and select 'create a revision in the 'Action' column. Authors of all revised submissions should, when prompted, provide
information explaining the changes in your manuscript. As this will be provided to reviewers, it is important that authors do not identify themselves in these responses.

Peer Review Policy
The Holocene uses two independent reviewers but it is not double blind: the authors' names are revealed to the reviewers; the reviewers are given the option of having their names revealed to the authors (they have to opt for being revealed - otherwise their names are withheld).

TYPES OF CONTRIBUTION
The following are regularly published:
1 Holocene Fast-track Reports: short contributions of exceptional merit that will be published within five months of acceptance. A case for special treatment must be made on submission - up to 1500 words and a maximum of three figures.
2 Holocene Research Papers: substantial, original research contributions on any aspect of environmental change relevant to the last 10 000 years - maximum of 6000 words (excluding tables and references) and eight figures or tables. Whilst research papers should contain sufficient information to allow a full evaluation of the validity of research and conclusions, it is not intended that they be exhaustive in detail. Attention should also be given to the broader context.
3 Holocene Research Reports: shorter research contributions including, for example, preliminary findings, brief accounts of new techniques, new applications, or simply significant results that do not require a full-length paper - maximum of 3000 words (excluding tables and references) and four figures or tables.
4 Holocene Forum Articles: short, succinct conceptual contributions including, for example, philosophical viewpoints, methodological advances, critical comment, clarification of research controversies, discussions of terminology. Forum articles are intended to clarify issues by critical analysis and/or provoke discussion; while they may include controversial material and may be written in a lighter style, like all research contributions to the journal, they will be subject to rigorous peer review - maximum of 3000 words (excluding tables and references) and four figures or tables.

Occasionally the journal will publish Holocene Research Reviews: substantial reviews of major research areas within the field.
The Editor and Associate Editors would welcome enquiries from authors regarding possible contributions to increase the number of 'Forum Articles' published.

ARTICLE PRESENTATION
Your paper should be submitted double-spaced.
The title page should give a) the title and b) the name(s) and address(es) of the author(s) and email, telephone/fax numbers. An abstract of up to 250 words should precede the text and up to six key words should be given after the abstract.

Microsoft Word is the preferred word processor. No artwork should be included in the text files. Any artwork provided on disk should be in either TIFF or JPG format. Each piece of artwork should be saved as a separate file.

When preparing your paper:
- Use the minimum formatting
- Roman, bold and italic type can be used, but use only one typeface and size
- Capitals should be used only where they are to appear in the finished text
- The text should be ranged left and unjustified, with hyphenation cancelled
- Indents, underlining and tabs should be avoided unless absolutely necessary
- Headings and paragraphs should be separated by two carriage returns
- There should be only one space between words and only one space after any punctuation.

STYLE
Follow the style in a recent issue of the journal and these notes:
1 Use 'z' not 's' where there is an alternative, and in general follow the first variant given by the Shorter Oxford English Dictionary (eg, realize, idealize, analyse, advertise).
2 Use SI units.
3 Dates: '16 January 1990' not 'January 16, 1990'.
4 Numbers: adopt a rule that all numbers under 10 should be spelt out in letters except where attached to a unit of quantity (eg, 1 mm or 3 kg), and that all numbers of 10 or more should be rendered in digits except where the context makes this awkward (eg, use spelt-out forms at the beginning of a sentence).
5 **Capitalization:** avoid excessive capitalization. For titles of books and articles, capitals should be used for the initial letter of the first word only. For the titles of journals and series, the initial letter of all principal words should be capitalized.

6 **Italics:** use italics for emphasis very sparingly. Underline italicized words.

7 **Abbreviations:** the initial letter of abbreviations should be typed with no full point (eg, UK, UNESCO, BBC). Abbreviations in which the last letter of the abbreviation is the same as the last letter of the word should also have no full point (eg, Mr, St, BUT no., Str., etc.).

8 **Scientific names:** when first cited, genus and species should be given, whether first cited in the text or in summaries, legends, tables or graphs. Subsequently, the generic name may be abbreviated to its initial letter except where confusion can arise, in which case it should be given in full. Common names may also be used but scientific names must be given, at least at first mention.

**HEADINGS**
In dividing articles under headings, please weight your headings by writing A, B, C in the margin of the page:
A = subheading
B = subsubheading
C = subsubsubheading
Avoid using more than three weights of subheading. All headings should be typed left-hand justified and in lower case.

**TABLES AND FIGURES**
Both tables and figures should appear in separate files and not be included as part of the text. They should be supplied only either as jpg or tiff files, or in Word if simple line drawing/graph etc. The captions to illustrations should be gathered together and also typed on a separate sheet. Tables should be numbered by Roman numerals and figures by Arabic numerals. The approximate position of tables and figures should be indicated in the manuscript. Captions should include keys to symbols. Please supply one set of artwork in a finished form, suitable for reproduction. Figures will not normally be redrawn by the publisher. Photographs should be of high quality.

**REFERENCES**
Please use the Harvard system, by giving the author's name followed by the year of publication. If several papers by the same author and from the same year are cited, a, b, c etc. should be put after the year of publication. These references should be listed in full at the end of the paper in the following form.

*For chapters in books:*

*For books:*

*For articles:*

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EU copyright extends to 70 years after the death of the author or 70 years after publication of a scholarly edition.

*Page Charges: There are none.*

*Colour figures:* These can be included with the cost charged to authors.

*Proofs* will be sent to authors. They should be corrected and returned to the Publisher within five days. Major alterations to the text will not be accepted as a proof correction.

*English Language Editing Services:* Please [click here](#) for information on professional English language editing services recommended by SAGE.