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Mineralogia publishes original papers in the scope of widely understood mineralogical sciences (i. e. mineralogy, petrology, geochemistry, environmental sciences, applied mineralogy, etc.). All papers are reviewed and the author is obliged to make corrections suggested by a referee, or give, in a written form, ones reasons for not doing so. Additionally, the Editorial Board reserves the right of selecting the submitted materials and - after contacting the author - introducing all necessary changes and shortenings of the text.

Original research papers up to 20 pages (1800 characters per page), review papers, short notes (e.g. new interesting occurrences of minerals), book reviews and letters to the editors with comments on papers published could be submitted. Authors of larger manuscript should contact the Editor before submission.

Conditions of acceptance

In a letter which should accompany the manuscript, the submitting author must state that all authors involved have accepted the final version of the manuscript. The letter must also state that the manuscript has not previously been published elsewhere, either in full or in part, and that while under review for *Mineralogia*, will not be submitted to any other publication for consideration.

Preparation of scripts

Manuscripts (including text, references, tables, figures, captions) should be submitted in a paper form (in duplicate) and in an electronic version, preferably as a single pdf file.

1. Papers are accepted in **English** only. Be sure to use the standard of English acceptable in a journal of international circulation.
2. Two copies of manuscripts should be standard, one-sided printouts (size A-4, Times New Roman or Times New Roman CE, font 12, double spacing), accompanied by an electronic version (CD or e-mail), written preferably in MS-Word not older than 97 version.
3. **The first page** starts with *the Name(s) and SURNAME(S) of the author(s)* and is followed by **THE TITLE IN CAPITALS** (bold). On the same page is the Abstract that should give as much hard data as possible, without vague general statements (not what was being done but what results have been obtained). The Abstract is followed by Key-words (up to seven entries), arranged in a hierarchic manner, from specific to general information. Then, the main body of the text starts if there is enough space. A footnote on page 1 gives affiliation(s) of the author(s). i.e. institution, postal address, e-mail etc.
4. **The main body of the text** is divided into unnumbered chapters, whose hierarchy is: 1st grade - centered, in capitals, 2nd grade - centered, in italics, 3rd grade - left-hand side, indented, in italics.
5. **Illustrations and photographs** - numbered consecutively, submitted on separate sheets, marked with the respective number. Each of the illustration requires a caption and, if necessary, explanations. These must not be entered in the illustration, but should be listed on a

separate sheet. The maximum size of the illustration (A-4) is subject to reducing (down to 25% of the original), so be sure that the size of descriptions is large enough. All the illustrations have to be attached in a digital version. Acceptable formats are cdr, jpg, tiff. The resolution of photographs has to be not lower than 300 dpi and the preferable size 10 x 15 cm (acceptable formats are either tiff or jpg). An extra charge will be levied if the author wishes to have colour photographs printed. For further information please contact the Editors. Keep the number of figures as low as possible. Refer to both the illustrations and the photographs as, e.g., Figure 1 in the text and (Fig. 1) when in parentheses.

6. **Tables** - submitted on separate sheets. Please avoid long listings and select appropriate data to visualize your research but not to make a full documentation.

7. **References** - set in alphabetical order, must follow exactly the pattern used throughout in the journal. List all authors, even if more than three. Do not use abbreviated forms of journal titles.

- Articles: ŻABIŃSKI W., 1975: Stilbite from Strzegom (Lower Silesia). *Mineralogia Polonica* 6, 93-98. (6 = volume number, 93-98 = pages)
- Books: WILLIAMS W., TURNER F.J., GILBERT C.M., 1982: Petrography - an introduction to the study of rocks in thin sections, 2nd edn. W.H. Freeman and Co., San Francisco, 626 pp.
- Chapters in a collective book: RUB M.G., PAVLOV V.A., 1978: Geochemical and petrographical features of In: M. Stempok, L. Burnol, G. Tischendorf (eds), Metallization associated with acid magmatism, 3, 267-277, Rumcajs Ed., Praha. (3 = volume number)
- Papers in conference materials: USUI A., IIZASA K., 1995: Deep-sea mineral resources in the northwestern Pacific Ocean: geology, geochemistry, origin and exploration. Proceedings of the First ISOPE Ocean Mining Symposium, 131-137. Tsukuba, Japan.
- Others:
NOWAK A., 1998: Okruszczowanie miedzią w M.Sc. thesis (manuscript), the University of Silesia, Sosnowiec (in Polish).
WIESER T., 1998: Spoiwa piaskowców karpacckich. Raport No 234 (manuscript), Polish Geol. Inst., Cracow (in Polish with English abstract).
BAHRANOWSKI K., in press: Sorption by clays. *Journal of Catalysis*.
- Cite: Nowak (1960), Nowak and Smith (1960), Nowak et al. (1960) in the text, while (Nowak 1960) or (Nowak, Smith 1960) or (Nowak et al. 1960) in parentheses (et al. = three or more authors). Note semi-colon in parentheses: (Nowak 1960; Werner 1965). Use 1960a, b when there is more than one paper of the same author(s) in one year.

8. Give at the very end of the paper (not on the special page) information concerning addresse(s), telephone number(s), e-mail addresse(s) of the author(s), and indicate to whom all correspondence should be directed.

9. **Spelling**: Oxford English. Use -ize not -ise, but remember about common exceptions: advise, analyse, catalyse, devise, emphasise, exercise, synthesise.

10. **Units and numbers**: use SI units. There is always space between a number and a unit: *10 mg*, *2.76 mm*. Degrees and percentages are exceptions: *10⁰C*, *25.67%*. Numbers from *one* to *ten* in the text are in the written form, then quoted in digits: *11*, *12*, etc. Therefore: *twofold*,

but *20-fold*. Contributions: *5 l per hour* or *5l h⁻¹*. Note the use of a decimal point, not a comma: *2.76 mm*. A comma separates off thousands in numbers larger than 9999, so *6000* but *12,000*.

11. **Abbreviations:** 15 s (not sec), 5 min (not min.), 1980s, 1999/2000 (e.g. for an academic year), 1998-1999 (not 1998-99), Mts, *ca* (circa).

12. **Acronyms (especially those not commonly used):** spell out name in full and follow with the acronym in parentheses when used for the first time.

13. Please, comply with all the requirements to save paper and avoid additional work, delays and extra costs of technical redaction.