



**Union Internationale
de Spéléologie**

www.uis-speleo.org

Guide for submitting and publishing articles in the UIS Bulletin



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GUIDE FOR SUBMITTING AND PUBLISHING ARTICLES IN THE UIS BULLETIN



1 – INTRODUCTION

This guide describes how to prepare and submit articles for publication in the UIS Bulletin.

The main objective of the UIS Bulletin is to give readers high quality content that respects their need for accurate and informative speleological news of international interest.

2 – ARTICLE PRODUCTION

2.a – When writing an article or report for the UIS Bulletin, authors should answer the following main questions:

- Who?
- What?
- When?
- Where?
- How?
- Why?

2.b – All papers and articles submitted to the UIS Bulletin should be preferably in the English language.

If the author is not able to do that, the author may use any of the other UIS Official Languages:

- French
- German
- Spanish
- Italian
- Russian

In special circumstances, we accept articles in other languages. Such requests are reviewed on a case by case basis.

2.c – All papers and articles submitted to the UIS Bulletin for publication in a language, other than the UIS Official Languages, must include a short and precise abstract (summary) in English.

The photos and figures included with the article must have captions in the original language and in English.

2.d – Authors should review their articles thoroughly, and get independent reviews to assure clarity of meaning before submission. Any corrections must be sent before the announced deadline for receipt of

materials for that issue of the Bulletin.

The editors are not responsible for misspellings or incorrect information, although they will make their best effort to fix errors while keeping articles as close to the original version as possible.

2.e – When referring to an institution name in the article, please use the complete official name first, followed by the institution acronym in parenthesis. Examples: Unión Internationale de Spéléologie (UIS); International Council for Science (ICSU). Once the full name of the institution is used, then only the acronym should be used afterward.

2.f – Dates must be written in the following format:
MM/DD/YYYY (Month/Day/Year)

2.g – The International System of Units (SI), often called the “metric system,” should be used.

2.h – All bibliographical references used must be included in alphabetical order at the end of the article. The use of a generally accepted bibliographical system is recommended.

3 - FORMAT

3.a – When available, the text of the article should be written using Microsoft Word or Open Office (which is an open source office suite), in vertical A4 size format, single column, automatic character spacing and single line spacing.

3.b – Please use Times New Roman, 11 point font. The editors have the right to modify the final document in order to fit it adequately to the Bulletin format and available space.

3.c – Authors should avoid the overuse of the following font types and styles: bold, underlined, italics, and double spacing between words.

3.d – Use a manual change of line when starting a new paragraph.

3.e – Use an appropriate and consistent form of numbering throughout the document. Please avoid complex systems. In the case of title and subtitle numbering, please, deactivate the “automatic numbering” mode. Do it manually.

3.f – Save your document in .doc or .docx (MS Word) or .odf (Open Office) format when possible.

4 – IMAGES

4.a – Images (photos, figures, graphics, maps, logos, etc.) should be inserted immediately after they are first mentioned, with their own captions.

4.b – When using any images, send them as individual files (in addition to their placement in the MS Word or Open Office file), in .JPG, .JPEG, .PNG or .TIFF format. The minimum resolution should be of 300 dpi or 1.024 x 768 pixels, using RGB color standard.

4.c – In the case of figures, graphics, maps and logos, send also a separate file of the original art in Corel Draw, Adobe Photoshop, Adobe Illustrator, Microsoft Excel, or other formats.

4.d – All images shall be accompanied by the author’s full name and a brief caption.

The caption may be a title or short description that describes the image. It should clarify any doubt that an image could present, and emphasize any important information that readers cannot see or interpret themselves easily.

Captions shall identify, whenever feasible, the people (use full names) and the place presented in the image. For example: “Entrance of Gouffre Berger, France. From left to right: Mario Speleo, Yaneth Dolina, Helen Helictite, and Carol Cave” or “Elizabeth Abyss (in green T-shirt).”

4.e – If the image was already published in any publication, the source shall be mentioned and the permit for reproduction of the image (usually special markings like: ©).

5 – SUBMISSION

5.a – Each article, paper or material shall be submitted to the editors of the UIS Bulletin by e-mail or other electronic means.

If using regular mail we suggest the use of couriers or express mail (although it is expensive). If you do not use express mail, your package could take weeks to months before reaching the editors.

Send all material in advance of the deadline announced for the next issue of the UIS Bulletin.

Any material received after that date will be used in the subsequent issue. Once published, the editors will deliver a digital copy of the UIS Bulletin to the article’s author and collaborators to the emails provided.

Please send your full name, title, profile photo, academic title (if you wish), main field of expertise or profession, nationality (or country), main email and alternate email. Please, use the following addresses to submit your article:

Efrain MERCADO (Puerto Rico)

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6 – PUBLICATION POLICIES

6.a – Viewpoints and opinions (personal or from the represented institutions) expressed in articles are the responsibility of the authors and do not represent in any way the UIS, its policies, or Bureau members.

6.b – The editors reserve the right to make suggestions and modify the articles before publication for reasons of space, compliance with UIS Internal Regulations and Statutes, unprofessional content (including potential plagiarism and discrimination), wrong citations, or any other reason that does not reflect clear and reasonable information appropriate for the UIS Bulletin.

6.c – The editors reserve the right to accept or refuse any article that does not comply with the rules, guidelines, and criteria of the UIS.

7 – NON-DISCRIMINATION POLICY OF THE UIS BULLETIN

7.a – The UIS prohibits discrimination against its member nations, volunteers and providers, on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political belief, marital status, familiar or parental status, or sexual orientation.

7.b – Any questions should be submitted in write to the UIS Secretary General through the UIS Website

www.uis-speleo.org

Alternatively, write to:

*Union Internationale de Spéléologie
Titov trg 2 - 6230, Postojna - Slovenia*