

Quaternary Perspectives (QP)

Author Guidelines for Project Reports

- Reports should be limited to 1500 words (not including figure captions and references) plus a maximum of 3 figures.
 - Project Reports should include:
 1. Project title and number,
 2. Project Leaders with affiliations* after each name,
 3. Title of the report,
 4. Authors of the report,
 5. Affiliations* of the authors of the report;
 6. Sub-headings in the report where appropriate;
 7. Figures etc. with appropriate captions.
- *Affiliations include the name of the University/ Institute/Agency, and country.
- Only report TITLES and SUB-HEADINGS are not required to include a full stop at the end; every other written sentence/caption/list etc. should include a full stop at the end.
 - Figures (photos/maps/graphs etc.) should be of high resolution (with clear zoom at 300%). If possible, they should be included in the text AND attached separately in the e-mail.
 - Reports should include English spelling e.g. palaeo, modelling, characterise, analyse etc.
 - All abbreviations need to be explained in full once, and may then be abbreviated when they appear again later in the report e.g. British Geological Survey (BGS), The Role of Culture in Early Expansion of humans (ROCEEH) etc.
 - Multiples for years should be written in the form: ka, Ma, etc.
 - Elements need to be written with their correct super/sub-script: e.g. ¹⁴C, CO₂ etc.
 - References to specific people within the report itself (not peer-reviewed references) should be given a first initial and surname; e.g. "M. Smith opened the meeting with..."
 - Reference lists should include full references, including ALL authors' surnames/initials; formatting of references should follow the reduced template used in QP previous issues. Appropriate hyperlinks or DOI should be provided for all references.
 - Ensure reports are proof-read by someone with English as their first language before submitting reports to QP
 - Submit text without formatting and pictures as JPG or TIFF.