

KECK Geology Consortium 2012 Symposium Volume, Instructions for Authors

Your Short Contribution and the Symposium Volume serve many purposes for the Consortium. First and foremost, the volume is the showcase for student research. Your work deserves a well-edited and professionally presented volume. Additionally, the Consortium uses the volume for fund raising. Presentation is an important part of selling any product, and it is crucial that we have a top-quality volume to use in promotion. For these reasons, the Consortium has adopted the following submission guidelines.

Following guidelines and meeting the deadlines are extremely important! The turnaround time between submission and symposium printing is incredibly short. We will not have much time to correct problems before printing the first draft for the symposium in April, so the more ownership you take of your paper, the better. The greatest challenge you face is producing figures (images, graphs, maps and line drawings) in the appropriate resolution. You will be much more satisfied with the end result if you take the time to follow the guidelines. If you can submit BEFORE the deadlines, it will be extremely helpful!

KEY POINTS

- Draft to your Research Advisor: Late February - talk to your advisor!!
- First draft to your Project Director: Friday March 2nd, 2012
- Final draft to the Keck Office: Friday March 16th, 2012

- See submission procedure (below) for details on ways to submit your paper.
- Text must be in the appropriate format (Word document). Follow the text formatting instructions outlined below.
- Figures: find a balance between file size that looks great in color on screen, and what looks good when printed on a basic black and white printer. Follow the graphics guidelines presented below.
- Submit all documents as attachments to an email sent to Robert Varga (Keck Director) at: keckgeology@pomona.edu

TEXT FORMATTING

In the past, the papers contributed to the Symposium Volume were called 'Abstracts'. To more accurately reflect the scope of these project reports, the Consortium has decided to refer to them as 'Short Contributions' henceforth. Another major change to the Symposium Volume has been the switch from paper to electronic publication. There are two advantages to this: first, it makes the research accessible to a wider audience, and second, it makes the use of color in graphics affordable. This year we are making the submission of your work easier, by having the Keck Office do the entire layout. This means that you don't have to fool around with text formatting and inserting of graphics. The submission process will be much more similar to submitting a manuscript to a journal, something with which the Project Directors and faculty advisors are very familiar.

Document

For content and writing style typical of Symposium papers look at the past Symposium Publications: <http://keckgeology.org/~keckrock/symposiumvolumes>. The volume is divided into sections for each project. Each section has an introductory paper by the Project Director(s), providing background and an overview of the project. Student project papers follow.

Short Contributions for projects must be no more than 2500 words of text, and contain no more than a combined number of 5 Figures and Tables. Choose your figures carefully, keeping in mind that general photos of the study site can be presented in the Project Director paper, and you can then refer to them in your text.

Text

Please submit your text as a Microsoft Word file. **DO NOT submit it as a PDF**. The font for this document is Times (NOT Times New Roman). The title should be in 18pt, all caps, and bold. Leave a line between your title and your name. Author information includes your name, school, and your research advisor information. This information should be single-spaced and formatted as below:

Name: 12pt, all caps, bold.

School: 12pt, sentence case, regular font

Research Advisor: 12pt, sentence case, regular font

All major headings (heading 1) should be in 16pt, all caps, and bold. There should be no space between headings and subheadings. There should be a single line between headings and text. There should be a single line between subheadings and text. The body of the paper will be in Times 12 point, regular font (normal text).

Do not add page numbers to your document and DO NOT add additional columns, section, or page breaks to your document. Any of these formatting issues will make formatting or adjustments on the part of the Keck Office more difficult, where your document will be transferred into a desktop publishing program.

Punctuation Details:

- Two spaces between each sentence. (i.e., period-space-space-Nextword) Be consistent please.
- In text, figures are always referred to as “Figure 1, Figure 2. If in parentheses, then (Fig. 1) (Fig. 2), etc. Beneath illustrations at the beginning of Figure Captions, figure reference is punctuated by a period, then 2 spaces (i.e., Figure 1. Figure caption). Examples are referred to as “Example 1” in text, Ex. 1, in parentheses, and “Example 1.” This is the same for Equations and Tables.

DO NOT submit your text with Tables and Figures inserted. Please! You should submit them as separate files (see below). You should, however, indicate in the text *approximately* where you

would like your Figures or Tables to appear (e.g., ‘insert Table 1; insert Figure 1). The office will insert them as near as possible to where you indicate.

Tables, Figures and Legends:

- Refer to any line drawing, graph, map or photograph as a Figure. Figures and Tables are numbered in the sequence of their first mention in the text.
- Tables are tab-formatted columns of (usually) numerical data. If you can make your tables using the Table option in Word, or as Excel files, it will be much easier for the Keck Office to import into your document in the appropriate position (**EASIER FOR THE OFFICE IS BETTER FOR EVERYONE!**).
- Each table and figure must have a descriptive caption, or legend. Captions should contain enough detail to make the figure or table “stand-alone”, that is, interpretation of the figure or table should be possible without the reader having to refer to the body of the paper.
- Figure and table captions should be added to the end of your text file (***DO NOT embed the captions in the figures/tables***).

References Cited Format

See a prior copy of the Symposium for the style used in the References Cited section. The Geological Society of America has an excellent site for the ways to cite different types of sources. Click on any of the source types in the table at the bottom of this webpage: <http://www.geosociety.org/pubs/geoguid5.htm> and a box opens with several citation examples.

GRAPHICS FORMATTING

We consider Adobe Illustrator to be the best program for creating figures. When possible, please create your figures in Illustrator. Adobe Photoshop is excellent for modifying digital photographs. The ImageReady component of Photoshop makes for easy editing/adjustment of photo size and resolution. Macromedia Fireworks MX 2004 is also capable for basic photo adjustments.

The Geological Society of America (GSA) and the American Geophysical Union (AGU) websites have excellent advice for authors on both text and graphics preparation for submitted articles. We encourage you to consult their websites for additional information. Please adhere to the following guidelines when you submit your graphics:

- All figures (line drawings, photographs, graphs) should fit into a width of a column (80 mm) or a page (171 mm). Each figure should have a caption that makes the material fully understandable without the aid of information from the text (**BUT DO NOT embed the captions in the figures!**)
- Design figures as close to final size as possible. If figures are reduced more than 40%, clarity becomes an issue. For this reason, do not make your figures too small.

- You may use COLOR illustrations and photographs. Use a standard file format to help ensure that colors remain true. If there are figures that would be sufficiently presented in grayscale or black/white, choose this option to reduce file size. Use color where it can be most effective.
- We prefer that you submit images as TIFF files (but JPG's also seem to work), since they are platform independent (we can manipulate files whether they are produced on a Mac or a PC) and as close to a generic industry standard as we can get. Because TIFF files are resolution dependent, whenever possible try to provide line drawings at 1200 dpi and photographs at 300 dpi (to ensure clean looking and bitmap free images). Try to submit artwork at 100% (as close as possible to the final size). This reduces the chance of scaling an image so much that image quality suffers. Try to keep all files less than 2 to 5 MB.
- Charts or graphs should be submitted as EPS files with fonts converted to outline paths whenever possible. Mac (PICT) or Windows (WMF or BMP) files can be used, but will not reproduce as well as a vector-based EPS. See Adobe's website (<http://www.adobe.com>) for more information regarding these file formats for images. Another helpful reference is <http://www.scantips.com/basics09.html>.

Image Grabs: Be aware that any image grabs (images from a web source) that you pull off your computer screen will come in at 72dpi and will look great on your screen, but will print poorly. With image grabs, resolution is pretty much locked and we are unable to manipulate them. This includes image grabs from the Internet as well as any charting or graphing software you might be using.

If you already have your images selected for your paper, it would be helpful if you could submit a copy of those files to the Consortium ASAP. We can check resolutions, color, space and alert you to potential font issues if we get the artwork sooner rather than later. Please label them with your last name in the order they will fall within your paper, and attach to an email to: keckgeology@pomona.edu

Example: Butterfieldfig1, Butterfieldfig2, etc.

(These would be the first two figures one would see in your paper in order of appearance in the text)

SUBMISSION PROCEDURE

Please submit your text separate from your tables and figures.

You **MUST** submit separate graphics files.

Save your text as yourname.doc and each table and figure as yournamefig1; yournametab1, etc., as described above

Send all files as attachments to: keckgeology@pomona.edu

Questions??? Contact Robert J. Varga (Keck Director) at bob.varga@pomona.edu

Modified November 2010