

# INSTRUCTIONS TO AUTHORS NEW MEXICO GEOLOGICAL SOCIETY

## FALL FIELD CONFERENCE GUIDEBOOK

2017-2018

Thank you for your interest in contributing to the NMGS Fall Field Conference Guidebook! Author contributions make the field conference and the guidebook publication a valuable resource for the geologic community and the public. Please inform the Conference Editors of your intent to submit a manuscript or a minipaper by the end of December of the year prior to the conference.

### MINIPAPERS

Before submitting a minipaper, discuss it with one of the Conference Editors identified on the Call for Papers. Minipapers must comply with earlier deadlines than manuscripts, and will be described by Conference Editors. Minipapers have *1500-word and 1-figure* limits. Abstracts are not used in minipapers. References must be provided at the end of the minipaper. Minipaper review is by the editors; no outside reviews are required, but they can be solicited by the author or editors at their discretion.

### MANUSCRIPTS

All finalized manuscripts must be received on or before the announced deadline (see Call for Papers). Manuscript and graphic files (electronically conveyed), with copyright and review forms should be sent to individuals identified on the Call for Papers. If your copy does not meet these specifications will be returned to the author(s) for rewriting, if time allows, or will be rejected. Late papers may not be published.

### REVIEWS

It is the responsibility of the author(s) to have the manuscript reviewed by two reviewers prior to final submission on or before the announced deadline. Only request professional peers, of known expertise with the subject of the paper, to provide scientifically rigorous reviews. The author-solicited review must be completed on a NMGS review form and must accompany the completed manuscript. Authors may also submit names of two additional reviewers (preferably from outside of the author's institution) for consideration by the editors. Please note that the editors reserve the right to select reviewers, or add reviewers, not suggested by the author.

### GUIDEBOOK PAGE LAYOUT

The required word processing format, for either the Mac or PC, is Microsoft Word. Leave one space between a punctuation mark and the next sentence. *Do not make paragraph indentations with the space bar or use tabs, set indentations with your software.*

**Length:** *Regular papers are limited to 20 pages, 12 point font, Times New Roman, double-spaced, with an estimate of a half-page per figure or table.* Overlong papers may be sent back to the author to conform to the above guidelines. If you believe that a longer paper is necessary, you **must** discuss it with the editors. Short regular papers may be inserted in the road logs as a minipaper at the discretion of the editors. No fold-out pages or pocket plates will be accepted.

**Title:** The title should be as brief as possible, and yet contain essential information of topic, age, and location. Do not use all capital letters; only capitalize the first letter of the title and other proper names (i.e., other words you would capitalize in a sentence).

**Authors:** Author(s)' names occupy a line below the title. List only one affiliation per author using superscript numbers coordinating with an address including a zip code. All affiliations are listed separately below the line with author's names. Provide an e-mail address only for the corresponding author.

**Abstract:** Each manuscript paper must have an informative, data-laden, stand-alone, single-paragraph abstract no longer than one typed manuscript page (double-spaced). The abstract should follow the author's affiliation and precede the introduction to the article.

**Headings:** Use no more than three orders of headings as shown below:

#### FIRST-ORDER HEADING

#### Second-order heading

#### Third-order heading

**Figures:** Figures should supplement the text and make the paper easier to comprehend. Figures should be designed early in the writing process and be fully integrated with the text. All figures (line drawings and photographs) should be numbered sequentially in the order in which they are first mentioned in the text. The most important points to keep in mind when designing figures are:

- 1) Most figures will be in black and white, except for those with editors' approval as color plates.
- 2) All illustrations need to be converted to grayscale in Adobe Illustrator and saved either in native (i.e., Illustrator), eps or a tiff formats.
- 3) Know and utilize the size and shape of the page (19 x 24 cm). Figures should fit within one column (9-cm width) or full-page width (two columns, 19-cm width). We suggest that you submit two electronic copies of the figures, one full-page size and another to fit the appropriate column width.
- 4) All photographs must be converted to grayscale. When saving the file, the image must be **at least 300 dpi** for a single column or full-page layout. If this not possible, please contact the managing guidebook editor for possible solutions. **Please save the file as CMYK (color space) and either as a jpeg or tif.**

- 5) Choose type sizes so that the smallest type will be at least 1 mm high (equivalent to 8 point font) when figures are reduced to fit on the printed page. *Use only fonts Arial, Arial Narrow or Times New Roman in figures.* No borders are needed on simple figures, but they may help on maps or busy figures. If you must use a different font, please contact the managing editor.
- 6) Formation contacts, names and symbols should be labeled directly on the digital image. Please test the figures at their final size prior to submitting the paper. Choose the color (black or white) and the location of lettering to maximize contrast.
- 7) Crop photographs to the essence of the image by trimming margins and excess sky from photos.

Illustrations and photographs must be submitted electronically. Contact editors to find out the preferred method.

**Scale:** Line drawings and maps should include a bar scale (metric units) and a north arrow. Photographs should include a clearly visible scale. Do not use magnification numbers, written, or non-bar scales in captions or figures because of scale changes during printing.

**Figure captions:** Do not print titles or figure captions on the illustrations. A list of figure captions should be in consecutive order and double-spaced on a page separate from the manuscript. Figure captions should be precise, detailed, and explain all symbols used. Figure captions begin with the following format: FIGURE X.

**Tables:** *Small* tables may be submitted in Microsoft Word, larger data tables will go into the online data repository. Table requirements:

- 1) 10 pt. Times Roman font.
- 2) Standard, not Roman, numerals unless designating formal rock units or structures.
- 3) Single-spaced.
- 4) Saved as a separate file on the electronic media.
- 5) No vertical lines

Table captions should be typed on a separate page apart from the table and the sheet containing figure captions. The top of the table must have two lines that will set off the table from its caption above. A single line forms the lower boundary of a table, and also divides the column headings from the listed values. The following is a properly formatted table.

Age*	Formation	Thickness
Jurassic	Morrison	150 m
	Summerville	25 m
	Todilto	26 m
	Entrada	85 m
Triassic	Chinle	300 m

• Table notes/identifiers should be listed here in 8 pt type.

**Units:** In general, all units used in the text, figures and tables should be metric. In some cases, English units may be used. These cases are:

- 1) highway mileage;
- 2) drill hole depths and intercepts;
- 3) ore reserves;
- 4) historical data involving production figures and assay values; and
- 5) hydrological data.

**Abbreviations and Numbers:**

- 1) The word “Figure” should be capitalized and abbreviated when in parentheses (Fig. 1 or Figs. 1, 2), but spelled out in the text, e.g., “Figure 1 illustrates this feature.”
- 2) Do not use spaces between %, ±, or <, > symbols and their associated number.
- 3) For indented lists, use 1) for each line as in this list. Only use (1) when the list occurs within a sentence and is not indented or set apart from text.
- 4) The word “Table” is never abbreviated.
- 5) Lower case usage—fig., table and pl.—refer to a figure, table or plate in another paper. Thus, Fig. 1 is in your paper but (Jones, 1976, fig. 1) is a reference to the first figure of Jones’ paper.
- 6) Percent and permil should be spelled out in the text if the preceding numbers are spelled out (as at the beginning of a sentence) but abbreviated when preceded by numbers (i.e., 22%, 45‰).
- 7) Periods are not used after abbreviations, except in. for inches, vs. for versus and ca. for circa. The abbreviations “i.e.,” and “e.g.,” are always followed by commas. Do not use “etc.” or “ibid.”
- 8) Use Ma for ages in millions of years, down to 0.1 Ma (100,000 yrs). Use numbers or ka for ages in thousands of years (95,000 yrs or 95 ka). For time durations (not ages) use my for millions of years and ky or kyr for thousands of years.
- 9) W1/2 SW1/4 sec. 14, T14N, R6W is the appropriate format for abbreviating section, township and range specifications.
- 10) For latitude and longitude, use the following format: 30°50’N, 106°40’W. Abbreviate compass directions only when preceded by numbers.
- 11) For strike and dip, use: 30°E 60°SE. Abbreviate directions only when preceded by numbers.
- 12) Do not use commas in 4-digit numbers (e.g., 1200), but use commas in 5-digit and larger numbers (12,500).
- 13) Abbreviate all measurements (e.g., 12 m; 3 cm; 5 min, 1/2 hr, 12 hrs; 1 yr, 14 yrs) when preceded by numbers. Write out numbers nine and below in text (i.e. one, two), unless followed by measurement (as noted above in #13). Use numbers for 10 and over.

**Quotations:** All quoted prose is followed by the reference, including page number. “No lead is present” (Smith, 1990, p. 1).

### Capitalization:

- 1) In general, capitalize geographic terms and lower-case geologic terms.
- 2) Capitalize state, federal, and county only when used with proper names: Socorro County (the county), New Mexico State Line (the state line), U.S. Federal Reserve (federal government).
- 3) Capitalize Basin (Bolson) and Valley as part of a proper name.
- 4) Capitalize plural forms of capitalized nouns: Counties, Formations, Mountains and Members.
- 5) Capitalize officially recognized stratigraphic units; use USGS printout of accepted geologic names.

**Bibliography format:** Since so many authors have bibliographic database programs (i.e., Endnote, Procite and others), the new style for NMGS references is based on GEOLOGY < <http://geosociety.org/pubs/geoguid.htm> >. These styles are built into most programs and should make formatting easier.

- 1) References in the text should refer to the author (surname only) and year, for example (Smith, 1987).
- 2) The style for two authors is (Smith and Jones, 1986) and for three or more authors (Smith et al., 1987).
- 3) Names of all authors should be listed for multi-authored papers in the bibliography.
- 4) In some instances, where it would help the reader, the exact page(s) or figure(s) referred to may be cited for example (Smith, 1987, p. 792) or (Smith, 1987, fig. 6).
- 5) Personal communications should be mentioned only in the text and either as (J. L. Jones, pers. commun., 1986) or (J. L. Jones, unpubl. 1987).
- 6) If a manuscript has been accepted by a publisher but has not yet appeared in print, it should be cited in the text by author and in press (J. L. Jones, in press).

- 7) Unpublished data and reports in preparation or in review but not yet accepted for publication should be mentioned only in the text and in the following manner: (J. L. Jones, unpubl. 1986). ***Most company reports and most reports prepared under government contracts, usually in limited number and photocopy form, are to be treated as unpublished.*** They should be mentioned only in the text, for example (J. L. Jones, unpubl. report for Chevron Oil Company, 1990).
- 8) References for minipapers will be listed in the road log references.

List references alphabetically by authors' surname. For references with two or more authors, list alphabetically by first author and then alphabetically by second author and so forth as needed. For multiple citations by the same author(s), list references chronologically, earliest year first. Add lower-case letters to the year for multiple references with the same year by the same author or group of authors in both the text and bibliography (i.e., (Smith, 1976a) and (Smith, 1976b)). In referring to other articles in this guidebook, simply state (Author, this volume).

Please check to make sure that:

- 1) All regular references cited in the text, figures, captions, tables, and appendices are listed in the bibliography, and that all references are actually cited. Include only references that are cited.
- 2) The list of references is double-spaced.
- 3) Names of publications and publishers are spelled out in full (except for U. S. in U. S. Geological Survey).

### Reference Examples

<b>Journal</b>	Smith, J. M., 1989, Sedimentary basins in Upper Volta: Geological Society of America Bulletin, v. 62, p. 481–506.
<b>Book</b>	Bagnold, R.A., 1941, The Physics of Blown Sand and Desert Dunes: New York, Morrow & Co., 265 p.
<b>Book article</b>	Baars, D.L., and Watney, W.L., 1991, Paleotectonic control of reservoir facies, <i>in</i> Franseen, E.K., Watney, W.L., Kendall, C.G.S.C., and Ross, W.C., eds., Sedimentary Modeling: Computer Simulations and Methods for Improved Parameter Definition: Lawrence, Kansas Geological Survey Bulletin 233, p. 253-262.
<b>NMGS Guidebook</b>	Blackstone, D.L., Jr., 1990, Rocky Mountain foreland exemplified by the Owl Creek Mountains, Bridger Range and Casper Arch, central Wyoming, <i>in</i> Specht, R., ed., Wyoming Sedimentation and Tectonics: Casper, Wyoming Geological Association, Guidebook 41, p. 151–166.
<b>Government or University Serial Publication</b>	Woodward, L.A., Kaufman, W.H., and Schumacher, O.L., 1974, Sandstone copper deposits of the Nacimiento region, New Mexico, Ghost Ranch, Central-Northern New Mexico: New Mexico Geological Society, Guidebook 25, p. 295-299.
<b>Maps</b>	Broadhead, R. F., 1997, Subsurface geology and oil and gas potential of Estancia Basin, New Mexico: New Mexico Bureau of Mines and Mineral Resources, Bulletin 157, 54 p. Foster, H.L., Weber, F.R., and Dutro, J.T., Jr., 1984, Paleozoic limestones of the Crazy Mountains and vicinity, Circle Quadrangle, east-central Alaska: U. S. Geological Survey Circular 868, p. 60-62. Roberson, D.S., 1972, The paleoecology, distribution and significance of circular bioherms in the Edwards Limestone of central Texas: Baylor Geological Studies Bulletin, No. 23, 34 p. Smith, J. M., Jones, G. R. and Johnson, G. L., 1984, Geology of the Hospah quadrangle: U.S. Geological Survey, Miscellaneous Geologic Investigations Map I-345, scale 1:24,000.

<b>Open-file</b>	Smith, J. M., 1988, Stratigraphy of the Whattheheck area, New Mexico: U.S. Geological Survey, Open-file Report 654, 54 p. Alpha, T.R., 1993, Landslide effects: U.S. Geological Survey Open-File Report 93-0278-A (paper copy, 43 p.) or 93-0278-B (3 1/2" Apple diskette).
<b>Thesis</b>	Allen, C. D., 1989, Changes in the ecology of the Jemez Mountains, New Mexico [Ph.D. dissertation]: Berkeley, University of California, 346 p.
<b>Abstract</b>	Garrison, J. M. and McMillan, N. J., 1996, Origin of allochthonic blocks in the Papalote evaporite diapir, La Popa basin, Nuevo Leon, Mexico (abs.): Geological Society of America, Abstracts with Programs, v. 28, no. 4, p. 28.
<b>Internet Postings</b>	Oglebay-Norton, Inc., 2002, Form 10K to Securities and Exchange Commission: < <a href="http://www.sec.gov/Archives/edgar/data/1082816/000095013201000159/0000950132-01-000159-index.htm">http://www.sec.gov/Archives/edgar/data/1082816/000095013201000159/0000950132-01-000159-index.htm</a> > (accessed on December 26, 2003).
<b>Computer Publications</b>	Scholle, P.A. and James, N.P., 1995, Marine Carbonates I: Models, Seismic Response and Quaternary of Florida and Bahamas: Tulsa, OK, SEPM Photo CD-1, 652 illustrations with text. Scholle, P.A., 1994, Carbonate bibliography: Tulsa, OK, SEPM Computer Contributions No. 2, 12,720 citations.
<b>In Press</b>	Smith, J. A., <i>in press</i> , The geology of Lucero Mesa: Journal of Sedimentary Geology.
<b>Reports</b>	J. L. Jones (unpubl. report for Slicker Oil Company, 1990). [ <b>Cite in text only</b> ]
<b>Communications</b>	J. L. Jones (pers. commun., 1990). For both oral or written [ <b>Cite in text only</b> ]
<b>Unpublished</b>	J. L. Jones (unpubl., 1990). [ <b>Cite in text only; includes articles in preparation and in review</b> ]

**Appendices and Data Repository:** Data tables, appendices, or other large amounts of data will be placed in an electronic data repository on the NMGS website <<http://nmgs.nmt.edu/repository>>. Electronic files should be submitted on CD or by email. In general, large data tables should be avoided in the printed paper.

#### **REPRINTS**

No reprints are provided to the authors. All manuscripts will be posted on the NMGS public website after the conference as pdf files, available to NMGS members.