



INSTRUCTIONS TO AUTHORS NEW MEXICO GEOLOGICAL SOCIETY

FALL FIELD CONFERENCE GUIDEBOOKS

Thank you for your interest in contributing to this year's Guidebook. The format in these instructions must be followed EXACTLY! Copy not meeting these specifications will be returned to the authors for rewriting, if time allows, or will be rejected.

MANUSCRIPT SUBMITTAL

All finalized manuscripts **must be received** on or before **the announced deadline** (for 2009 the deadline is April 30). Manuscript and graphic files (**CD-R (preferred) or electronically conveyed**), plus two paper copies (including conveyance of copyright and review forms) should be sent to the Guidebook Corresponding Editor: Dr. Virgil W. Lueth, NMBGMR, New Mexico Tech, 801 Leroy Place, Socorro, NM 87801, vwlueth@nmt.edu

REQUIRED SOFTWARE FORMATS

Late papers may not be published. Cost-effective publication requires articles and road logs to be edited and totally formatted prior to submission to the printer in the early summer.

The required word processing format, for either the Mac or PC, is Microsoft Word.

NMGS now requires that all illustrations (line drawings and pictures), tables, and appendices be received electronically in addition to two hardcopies. For illustrations, NMGS is responsible only for scaling and margins. **Please submit figures in TIFF, encapsulated postscript (EPS), and native formats.** If fonts other than Ariel (Mac users, please avoid Helvetica) or Times are used in the figure, please include a folder of fonts. Preferred programs include Adobe Illustrator and Macromedia Freehand. Canvas files **are not always** compatible with most typesetting systems. **Tables and Appendices may be submitted in Microsoft Word (preferred) or Excel.** Please make sure that your files are converted and readable (i.e., proof your diagrams) by other programs (and if possible by other computers). If other formats/programs are being considered, check with the NMGS Managing Editor: Virgil Lueth, NMBGMR, 801 Leroy Place, Socorro, NM 87801, email vwlueth@nmt.edu; phone 505-835-5140.

REVIEWS

It is the responsibility of the author(s) to have the manuscript of a regular paper reviewed by two reviewers prior to final submission on or before the announced deadline. Please respect the review process. Only request professional peers, of known expertise with the subject of the paper, to provide scientifically rigorous reviews. In addition authors may submit names of two reviewers (preferably from outside of the author's institution)

for consideration by the editors. The author-solicited review should be completed on a NMGS review form and must accompany the completed manuscript. Please note that the editors reserve the right to select reviewers, or add reviewers, not suggested by the author. Minipaper review is by the editors; no outside reviews are needed.

GUIDEBOOK PAGE LAYOUT

Length for a regular paper

Regular papers are limited in length to 10 printed (formatted) pages, including figures (approximately 20 double-spaced pages; estimate quarter page per figure or table). **Longer papers must be discussed with the editor and may require page charges.** Short regular papers may be inserted in the road logs as a minipaper at the discretion of the editor. No fold-out pages or pocket plates will be accepted.

Manuscript page layout for a regular paper

Put senior author's name and page number in upper right corner. Double-space (left justified only) the entire manuscript, including references and figure captions. Leave one space between a punctuation mark and the next sentence. Margins should be 1" around the page. Minimum font size is 11 point. Do not make paragraph indentations with the space bar or use tabs, set indentations with your software.

Title

The title should be capitalized, be as brief as possible, and yet contain essential information of topic, age, and location.

Authors

Author's names occupy a line below the title, and are capitalized. List only one affiliation per author, with an address including a zip code. Provide an e-mail address only for the corresponding author. All affiliations are listed separately below the line with author's names.

Abstract

Each regular paper (but not minipapers) 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. In the manuscript, the abstract should follow the same rules as the rest of the manuscript.

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. The most important points to keep in mind when designing figures are:

- (1) 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**). Design the figure so that it has a compatible shape that can be reduced to fit the available space (photographic reduction to 50-80% will sharpen a drafted illustration). Please choose the smallest size possible to maintain legibility. We suggest that you submit two electronic copies of the figures, one full-page size and another to fit the appropriate column width.
- (2) 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. Please test the figures at their final size prior to submitting the paper. No borders are needed on simple figures, but they may help on maps or busy figures.

All illustrations (line drawings and photographs) are figures and should be numbered sequentially in the order in which they are **first** mentioned in the text. **Illustrations must be delivered on computer disks (CD-R <preferred>, 3.5-in. or Zip 100) and in hard copy accompanying the text. Please submit figures in TIFF, encapsulated postscript (EPS), and native formats.**

Black and white photographs should be clear, not too dark and have as much contrast as possible. Digital photographs are the preferred mode of submission. Send all photographs as TIFF images with a printing quality at least 300 dpi (min.) and 600 dpi (max). Regular photographs will be scanned and converted to digital format. Remember that some definition is lost in the scanning and printing process; a poor photograph will lose definition during scanning and will look worse in print. Formation contacts, names, symbols, etc., can (preferably) be labeled directly on the digital image. Standard photographs can be labeled either by, using black or white ink (no color or typed lettering), or they can be labeled on a hinged transparent overlay. Choose the color of ink and the location of lettering to maximize contrast. Crop photographs by trimming margins and excess sky or detail from photographs or marking excluded area with an overlay.

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

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

Tables

All tables should be sent as both digital files and hard copy. 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 bear 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. Below 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; and
- (4) historical data involving production figures, assay values, etc.

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) The word "Table" is never abbreviated.
- (3) 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.
- (4) 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‰).
- (5) 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.”

- (6) 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.
- (7) W1/2 SW1/4 sec. 14, T14N, R6W is the appropriate format for abbreviating section, township and range specifications.
- (8) For latitude and longitude, use the following format: 30°50'N, 106°40'W. Abbreviate compass directions only when preceded by numbers.
- (9) For strike and dip, use: 30°E 60°SE. Abbreviate directions only when preceded by numbers.
- (10) Do not use commas in 4-digit numbers (e.g., 1200), but use commas in 5-digit and larger numbers (12,500).
- (11) Abbreviate all measurements (e.g., 12 m; 3 cm; 5 min, 1/2 hr, 12 hrs; 1 yr, 14 yrs) when preceded by numbers.

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. These styles are built into most programs and should make formatting easier.

Reference Examples

Journal	Smith, J. M., 1989, Sedimentary basins in Upper Volta: Geological Society of America Bulletin, v. 62, p. 481–506.
Book	Bagnold, R.A., 1941, The Physics of Blown Sand and Desert Dunes: New York, Morrow & Co., 265 p.
Book article	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.
	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, 41st Annual Field Conference, Guidebook, p. 151–166.
NMGS Guidebook	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: N. M. Geological Society, 25th Field Conference Guidebook, p. 295-299.

- (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 figures(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, personal 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 authors, list alphabetically by first author and then alphabetically by second author as needed. For references with three or more authors, which will appear as 'Jones et al.' in the text, list chronologically by first author. 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).

Government or University Serial Publication	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.
Maps	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.
Open-file	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).
Thesis	Allen, C. D., 1989, Changes in the ecology of the Jemez Mountains, New Mexico [Ph.D. dissertation]: Berkeley, University of California, 346 p.
Abstract	Garrison, J. M. and McMillan, N. J., 1996, Origin of allochthonous 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.
Internet Postings	Oglebay-Norton, Inc., 2002, Form 10K to Securities and Exchange Commission: < http://www.sec.gov/Archives/edgar/data/1082816/000095013201000159/0000950132-01-000159-index.htm > (accessed on December 26, 2003).
Computer Publications	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.
In Press Reports Communications Unpublished	Smith, J. A., <i>in press</i> , The geology of Lucero Mesa: Journal of Sedimentary Geology. J. L. Jones (unpubl. report for Slicker Oil Company, 1990). [Cite in text only] J. L. Jones (personal commun., 1990). For both oral or written [Cite in text only] J. L. Jones (unpubl., 1990). [Cite in text only; includes articles in preparation and in review]

Footnotes and Appendices

Appendices should be used for large amounts of tabulated data, but should be avoided if page limits are exceeded (page costs apply). Use smaller type if needed.

Footnotes are only allowed in an appendix or a table. If you use an appendix, it follows the references section as a first order heading.

MINIPAPERS

- (1) Before submitting a minipaper, discuss it with the editor.
- (2) Short regular papers also may be put into the road logs as minipapers at the discretion of the editor. Minipapers have 1500-word and 1-figure limits. These limits are strictly enforced.

- (3) Abstracts are not used in minipapers.
- (4) References must be provided on a separate sheet for inclusion in the master road-log reference list and at the end of the minipaper.
- (5) Minipaper review is by the editors; no outside reviews are required but can be solicited by the author or editors at their discretion.
- (6) Reprints of minipapers will be available as a pdf file.

REPRINTS

No reprints are provided to the authors. All papers and minipapers will be posted on the NMGS public website after the conference as pdf files.