

# INSTRUCTIONS TO AUTHORS

## NEW MEXICO GEOLOGICAL SOCIETY

### FALL FIELD CONFERENCE

### GUIDEBOOK

2023

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 first 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 the individual(s) identified on the Call for Papers. If your copy does not meet these specifications, it will be returned to the author(s) for rewriting, if time allows, or will be rejected. Late papers may not be published.

#### REVIEWS

The review process will be handled by the guidebook editors, who will solicit external reviewers. Authors are asked to submit names of two or more reviewers (preferably from outside of the author's institution) for the editors' consideration, but final choice of the reviewers will be made by the editors. The deadline for submittal of papers for review is February 1, 2023.

#### 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) This year we are allowing figures to be in color.
- 2) We prefer figures that can be edited in Adobe Illustrator and saved either in native (i.e., Illustrator), eps, or tiff formats.
- 3) **Know and utilize the size and shape of the page** (18 x 24 cm). Figures should fit within one column (9-cm width) or full-page width (two columns, 18-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) Photographs can also be in color. 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.

- 8) Authors are responsible for ensuring all figures and/or photographs are properly credited and adhere to copyright use laws.

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 New 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

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) Lowercase 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, the new style for NMGS references is based on GSA guidelines, available at: [https://www.geosociety.org/documents/gsa/pubs/GSA\\_RefGuide\\_Examples.pdf](https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf)

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 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, pers. comm., 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 (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) List references alphabetically by author's 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).

- 9) As of 2022, NMGS became a Crossref.org member so that we can register Digital Object Identifiers (DOIs) for our publications. Part of our Crossref membership obligation is to supply DOIs, if present, on our reference lists. They provide a simple free tool that will find DOIs for uploaded reference lists (see: <https://apps.crossref.org/SimpleTextQuery>). If your cited reference doesn't have a DOI, please use the tool above to see if one has been assigned. Note that older publications, including all NMGS Guidebook papers and roadlogs, can have DOIs registered retroactively.
- 10) Crossref recommends that DOIs be displayed as a URL instead of the older "doi:" format (e.g. <https://doi.org/10.56577/FFC-72> rather than doi: 10.56577/FFC-72). Do not include a period after the URL, unless it is part of the DOI.

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) Names of publications and publishers are spelled out in full (except for U.S. in U.S. Geological Survey).

### Select Reference Examples

For all examples, see: [https://www.geosociety.org/documents/gsa/pubs/GSA\\_RefGuide\\_Examples.pdf](https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf)

<b>Journal</b>	Grauch, V.J.S., 2001, High-resolution aeromagnetic data, a new tool for mapping intrabasinal faults: Example from the Albuquerque Basin, New Mexico, <i>Geology</i> , v. 29, no. 4, p. 367–370, <a href="https://doi.org/10.1130/0091-7613(2001)029&lt;0367:HRADAN&gt;2.0.CO;2">https://doi.org/10.1130/0091-7613(2001)029&lt;0367:HRADAN&gt;2.0.CO;2</a>
<b>Book</b>	Mack, G.H., and Giles, K.A., eds., 2004, <i>The Geology of New Mexico</i> , Mack, New Mexico Geological Society, Special Publication, v. 11, 474 p. ISBN: 1-58546-010-9, <a href="https://doi.org/10.56577/SP-11">https://doi.org/10.56577/SP-11</a>
<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., <i>Sedimentary Modeling: Computer Simulations and Methods for Improved Parameter Definition</i> : 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., <i>Wyoming Sedimentation and Tectonics</i> : Casper, Wyoming Geological Association, Guidebook 41, p. 151–166.
<b>NMGS Guidebook</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, <a href="https://doi.org/10.56577/FFC-25.295">https://doi.org/10.56577/FFC-25.295</a>
<b>Government or University Serial Publication</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.
<b>Maps</b>	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 Report</b>	Smith, J.M., 1988, Stratigraphy of the Whattheheck area, New Mexico: U.S. Geological Survey, Open-file Report 654, 54 p.
<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 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.

**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:

<https://nmgs.nmt.edu/repository>. The editor will assign a unique repository number for each paper with a repository. 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 website as PDF files, usually just before the conference. All papers will be freely available to the public.