

REVISED PAPER CHECKLIST

How to get past Initial QC and back into review and create the perfect paper

Electronic Forms and Formats

- The current revision number **must** be at the top of your article file, Revision 1, etc.
- Manuscript is in Word or rtf file format; Tables also must be in Word, rtf, Excel or other editable format
- We **strongly** suggest that you *include Tables at the end* of your manuscript (in the doc file); this will greatly simplify the production process
- All authors are listed in manuscript information, with *correct* email addresses
- Deposit materials are in separate files
- Include reference to deposit material, including CIF, in the text
- If needed, your paper has *one* complete CIF. Info here:
http://www.minsocam.org/MSA/AmMin/CIF_info.html
- If uploading a rebuttal letter (required in most situations); choose that option for file type (not cover letter)
- Upload high-quality figures, fit for print, more information below.

Text Details

- Spell out all authors' first names (unless known in the literature by initials)
- Comply to our Instructions to Authors, <http://www.minsocam.org/MSA/AmMin/instructions.html> especially basic formatting: double-spaced, 8-1/2 x 11 page size, figures and tables at the end of the document, tables have their titles (not in a separate list)
- Check and comply with our Reference style
- Abstract* includes a sentence or two about the Implications section
- Implications* section is present; and you do not have concluding remarks/conclusions
- For simple subscripts, superscripts, stacks, overbars, or other simple notations, DO NOT use MathType or Equation Editor. If desired, add a note to typesetting to help us out.
- DO use MathType or Equation Editor for display equations or complex notation. DO NOT use inserted pictures.
- Use Symbol font for Greek characters, but not ordinary math signs
- Check that each table and figure is mentioned in the text, in numerical order

Figure Details

- Please consider the size of type on your artwork; will it be legible at 1-column size (3 inches)?
- Use a plain Sans Serif font (like Arial or Myriad Pro) for figure labels and lettering (part labels should be simple lowercase letters, no other punctuation required)
- Make sure **fonts are embedded** (this is crucial!)
- Do a visual check at 400% zoom that lines are smooth, not jagged and figures are acceptable quality to the naked eye
- Vertical axis labels should be turned sideways; see the website for sample artwork
- Use standard terms, styles, and symbols, *consistent with your text*.

References Checklist

- Spell out journal names fully
- Close up space between initials (Jones, B.H.)
- Put comma before "and" (Smith, J., and Brown, X.)
- Use no italic or bold fonts unless it is part of the source title
- Order is alphabetical for entire list
- For references with the same first author last name (initials do not matter in this case), sort alphabetically for 2 authors (Smith and Jones, followed by Smith and Mars). Sort single authors and 3+ authors chronologically (Smith 1999, 2000; Hess et al. 2007, 2013).
- Check that all references in the list are cited in the text and vice versa. Check that years and names match.
- Omit any reference from the list that is not published (including papers in review or preparation). Cite them in the text by last name followed by "personal communication", "in preparation" or "unpublished manuscript(data,etc.)" Year is optional in this case.