

The American Mineralogist Submission Process (For Authors)

STEP 1: Prepare your manuscript

- > **IMPORTANT:** Read our Info for Authors:
<http://www.minsocam.org/MSA/AmMin/instructions.html>
- > Ensure all authors agree to authorship
- > Obtain a working email address for each author

TIP: Use our helpful checklist!

http://www.minsocam.org/MSA/AmMin/Auth_Info/Submission_checklist_2014.pdf

STEP 2: Ready to submit

- > Go to <https://aminsubmissions.msubmit.net>
Chose preferred method:
[A] Manuscript, Tables, Figures in 1 big ZIP file (express option) OR
[B] Manuscript and Tables in one file; Figures as separate files. (Tables can be a separate file if that is easier)

Don't forget to include a CIF if needed

CIF info:
http://www.minsocam.org/MSA/AmMin/Auth_Info/CIF_info.html

STEP 3: Wait for Initial QC to be completed

- > Make corrections as requested by the editorial office.
- > You will receive an email confirmation.

STEP 4: Editor evaluates paper

- [A] Editor either rejects or assigns paper to an Associate Editor (AE)
- [B] AE may choose to peer review, or recommend rejection, returning the paper to the Editor

**AE decision outcomes:
[A] AE sends the author a detailed revision letter**

STEP 5: Peer review process

- > AE invites and manages Reviewers
- > Tech team reviews the CIF if applicable
- > When reviews are in, AE evaluates for initial decision (see black box)

[B] AE sends the editor a recommendation to reject

STEP 6: Upload your revised manuscript

- > Figures as separate files. Manuscript and Tables in one file; Tables can be a separate file if that is easier.
 - > Revise CIF if requested by editor (or if changes are needed, make this clear to your AE)
- TIP: Use the revision checklist
http://www.minsocam.org/MSA/AmMin/Auth_Info/Revision_checklist_2014.pdf

STEP 7: Wait for QC to be completed

- > You will receive an email confirmation, just as before, but the AE is also directly notified.

STEP 8: AE evaluates the revised manuscript

- > Potential outcomes (more than one possible): [A] Further peer review; [B] Another round(s) of revision; [C] Tech team re-reviews the CIF; [D] Acceptance recommended to Editor; [E] Rejection recommended to Editor

STEP 9: Receive final decision from the Editor

Thank you for submitting your paper to American Mineralogist.