How to Submit to American Mineralogist *Updated*

Our full manuscript preparation guidelines are available at http://www.minsocam.org and should be consulted. There is also a handy list of our abbreviations and other style information available on the web site.

1. Go to http://minsocam.allentrack.net—be sure cookies are on and Java enabled. Use the most recent version of Netscape, Explorer, Safari, etc. Register and then log in and see your "home page" in our system. Note that you can update your profile (address, phone, email, password) at the bottom at any time.

2. Read all the information for authors….or at least print out the basic submission information *before* pressing that "continue" button!

3. Submitting a paper on-line basically boils down to uploading files and while they are transmitting, typing in (or cut-and-pasting) some basic information.

Advantages of the tab-based system

(A) The new look is very compact, less scrolling down or across.

(B) In general, minimized waiting times since the Merge File is created while you fill in the rest of the Manuscript Info. (There can still be an initial wait for the files to upload, but you can normally use your computer for other things while this happens.)

(C) The file order is more automatic now, and when it needs changing there are up and down arrows –for example, you see the file you want to be first rise to the top as you click the appropriate up arrow.

(D) Each tab-based screens has a guiding "next" button below, to guide you easily through the process. (But you can save and finish later as well, and then "tab" to where you left off!)

A Quick Guide to the Tab-based Process

4. *Upload your files first.* Using the Choose File button and select each file you need one by one. (Remember your "CIF" file!) When all the files are in a list, *press the Upload Files button*. There is a pause at this point while the files upload; a progress bar appears. You do have to wait until this finishes. My experience is this is fast; but it depends on your file size and connection, the activity on the net, the humidity….. When this is complete, then "next" button will appear below this. Click it. It will take you to File Type, then File Description, then File Order, in which you move files via up and down arrows if necessary. It is crucial in File Order to press the very small button that says "Please check here…." This triggers the system to create the merge file (for the editors and reviewers) while you go on to Manuscript Information!

5. *Then cut-and-paste in the author and paper information.* Have all the contact info for your co-authors ready – names, emails, address, phone, fax. If you are working with them, you should have this info! Just do the best you can with our basic format for addresses and other contact data and put in "none" if some required field does not apply to your situation. Do NOT put in the corresponding author as a contributing author – of course he/she is a contributing author. Note that the order of authors has nothing to do with publication. That is based on your text. Nor does formatting really matter in the abstract box – this is for the database and editors to use.

6. *The 3rd section is Validate:* Any error messages that did not arise and get fixed previously will show here. Most likely everything will be fine!

7. *4th and final section: Submit!*

8. So 4 sections, each with tabs, and you are guided by a "next" button once the files are uploaded? Is it really that easy?

9. Yes! At least we hope so, and we're here to help at editorial@minsocam.org if you do have questions or a special situation. Instructions with MUCH more detail are available on the web site!