

## How to Submit to American Mineralogist

Our full manuscript preparation guidelines are available at <http://www.minsocam.org/msa/AmMin/Instructions.html> and should be consulted. Also find a list of our abbreviations and other style information. Author information can be found on the inside back cover, if you have the print version of the journal.

1. Ready to submit the paper: the file is finished, you have contact info for all co-authors, etc.? Then go to <https://aminsubmissions.msubmit.net> -- be sure cookies are on and Java enabled and no firewall blocks you. Use the most recent version of Firefox, Explorer, Safari, etc. Register on our site if a first-time user 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 info....or at least print out the basic submission information *before* pressing that “continue” button!
3. Submitting a paper online basically boils down to uploading files and, while the merge file creates in the background, typing in (or cut-and-pasting) some basic information.

### A Quick Guide to the Tab-based Process

- *Upload your files first.* Using the Choose File button and select each file you need one by one (normally the complete manuscript including tables but not figures or deposits is the first file; then each figure file, then deposits (data sets, .mov for video files, data in “CIF” format, etc. 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; it depends on your file size and connection, the activity on the net, your firewall, the humidity.... When this is complete, then the “next” button will appear below this. Click it. You go to File Type (e.g., .doc files or .txt or whichever type it is—match the extension), then File Description (“Figure 1”, be brief), then File Order (in which you move files via up and down arrows if necessary). It is important 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 via the “next” button.
- *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! Each author will be sent a letter to confirm their agreement to the authorship, so do not honor someone with authorship—they must agree to it.

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 duplicate the corresponding author as a contributing author. Note that the order of authors in the database has nothing to do with the published order—the published order will follow the manuscript file and the eventual proof. Formatting can be plain in the abstract box or you can use the tools for symbols and formatting.

- *The 3rd section is Validate:* Any remaining error messages will show up here. Most likely everything will be fine! Approve files as indicated.
- *4th and final section: click Submit!*

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

Yes! At least we hope so, and we’re here to help at [peer\\_review@minsocam.org](mailto:peer_review@minsocam.org) if you do have questions or a special situation. Instructions with more detail are available on the web site!

