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

2. 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.

Why did you change to a tab-based submission process?

(A) The old page was quite "long" requiring authors to scroll down to proceed, which was often very confusing. The new look is very compact.

(B) Everyone complained at having to wait for files to upload, or having to come back later to check on them. The new system, in general, ought to minimize waiting times since the Merge File is created while you fill in the rest. The initial file uploading wait time varies with the size of your files, but in general should be faster.

(C) Giving each file an ordinal number was extremely time-consuming. The numbers are automatic now, and order is changed via 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) Tab-based screens, with the guiding "next" button below, are considered to be the most user-friendly design available.

Change is hard, but ultimately we are confident that this change, along with author feedback for improvements, is going to lead us in the right direction.

A Quick Guide to the Tab-based Process

3. *Upload your files first.* Using the Choose File button and select each file you need one by one. 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 connection, the activity on the net, the humidity….. When this is complete, the "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 and not by tediously re-numbering. It is crucial in File Order to press the small button that says "Please check here…." While the merge is being made you go on to Author and Paper Information!

4. *Then upload 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 here 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.

5. *The 3rd section is Validate:* You can change or add missing author and paper info. In Approve Files, the files appear in a list and you click on each PDF file, and then check the approve box. If the list doesn't appear, read the error message and click the button. For example, you might need to add a *file type*, then use the "next" button, and add the *file description*, then the "next" button and re-approve (fix if necessary) the *File Order* to rebuild the merge file. Then back to Validate.

6. *4th and final section: 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?

7. 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!