

NEW PAPER CHECKLIST

What to do to create a perfect paper

Electronic Forms and Formats

- Choose the correct paper type (Regular for most articles), special section if applicable
- Manuscript is in Word or rtf file format; Tables also must be in Word, rtf, Excel or other editable format
- All authors are listed in manuscript information, with *correct* email addresses (required for authorship verification)
- Cover letter (required)* explains the significance of the paper and/or puts it in context of Earth Science as a whole, unless you have used Manuscript comment and/or Press release info box and have no more to add
- Copy & paste the abstract into the box provided on the web site.
- Deposit materials are in separate files (tables to deposit are in excel/spreadsheet format)
- Include reference to deposit material, including CIF, in the text.
- If needed, your paper has *one* complete CIF. Info here:
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- If you prefer to upload just one file (rapid initial submission, more involved revision process), insert Figures after Tables in the doc file.

Text Details

- Spell out all authors' first names (unless known in the literature by initials; let us know this in comment box or cover letter)
- We suggest that you *include Tables at the end* of your manuscript (in the doc file)
- 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)
- 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).