

INSTRUCTIONS TO BULLETIN AUTHORS

INSTRUCTIONS TO BULLETIN AUTHOR

The AAPG Bulletin is designed for the dissemination of information on the geology and associated technology of petroleum, natural gas, and other energy mineral resources.

MANUSCRIPT SUBMITTAL

First Submission: Format your manuscript using double-spaced lines and 12-point type, and organized as described under **Manuscript Preparation**. Manuscripts may be submitted online (recommended) or print or both, as listed below. Be sure figures and tables are numbered. If possible submit manuscripts with lines numbered.

Online: Submit your entire manuscript through the Rapid Review tracking system (www.rapidreview.com).

Print: Print and/or copy your manuscript on only one side of each sheet. Send one copy of the printed manuscript (text, figures, and tables) and the computer files on CD to AAPG Bulletin Editor, MS Submission, AAPG, 1444 S. Boulder Ave., Tulsa, Oklahoma 74119-3604. Headquarters staff will enter your contact information into Rapid Review and upload your files.

Online and Print: Complete the online submittal forms through Rapid Review (www.rapidreview.com), but mail your manuscript using the Print submittal instructions.

MANUSCRIPT REVIEW

The AAPG Editor makes the final decision concerning the acceptance or rejection of a paper. Manuscripts are reviewed by two or more referees for technical merit, quality of scientific content, and utility of the results for practicing geologists.

SUBMISSION TYPES

Articles are papers of major extent and contain detailed geologic data that support original interpretations or methods. Submitted article length should not exceed manuscript or PDF 50 pages, including double-spaced text, figures, and tables.

E&P Notes are short, timely, general interest papers focused on current exploration plays and practical field descriptions to improve recovery. Submitted article length should not exceed 20 manuscript or PDF pages, including figures and tables.

Geologic Notes are brief, timely, and of general interest. Geologic Notes are not to exceed 20 manuscript or PDF pages, including figures.

Geohorizons papers focus on current technical methodologies. Geohorizons papers are not to exceed 20 manuscript or PDF pages including figures and tables.

Discussions and Replies pertain to articles published in the AAPG Bulletin. They are brief, to the point, and are not to exceed 4 manuscript pages including figures and tables.

Memorials are not to exceed 800 words. Longer text is subject to approval by the AAPG Editor. Email asharrer@aapg.org or phone (918) 560-2671 for more information.

MANUSCRIPT PREPARATION

Sections: Organize manuscripts as follows: • Title • Author(s) and address(es) • Acknowledgments • Abstract • Text • Appendix(es) • References Cited • Figure captions (separate sheet) • Figures and Tables (separate from text)

Manuscript Parameters

- Use metric units of measure with the English unit equivalent in parentheses or, conversely, English units with metric equivalents in parentheses. Laboratory measurements do not require conversions.
- Do not use abbreviations except for units of measure.
- Limit the use of acronyms. Please define all acronyms and non-standard abbreviations used within figures and tables in each figure caption and table footnote.
- Cite figures in numerical order.
- Cite all references and include complete information for each citation in References Cited section.
- Limit the length of the abstract to no more than 250 words.
- Follow the North American Stratigraphic Code (see the AAPG Bulletin, v. 89, no. 11, p. 1547-1591, or online at <http://ngmdb.usgs.gov/Info/NACSN/Code2/code2.html>).

References Format

- Order references alphabetically. Order multiple listings by the same author(s) by date (earliest first).
- Single author journal article: Author's last name, initials, year, title of paper: full name of journal, v. x, p. xx-xx.

- Single author chapter or paper in a book: Author's last name, initials, year, chapter title, in editor's or compilers initials, last name, book title: city of publication, publisher, p. xx-xx.
- Single author book: Authors last name, initials, year, book title: city of publication, publisher, xxx p.
- Multiple authors: First author's last name, initials, initials and last name of second, third, etc. authors, year, etc.
- Maps: Author's or compilers last name, initials, year, map title: city of publication, map publisher, map scale, number of sheets.
- Computer programs on disk: Organization name, year, program name, version number: city of distributor, name of distributor.
- Internet: Author name(s), year of publication or last revision (if known), title of document, title or complete work (if applicable), URL, date of access.
- Work submitted or in preparation: Cite as personal communication.
- Please supply DOI numbers with all references when available.

PERMISSION/COPYRIGHT

The author must obtain permission to use previously published illustrations. Submit a letter of permission from the copyright holder with the manuscript before editing begins. A form to request permission is available on the AAPG Publications Web site.

ARTWORK PREPARATION

- For digital guidelines see "Electronic Submission Guidelines."
- Identify all figures by number.
- Submit final figures on CD, disc, or as high-quality laser prints.
- Submit color photographs on photo CD (scanned at 300 dpi).
- Submit black and white photographs as images scanned at 300 dpi.
- Oversized or color figures are published at the expense of authors; authors will be invoiced.

Scales/Axes

Figures must include scales. Axes must be labeled on graphs.

Maps, Cross Sections, and Seismic Lines

Only countries that are recognized by the United Nations (see www.un.org/Overview/unmember.html) may appear on maps published in the Bulletin. Each map should contain a scale bar, north arrow, and a sufficient number (minimum of one set at or near each extremity) of coordinate (latitude, longitude) points to position, orient, and scale it, unless its sole purpose is to locate in general terms a larger scale map.

Each cross section and seismic line, as proprietary considerations allow, should be located on a map with the above basic information. If known, projection and geodetic datum information should be included. Satellite imagery, orthophotos, and similar metric photography should also be treated as maps. Authors are encouraged to submit, as supplementary documents, their maps originally prepared using the Geographic Information System (GIS) in a widely used geocoded file format (e.g., Arc Info, GEOTIFF).

AAPG Datashare

Authors of AAPG Bulletin articles or book chapters may share data files related to but not necessarily included in articles. Large data sets, spreadsheets, and oversized or animated images may be placed online on the Datashare page and can be accessed at <http://www.aapg.org/datashare/index.html>. The material will be referenced in the printed article and linked in the online version.

GALLEY PROOF

No content changes are allowed at galley proof stage.

PAGE CONTRIBUTIONS

Because of continually increasing publication costs, financial contributions to the Bulletin from its authors are of great assistance. Inability to contribute will not prejudice the editorial processing or publication of an article. If organizational funding is available, authors are urged to arrange \$150 per page contribution to the Bulletin. The actual cost of printing one Bulletin page is approximately \$400.

COVER PHOTOGRAPHS

The Bulletin considers good-quality digital images or 8×10 photographs, or digital images of geologic interest for the cover. Images should be approximately 300 ppi; the Bulletin cover is 8 inches by 10 ½ inches. Multiple submissions are welcome.

REPRINTS

In lieu of reprints, a PDF will be available to authors.

Authors are asked to submit new manuscripts online through Rapid Review (www.rapidreview.com), where they can track their manuscripts from submission through acceptance.

Preparing computer files in one of the preferred computer applications increases the likelihood that graphics will be rendered correctly. Success in translation depends upon the complexity of the document. If submitting by mail, please also provide high-quality laser prints for scanning in case translation problems occur. Do not provide graphics in word processing programs.

Low-resolution files may be submitted for reviewing purposes but final files for print production must be high resolution. It is best to create high-resolution graphics and then generate a low-resolution version for Web review purposes. Low-resolution graphics transmit faster. Keep in mind that once the illustration is created, resolution can be decreased but not added.

SUBMISSION FORMATS

For detailed information see <http://www.rapidreview.com/AAPG2/GUIs/moreaboutfileformats.htm>

Text and Tables

Microsoft Word
WordPerfect
PostScript or PDF from TeX or LaTeX
RTF

Graphics

TIFF or EPS created from the following supported applications

Adobe Illustrator
Adobe PhotoShop
Corel Photo-Paint
Corel Draw
Claris Draw
Deneba Canvas
Macromedia Freehand
Powerpoint

Reviewing Purposes

All the previously listed applications plus
PDF
PostScript

FILE PREPARATION

Text

Save text files in their original application.

Tables

Save tables without rules and borders. Do not create or embed tables in the text file. Save each table as a separate file.

Graphics

- Save graphics files in the EPS format with a Macintosh preview (color preview for color files), when possible. Otherwise, use TIFF (color files as CMYKTIFF). Include native application files.

- Save graphics at the recommended resolutions for acceptable quality for printing. Resolutions in graphics files must be at least

1200 dpi for line art
300 dpi for gray scale
600 dpi for combinations (line and gray scale)
300 dpi for 4-color

- Do not use fonts to create patterns within figures.
- When graphics files are placed into other graphic files, both files must be provided for printing and editing. Please include the final combined figure and a separate file for each placed graphic.

- Send color proofs for illustrations that are to be produced in four color (CMYK).

- Avoid saving color graphic files in the TeachText or SimpleText applications.

- File compression is encouraged. Use either Winzip (Windows) or Stuffit (Mac), Do not use JPEG or LZW compression.

GRAPHICS NOTES/TIPS

All graphic files are converted to Photoshop TIFF, or Illustrator EPS format for publication in the journal. Once converted, text and patterns may change or disappear. Fonts may be substituted and patterns from CorelDraw, Canvas, or FreeHand may not match the original after conversion due to differences in the software availability of patterns for printing. During the galley review stage, authors must examine figures closely and point out any discrepancies that may change the figure meaning so the image can be scanned instead.

MEDIA REQUIREMENTS

Label your disk(s) with your name, contents, and the names of the applications and platform used. We can use (in order of preference)

- CDs and DVDs

If you have any questions about how to submit your digital text and graphics, browse the Rapid Review Web site (www.rapidreview.com/AAPG2/GUIs/moreaboutfileformats.htm) or contact Andrea Sharrer, AAPG Technical Editor, P.O. Box 979, Tulsa, OK 74105. Phone: (918) 560-2671; Fax (918) 560-2632; E-mail: asharrer@aapg.org.