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## GENERAL SUBMISSION REQUIREMENTS

People are expected to submit a paper if their abstract is accepted for presentation in the GCAGS sessions at the 2011 Annual Meeting, hosted by the Asociación Mexicana de Geólogos Petroleros (AMGP). Papers can range from extended abstracts (2-4 published pages with key figures included) to full manuscripts (up to about 10-12 published pages). Submissions of full manuscripts are encouraged.

**Please follow all guidelines exactly!** Authors' failure to follow format instructions in the past has cost GCAGS time and money. Manuscripts not following guidelines will be returned immediately for format correction. **All submissions of final edited manuscript and illustrations must be received by the 26 June 2011 deadline.**

### ABSOLUTE DEADLINES:

Manuscript first draft deadline is 15 May 2011. Make sure that you have time for manuscript revisions by submitting your initial manuscript for review early. A separate communication will be sent out as soon as the manuscript submission site is available.

Final edited manuscript submission – 26 June 2011

The GCAGS Editor must receive the FINAL VERSION OF THE EDITED MANUSCRIPT AND ILLUSTRATIONS by this final deadline. Due to the small GCAGS staff we would appreciate if you would submit your manuscripts as early as possible. This is a FIRM deadline.

### COPYRIGHTED OR PROPRIETARY INFORMATION:

It is the obligation of the author(s) to secure necessary written permissions to use copyrighted and/or proprietary information AND to include copies of those permissions with submitted material. This primarily applies to (but is not limited to) illustrations from other sources and includes seismic data. For use of material direct from other sources (e.g., AAPG, SEG, etc.), the particular society/organization may have a fair use policy easing the requirements--you can generally find such policy on their website and inform us as to what that policy may be. For permission to use previously-published GCAGS material, please send request for permission to James Willis, GCAGS Managing Editor and Publisher, at [odyssey\\_intl@msn.com](mailto:odyssey_intl@msn.com). For public domain material (e.g., government agencies, including the Texas Bureau of Economic Geology), please note that while written permission may not be a requirement because of the public domain status it is still appropriate and appreciated by the authors to request reproduction of that material.

The editors will reject any material that they suspect does not meet these conditions.

#### INITIAL SUBMISSION:

Electronic submission to the established website is preferred (again this information will be provided via separate communication shortly). Please follow instructions that will be provided for submitting your paper. If you have questions or problems, please contact either of the chairs and editors.

juan.antonio.cuevas@pemex.com

jmenesesrocha@gmail.com

mgrajal@imp.mx; manuel.grajales459@gmail.com

odyssey\_intl@msn.com

Electronic submission. Please place a digital version of manuscript and illustrations onto the website and follow instructions and your user name and password that will be provided via an upcoming email communication. It is very important that you adhere to the formatting guidelines given below in this document when preparing your manuscript.

#### EDITING PROCESS:

Following review by editorial staff, you will be contacted via e-mail, as necessary, to make editorial changes. Communication via e-mail and through the website is preferred during the editorial process. Communication will be made solely to the contact person listed on submitted abstracts.

#### AUTHORS WITH MULTIPLE PAPERS:

Please treat each paper separately with separate file folders on the website submission site. All submissions will be listed separately in your separate folders.

#### FINAL SUBMISSION:

Following final corrections and approval, you will be required to submit all material in the digital format outlined below. Final submissions will be uploaded onto designated website.

#### SUBMISSION FORMAT:

Detailed format instructions follow these general instructions. You are expected to submit all digital files in the appropriate format or your manuscript will be immediately returned for correction. **Please do not try to create your own format! Basically for digital files we want a single-spaced document, left-justified only, 12-point Times New Roman, without any tabs, indentations, etc.** Most questions/topics should be addressed in the following pages, but if you have any format/style questions you may refer to the 2006-2010 GCAGS Transactions as a model and please contact James Willis at [odyssey\\_intl@msn.com](mailto:odyssey_intl@msn.com) for additional information/guidance.

#### PAPER LENGTH:

Following all required guidelines of formatting, your printed copy, including all text, figures, etc., should not exceed 22 or so pages. THIS IS NOT THE FINAL NUMBER OF TRANSACTIONS PAGES!! Submitted printout copies that exceed 25 pages will be rejected solely on the basis of length. With the above format, this is a manuscript of about 50,000 characters including punctuation and spaces. This does not include spaces for illustrations, charts, maps, tables, or figures. A half page figure counts as 2,700 characters and a full-page figure counts as 5,400 characters. Use your word processor character count feature to determine the length of your manuscript before submitting.

## GENERAL DIGITAL FORMAT OF ALL TEXT MATERIAL

- **DIGITAL FILE TYPE:** All text (manuscript text and figure captions) must be submitted in Microsoft Word format. No exceptions.
- **FONT:** All text must be 12-point Times New Roman.
- **TEXT STYLE:** All text must be normal text—NO bold, ALL CAPS, italics, underlining, etc. Should such options be necessary (e.g., italicization of paleontological names, special emphasis, etc.), do not change the text from normal text but rather please place the word Flag and request/explanation in square brackets—e.g., “...the H<sub>2</sub>S [Flag: Subscript 2] levels...,” or “...preservation of *Bigenerina humblei* [Flag: Italicize *Bigenerina humblei*]...” This will ensure that your formatting will be preserved, as editors can search “flag” and find all such locations quickly. NOTE: IF YOUR PAPER CONTAINS A LARGE NUMBER OF FLAGS (e.g., numerous occurrences of CO<sub>2</sub> or other obvious ones, you can place a general Flag before the Abstract advising the publisher to check throughout, without having the “flag” each individual occurrence).
- **JUSTIFICATION:** All text must be left-justified.
- **MARGINS:** Set all page margins to 1-in, top, bottom, left, and right.
- **NO TABS/INDENTATIONS:** No tabs or indentations whatsoever. This includes paragraphs. Sole exception will be for indication of heading levels, but spaces will be used rather than tabs or indentations (see comments below under Manuscript Text Format).
- **NO EMBEDDED FIGURES/TABLES:** Do not embed anything into your text document. All illustrations, captions, and tables must be submitted as separate files.
- **LINE SPACING:** All text must be single spaced in all digital files. Please note that this differs from submission of paper copies in which an overall double-spacing to the manuscript will be applied during initial submission (see comments below).
- **PARAGRAPH SPACING:** Please use a double “Hard Return,” to separate all paragraphs and headings—one “Hard Return” (the key “Enter” on most computer keyboards) ends the paragraph, and the second will add a single blank line between the first paragraph and the next.
- **SPACING AFTER PUNCTUATION:** Please use two spaces following sentence-ending periods (not for abbreviations, Fig. 1, p. 23, et al., etc.), colons, exclamation points, and question marks. One space to follow commas and semicolons.

- **MEASUREMENT SYSTEM:** All units (in manuscript text, figure captions or illustrations) should be either in the English and/or Metric measurement system. You can use only English, only Metric, or Both. If both, please add the English or Metric equivalent in parentheses following your preferred unit. Be consistent! Note that some common usage in the oil and gas industry may not have an easy metric equivalent (e.g., MMBO, in cases like that do not force a metric equivalent if the standard is English, or vice versa). Note, use approximate equivalents where the original measurement is also approximate, as in “The unit is about 1,000 ft (300 m) thick” not “(304.8 m) thick.”
- **ABBREVIATIONS:** Use standard abbreviations where appropriate, e.g., ft, in, mi, etc. Note that many do not include periods (for inch, either in or in. is acceptable, with period often being used to avoid confusion with the word “in”). If in doubt, consult a dictionary. For nonstandard abbreviations, please spell out at its first use followed by abbreviation in parentheses, but thereafter use only the abbreviation.
- **QUOTATIONS:** In general direct quotes are not appropriate in scientific writing, and are used only when absolutely necessary. Paraphrase instead.
- **GRAMMAR/STYLE/ETC.**—Refer to the MLA Handbook for Writers of Research Papers and appropriate dictionaries. Please save the editors some time and effort by having a capable friend or colleague review your paper prior to submission.

## MANUSCRIPT TEXT FORMAT AND ORGANIZATION

- **GENERAL:** For general text formatting, follow the directions above within General Digital Format of All Text Material.

- **FIGURE REFERENCE:** For figure reference in primary manuscript text, please follow the guidelines below:

- Figure references must be in numerical order. You must refer to Figure 1 in the text before or at the same time as Figure 2 and so forth.

- If used within sentence, write out the word Figure, with Figure capitalized—e.g., “The fault highlighted in Figure 1 exhibits ....” If used at end of text, place in parentheses and abbreviate as Fig.—e.g., “Most faults exhibit a concave-downward geometry (Fig. 3).”

- If referring to multiple illustrations use Figures—e.g., “...faults indicated in Figures 2 and 5...”—or use Figs.—e.g., “...downthrown block of the faults (Figs. 2 and 4)...”. If referring to three or more consecutive figures at the same time, use a hyphen—e.g., “...Figures 2-4...” or “...(Figs. 2-4).”

- If illustration has multiple parts refer to them as #A, #B, etc., using only capital letters, no hyphen— e.g., “...Figures 3A and 4B...”. Please note that an accompanying capital letter must be placed on the figure itself to delineate each individual component.

- **PAPER ORGANIZATION:**

**GENERAL:** Organize your paper according to this outline: Title, author name(s), author affiliation(s) and address(-es), heading level outline, abstract, text, acknowledgments, references cited.

**TITLE:** The title and author section should be formatted as follows:

### EXAMPLE

Biogenic Mounds and Associated Trace Fossils: Wolfe City Formation (Upper Cretaceous), North-Central Texas

William C. Dawson<sup>1</sup> and Donald F. Reaser<sup>2</sup>

<sup>1</sup> Texaco, Inc., 3901 Briarpark, Houston, Texas 77042

<sup>2</sup> Department of Geology, University of Texas at Arlington, Arlington, Texas 76019

Please note that all information in title is left-justified, flush with left margin, all the same font, and no special text (i.e., do not superscript author numbers, or in this case don't even Flag it, as we know to take care of this during final formatting and typesetting).

- **HEADING LEVELS:**

Please subdivide your paper into appropriate sections, labeled by headings, up to four levels of headings. All shall be left justified with spaces added as "pseudo"-indentations. **DO NOT USE ACTUAL INDENTATIONS OR TABS.** Note that to use a particular heading level, you must have at least 2 consecutive headings at that level.

HEADING LEVEL 1	(all caps, flush to left margin; hit enter twice before continuing with text block, or next lower level header)
Heading Level 2	(only first letters capitalized, add 5 spaces between left margin and heading text)
Heading Level 3	(only first letters capitalized, add 10 spaces between left margin and heading text; hit enter twice before continuing with text block, or next lower level header) Continue with paragraph text. (Only first letters capitalized, add 15 spaces between left margin and heading text; add a period after the heading text, then follow with paragraph text).

- **HEADING LEVEL OUTLINE:**

In addition to headings placed within the text, we require that, following the title and author information and before the abstract (a 1st-level heading itself), you provide a paper outline of all headings and subheadings. This is just a double check to make sure we get the heading levels right.

- Basically you can go through your manuscript and copy each heading line into a place between the author information and abstract. **THIS IS IMPORTANT TO ENSURE THAT HEADING FORMATTING IS CORRECT!**

- An example is shown below. Note that your heading levels and names will vary, but all FULL PAPERS will have first-level headings entitled ABSTRACT, INTRODUCTION, ACKNOWLEDGMENTS (spelled correctly with no E after the G!), and REFERENCES CITED. All FULL PAPERS will also have some form of body headings, and some form of summary and/or conclusions heading.

- If paper is ABSTRACT only, it will only have ABSTRACT, no additional headings, no references, no. figs., etc.

- If paper is an EXTENDED ABSTRACT, it will have a first-level heading entitled EXTENDED ABSTRACT, additional body headings if necessary (No Introduction however), and can include tables, figs., references, etc.

Title information

Author name(s)

Author information(s)

ABSTRACT

INTRODUCTION

METHODS

    Core Analysis

        Porosity and Permeability

        Yield Strength

    Log Analysis

        Calibrations and Corrections

        Tri-Plots

PETROPHYSICAL RESULTS

SUMMARY AND CONCLUSIONS

ACKNOWLEDGMENTS

REFERENCES CITED

ABSTRACT

And here you begin your abstract text....

## REFERENCE GUIDELINES

It is the author's responsibility to make sure that all references in the text, tables, and figures are cited in the References Cited section at the end of the paper, and to make sure that all listed references in the Ref. Cited section are in fact cited within the paper!

### • REFERENCES CITATIONS AT END OF PAPER:

GCAGS uses a reference style very similar to that of AAPG. You can follow AAPG style with the following exceptions: We add a space between author initials--AAPG, Smith, A.B.; GCAGS, Smith, A. B.), we spell out all journal names, and double space after all colons. Some reference examples are as follows. If in doubt, refer to the AAPG

guidelines at <http://www.aapg.org/pubs/guidelines.cfm>.

- **Single Author:**

Author's last name, initials, year, title of paper (**with the only the lead word of a title or subtitle, and proper nouns capitalized; all other words in title are lower case**): name of journal (**SPELL OUT FULLY**), v. #, p. X-XX. Use no. (for issue number) only if each issue is separately paginated from other issues--note that most journals are now continuously paginated from issue to issue and the use of no. becomes extraneous.

**Ex.** Prather, B. E., 2003, Controls on reservoir distribution, architecture and stratigraphic trapping in slope settings: *Marine and Petroleum Geology*, v. 20, p. 529-545.

- **Multiple Authors:**

Senior author's last name and initials, initials and last names of additional authors, year, etc. IF MORE THAN 10 AUTHORS OR EDITORS, you can put the first author name followed by "and 11 additional authors" or whatever the amount of extras may be. Rank by author first, then by year:

**Examples.**

Smith, A. B., 1974, etc.

Smith, A. B., 1981, etc.

Smith, A. B., and C. D. Smith, 1978, etc.

Smith, A. B., C. D. Smith, and E. F. Smith, 1977, etc.

Smith, A. B., C. D. Smith, and E. F. Smith, 1979, etc.

Smith, A. B., et al., 1972, etc.

**Ex.** Wilkinson, B. H., and R. A. Basse, 1978, Late Holocene history of the central Texas coast from Galveston Island to Pass Cavallo: *Geological Society of America Bulletin*, v. 89, p. 1592-1600.

- **Authors whose work appeared in large non-journal publications: Note the inclusion of the publisher location.**

**Ex.** Smith, A. B., 1974, My favorite rocks—a love story: *Rocks of the French Riviera*: Anyold Press, New York, New York, 510 p.

**Ex.** Vail, P. R., 1987, Seismic stratigraphy interpretation using sequence stratigraphy: Part 1. Seismic stratigraphy interpretation procedure, in A. W. Bally, ed., *Atlas of seismic stratigraphy: American Association of Petroleum Geologists Studies in Geology* 27, Tulsa, Oklahoma, p. 2-14.

**Ex.** Soil Testing Engineers, Inc., 1991, Report of geoscience investigation class I

landfill site Georgia-Pacific Port Hudson mill: Report prepared by Soil Testing Engineers, Inc., Baton Rouge, Louisiana, for Georgia Pacific Corp., Zachary, Louisiana, 29 p., plus tables, figures and appendices.

- **Authors whose work appeared in a website:**

**Ex.** Carr, T., and P. Gerlach, 2001, Update on horizontal drilling in Kansas current status and case histories, <<http://www.kgs.ku.edu/Class2/horz05092001a/index.htm>> Accessed April 20, 2010.

**Ex.** Dawson, W. C., and W. R. Almon, 2006, Shale facies and seal variability in deepwater marine depositional systems: American Association of Petroleum Geologists Bulletin Search and Discovery Article 40199, <http://www.searchanddiscovery.net/documents/2006/06052dawson/index.htm> Last accessed August 30, 2010.

• **REFERENCE CITATIONS WITHIN TEXT:**

- Within sentence, use format such as “Smith and Jones (1999) stated that....” **Notice past tense (“stated”), since the paper was written in the past!**

- At end of sentence, place entire reference within parentheses as follows: “...exhibit high oil-to-gas ratios (Smith and Jones, 1999).”

- **THREE OR MORE AUTHORS:** Use et al., rather than “and others”—e.g., “Jones et al. (2000) determined that...” Note that et al. is now considered to be a part of the formal English language and does not require italicization. Note that et (complete word) has no trailing period, whereas al. (abbreviation for “alii”) does.

**When in doubt refer to the AAPG guidelines:**

<http://www.aapg.org/pubs/guidelines.cfm>

## ILLUSTRATION GUIDELINES

- **FILE FORMAT:**

It is required that all illustrations be digitally in one of the following format: TIFF and/or BITMAP (300 dpi minimum). JPEGs are NOT ACCEPTABLE! Any other formats invariably cause problems, and what you think will be printed may not be printed—and any other formats, including PowerPoint, will not be accepted. It is your responsibility to get your illustrations into a proper format—though if you have questions regarding a specific application, please contact the format editor, James Willis at [odyssey\\_intl@msn.com](mailto:odyssey_intl@msn.com), and he should be able to help you directly or forward your question to someone who can. **EACH FIGURE MUST BE SAVED AS A SEPARATE FILE AS DESCRIBED BELOW UNDER FILE SUBMISSION DETAILS.**

- **SIZES:**

Figure sizes (don't forget that figure captions take up space too) should not exceed 8 inches in height nor 6.25 inches in width. Landscape options are available.

- **RESOLUTION:**

Resolution should be 300 dpi minimum for TIFF images—lower is grainy, higher than 600 dpi probably unnecessary. It is better to set the figure size first, then set the resolution (often during export).

- **SCANS:**

Only high-quality scans will be accepted. They must be properly cropped, oriented, “cleaned-up,” referenced, etc.

- **EXTRANEIOUS INFORMATION:**

Do NOT include author name(s); company name(s)/logo(s); Figure label, except A, B, C, etc. if appropriate (the figure is labeled in the caption); extraneous white space.

- **BLACK-AND-WHITE VERSUS COLOR:**

Because the CD-ROM will be produced in color, we recommend submission of color illustrations. However, the printed copy will be produced in B&W, thus you should print out a copy of your color illustration to be sure that colors reproduce in legible B&W tones. We will accept only one copy of an illustration, preferably color.

## FIGURE CAPTION FORMAT

- For general text formatting, follow the directions above within General Digital Format of All Text Material.

- All figure captions will be placed in a separate file from the manuscript text. See section below on file submission and naming convention.
- The word “Figure” will be spelled out, followed by the figure number, then a period, two spaces, then caption text—e.g., “Figure 1. Map of study area...” Often a figure caption will include a reference; use reference citation guidelines under Manuscript Text Guidelines and Organization.
- If figure has been modified from another source, you are still required to cite the original references. Note that “(from Smith, 1990)” indicates direct re-use of Smith’s figure (with appropriate copyright permission) and “(modified after Smith, 1990)” indicates that the figure has been modified.

### TABLE GUIDELINES

- We will accept tables in either Word or Excel format only. If this poses a problem for you, please consult with the editor.
- The table should have a title or caption, much like a figure caption. Often this is treated as the first “cell” of the table. Alternately if you desire the caption to be separate, please submit an additional file with Table captions, following guidelines of the Figure captions.
- Make sure that the table dimension, including table caption, does not exceed 8 in by 6.25 in.
- As with illustrations, we require a printed proof copy of all tables, each on a separate page, clearly labeled.

## FILE AND PAPER COPY SUBMISSION

- **DIGITAL MANUSCRIPT FILE:**

- \* Please use the online submission process for your paper. In special cases you may e-mail your digital manuscript. Please put “2011 GCAGS-lead author’s last name” on the subject line of the email.

- \* Submit a digital version in Word format, entitled:
    - authorlastname1.doc if one author
    - authorlastname1.and.authorlastname2.doc if two authors
    - authorlastname1.et.al.doc if 3 or more authors.
    - If you have more than one paper, please add designator, e.g., “...paper2.doc.”
    - Be sure to change “authorlastname1” to the first author’s actual last name, and so on! If more than 3 authors, only list the first three. If author list is the same for more than one paper, we will have already provided you with a paper designation system.

- **DIGITAL FIGURE CAPTION FILE:**

- Submit a digital version in Word format, entitled: captions.authorname(s).doc Follow similar guideline as text file on author listing.

- **DIGITAL FIGURE FILES:**

- Submit a digital file in the appropriate format, size, and resolution for each figure, using a naming convention as follows: figure1.authorname(s), figure2..., and so on.

- **DIGITAL TABLE FILES:**

- Submit a digital file in the appropriate format and size for each table, using a naming convention as follows: table1.authorlastname1.authorlastname2.authorlastname3, table2..., and so on.

## FINAL EDITED MANUSCRIPT DEADLINE:

26 June 2011, 11:59 pm

**THIS IS AN ABSOLUTE DEADLINE!**