

CHECKLIST FOR AUTHORS

This checklist is not comprehensive. Please use the Instructions for Contributors for detailed instructions.

Formatting

- Pages are numbered, with author name, in top right-hand corner
- Pages are double-spaced with 12-point type and 1" margins
- Righthand margin is not justified
- Line numbers are removed for final submission
- Proper heading styles are used; if only two heading levels, use primary and tertiary headings
- First sentence of every paragraph is indented
- No extra space between paragraphs within a section
- Manuscripts are no longer than 50 pages including text references, tables, and figures.

Numerals, mathematical equations, statistics

- Spell out one through ten in text except with units of measurement
- Mathematical variables except Greek letters are italicized
- Statistical elements are italicized (*p*-value, *t*-test)

Geologic time

- Use Myr (Kyr) for range of time
- Use Ma (Ka, Ga) for time before present

In-text references

- All references cited in text are listed in Literature Cited
- No comma between author and date
- References are in chronological order
- References are separated by semicolon
- For multiple references by same author, dates are separated by commas

Literature Cited

- All listed references are cited in text and vice versa
- Correct formatting is used. See Instructions for Contributors
- Author initials precede surname except for first author
- Space between author initials
- Journal names are spelled out
- No space between colon and page range
- No boldface and italics except for Latin names in titles

Figures

- Placement of figures is indicated in text
- Figures meet minimum resolution standards
- Figures are in one of the acceptable file formats
- Figure parts are labeled with capital letter, sans serif font; all parts are grouped on one page
- Instructions for sizing are provided (one column, two column, full page)
- Instructions are provided for color figures (i.e., print color or grayscale).
- Figure captions are grouped together in separate section; caption is not included in figure
- Fonts are embedded in the file
- Figures design and layout is acceptable (e.g. not too crowded, acceptable fonts, etc.)

Tables

- Placement of tables is indicated in text
- Table captions are placed directly above the table
- Tables are in editable table format, such as Word table or Excel