

Guidebook Submission Guidelines

Please follow them carefully. Submissions that do not meet these requirements may be returned for revision.

1. Publication Format and Deadline

Guidebook

Format: Single, digital-only publication designed for use in the field.

Purpose:

- Serve as the primary field reference during the trip with information that can be used after

Content Includes:

- Field stop descriptions and maps
- Geologic context and interpretations
- Figures, tables, and supporting material appropriate for digital viewing

Length:

- Content should be concise and readable on a tablet or mobile device
- Final inclusion and length remain subject to editor discretion based on relevance and clarity

Submission Deadline:

- **All content due: July 31**

2. Previously Published Work

- If an article or paper has been published elsewhere, submit:
 - A **one-page abstract** summarizing the work
 - A **link or citation** to the full publication
- The abstract may be included in the Guidebook at the editor's discretion.

3. Document File Requirements (Main Text)

Submit **one Word document (.docx)** containing the complete article text.

Formatting (Required – Do Not Modify)

- Font: **Times New Roman**
- Size: **12 pt**
- Spacing: **Double-spaced** throughout
- Margins: Default Word margins (1 inch)
- Text alignment: Left-aligned only
- Page numbers: Automatic (do not manually type)

Required Structure

Use the following order and heading names (In bold):

1. **Title**
2. Author(s)
3. Affiliation(s)
4. **Abstract** (brief summary, required)
5. **Introduction**
6. **Geologic Setting**
7. **Field Stops** (use subheadings: *Stop 1, Stop 2, etc.*)
8. **Discussion** (optional)
9. **Acknowledgments** (optional)
10. **References**

Do not, add custom styles, or apply manual formatting. Subheadings are permissible, please references the Author Template for heading and subheading structure.

4. Figures and Photos

In-Text Callouts (Required)

- Indicate placement using uppercase callouts on their own line:
 - **[FIGURE 1: Description]**

- **[PHOTO 2: Description]**

Separate File Submission (Required)

- Submit **all figures and photos in a separate folder or ZIP file**
- Do not embed the only copy in the Word document

File Naming (Required)

- LastName_Location_Fig01.tif
- LastName_Location_Photo02.jpg

Resolution and Quality (Digital-Only)

- Minimum resolution: **300 ppi**
- Screenshots (~72 ppi) are not acceptable
- Preferred formats: TIFF, high-quality JPEG, or PNG

5. Accessibility Requirements (Mandatory – Digital Publication)

Accessibility compliance is required for all text, figures, and tables.

Figures and Graphics

- Do not rely on color alone to convey meaning
- Use labels, patterns, varied line weights, or symbols
- Ensure all text in figures is legible on a tablet screen

Captions and Descriptions

- Every figure and table must include a descriptive caption
- Captions should clearly describe the content for readers using assistive technology

Additional guidance:

<https://rock.geosociety.org/net/gsatoday/groundwork/G322GW/article.html>

Submissions not meeting accessibility requirements will be returned for revision.

6. Coordinates and Location Information

- Provide **coordinates in decimal degrees for all field locations** discussed in the article
- If there are geologic points of interest along the travel route:
 - Provide coordinates in decimal degrees and brief descriptions
 - Full turn-by-turn driving directions will not be included

7. Writing Quality

- All articles must be well written, and peer edited prior to submission
- Authors are responsible for proofreading, clarity, and technical accuracy

8. Author Information

Submit the following in addition to the article:

- A **headshot-style photo** of the author (preferred)
- A **contact email** for the author byline

9. Submission Instructions

Send all files (Word document, figures/photos, and author materials) to:

Stephanie Evans

Email: **stephaevan@pa.gov**

Please clearly label all files with the lead author's last name and content type (e.g., *Smith_Location.docx*, *Smith_Location_Figures.zip*).