

# KECK Geology Consortium

## Short Contributions Volume Instructions for Authors

### PREAMBLE

Your *Short Contribution to the Keck Geology Consortium* serves many purposes. First and foremost, the volume is a citable publication and is part of the permanent record. Additionally, the Consortium uses the volume for fund raising and to promote undergraduate research in the geosciences.

Please review short contributions from previous years to get a feel for the length (4-6 pages) and writing style of these contributions. Read and carefully follow the detailed instructions below before submitting your short contribution materials. Note that the final formatting and layout of your paper will be done by the Keck Office.

### IMPORTANT DEADLINES

- Draft of *Short Contribution* to research advisor: late February
- First draft of *Short Contribution* to project director: Friday, March 2, 2018
- Final draft of student and project director *Short Contributions* to the Keck Office: Friday, March 16, 2018 (send to: millermk@macalester.edu)
- Galley proofs of *Short Contributions* returned to students and project directors for final review: Monday, April 16, 2018
- Final copy edits of galley proofs due to Keck Office: Monday, April 30, 2018 (send to: millermk@macalester.edu)

### SUBMISSION PROCEDURE

1. Text, tables, and figures are submitted as separate documents (files) (see below for details).
2. Save your text as Lastname\_Firstname.docx and each figure and table as Lastname\_Firstname\_fig1; Lastname\_Firstname\_tab1, etc.
3. All files sent in one email to: [millermk@macalester.edu](mailto:millermk@macalester.edu); Subject: Short Contribution

### DETAILED INSTRUCTIONS

For content and writing style typical of *Short Contributions*, take a look at previous volumes: <https://keckgeology.org/short-contributions/>

Note that the volumes are divided into sections for each project, and each section has an introductory paper by the Project Director(s) providing background and an overview of the project.

### Formatting

1. Submit your text as a Microsoft Word file (.docx)
2. Single line spacing.
3. No more than 2500 words.
4. No more than 5 figures and tables, combined. (Note that most project directors include an overview map; please work with your project director(s) to coordinate figures.)
5. Font: Times New Roman
6. Title: 18pt, all caps, bold

7. Leave a line between title and your name.
8. Name: 12pt, all caps, bold
9. School: 12pt, sentence case, regular font
10. Research Advisor: 12pt, sentence case, regular font
11. Major headings: 16pt, all caps, bold
12. Sub-headings: 12pt, sentence case, bold
13. Body text: 12pt, sentence case, regular font
14. Single line space between headings and text
15. Acknowledgements. You must start this section with the following phrase: This material is based upon work supported by the Keck Geology Consortium and the National Science Foundation under Grant No. 1659322.
16. References. Only include references that are cited in the text or in figure captions. ***Please check, because the Keck Office will not.*** See past volumes for citing style and formatting of the References section.
17. Please do not include page numbers, page breaks, sections, columns, or any other formatting.

### Figures and Tables

- All figures and tables should fit into the width of a column (80 mm) or a page (171 mm).
- Design figures and tables as close to final size as possible. Check legibility of labels, lines, and patterns by printing at final size.
- Figures and tables are numbered in the sequence of their first mention in the text.
- Save or export figures as jpegs (.jpeg or .jpg); again, check legibility of labels, lines, and patterns by printing the exported jpeg at final size. We suggest a minimum resolution of 300 dpi when printed at final size.
- All figures must have a figure caption. These should be included at the end of the body of your text in the Word document (described above).
- Do not include figure captions as part of the jpeg image.
- Tables should be made in Word (use table function), and include a title at the top of the table: e.g. Table 1. U/Pb zircon ages from the Bandelier tuff.
- In the text, refer to figures as Figure 1, if in parentheses, then (Fig. 1). Tables are referred to Table 1 in the text and in parentheses.

### SUBMISSION CHECK LIST

- \_\_\_\_\_ Text as a single Microsoft Word document (.docx) labeled: **Lastname\_Firstname.docx**. Includes a title, your name, your institution, research advisor, body of text, acknowledgments, references, figure captions.
- \_\_\_\_\_ Figures (as .jpg) and tables (as .docx) as separate documents: **Lastname\_Firstname\_fig1; Lastname\_Firstname\_tab1, etc.**
- \_\_\_\_\_ All files sent in one email to: millermk@macalester.edu; Subject: Short Contribution

### Questions?

Contact Cam Davidson (cdavidso@carleton.edu), Karl Wirth (wirth@macalester.edu), or Marga Miller (millermk@macalester.edu)