

# GSA Publications

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## PUBLICATION PROCEDURE FOR AN AUTHORED GSA BOOK

For those interested in publishing a GSA book, please follow these steps:

### Proposal Submission

- (1) The proposal should list all of the proposed chapters and include a schedule for review, revision, and submission. The proposal and schedule should be submitted via e-mail to the GSA books assistant, at [books@geosociety.org](mailto:books@geosociety.org).
- (2) The science editor will review the proposal, commonly with advice from one or more experts in the field, to determine (a) if the subject is of scientific merit; (b) if there is a reasonable audience for the proposed book; and (c) whether GSA is the suitable publisher.

### Proposal Acceptance

- (3) The author(s) will receive a letter of acceptance from the books assistant.

### Manuscript Submission

- (4) If the science editor accepts the proposal, a single author, or group of two or more authors, should proceed to write the book and submit it via e-mail, Dropbox, or on a CD or DVD to the books assistant, who will pass it on to the science editor. The author(s) should also submit three or more names of potential reviewers. Because reviewers should not have any conflict of interest with the authors, they should, in general, not be from the same institution, or a collaborator. If the authors feel that an exception should be made in choosing reviewers, they should consult with the science editor in advance.
- (5) Please review the GSA guidelines for manuscript preparation. Details are posted at <http://www.geosociety.org/pubs/bookguid.htm>. Authors should include electronic versions of all material, including text, tables, figures, supplemental files, etc.

*Note:* A book should have a long shelf life, unlike the very best papers in journals. Therefore, authors and reviewers should be advised that each paper/chapter must exceed the threshold of being excellent.

### Manuscript Review

- (6) The science editor will send the book out for review to more than one reviewer. The book may be reviewed as a whole or by chapter.
- (7) Reviewers will send their reviews directly to GSA.
- (8) Once all reviews are complete, the science editor will e-mail the reviews to the author(s) and request that the manuscript be revised according to suggestions made by the reviewers.

## **Manuscript Revision**

(9) *During revision of the manuscript, it is crucial that authors keep a list of all of their revisions made in response to reviewer suggestions and send this list (or a tracked changed manuscript) to the science editor along with the revised manuscript.*

## **Final Manuscript Submission**

(10) The author(s) should save (and provide) all reviewed material, including an electronic copy of original manuscripts with line numbers keyed to reviewer comments, review forms, reviewer comments, and their responses.

(11) When the revised manuscript is complete and the author(s) has all materials in hand, they should be sent to GSA Headquarters, along with a finalized table of contents and current contact information for all authors. All materials (including text, tables, figures, supplemental files, etc.) must be provided electronically, via e-mail (books@geosociety.org), Dropbox, or on a CD or DVD.

(12) The books assistant will send these materials on to the science editor for review. It is critical that the science editor has not only the manuscripts, but **all of the reviews and the authors' responses to those reviews.**

(13) When the science editor has reviewed the completed volume, they will either accept or reject it. Sometimes only certain chapters are rejected if they do not meet GSA standards for publication.

(14) If the manuscript is accepted, the author will receive a formal acceptance letter via e-mail.