

GSA Publications

PUBLICATION PROCEDURE FOR GSA BOOKS EDITED COLLECTIONS

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

Proposal Submission

- (1) The proposal should list the proposed chapters and the potential editor and authors of the volume of contributed papers, and include a schedule for review, revision, and submission.
- (2) Send your proposal to GSA at books@geosociety.org. If you have a preferred science editor, please note that information.
- (3) The science editor reviews 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 a suitable publisher.
- (4) The science editor will reject or accept the proposal.

Proposal Acceptance

- (5) The volume editor will receive a letter of acceptance from the books assistant.
- (6) The volume editor(s) will inform the contributing authors to proceed, giving them a date when completed manuscripts are due.
- (7) In a separate email, the science editor will send documents pertaining to reviewers. You may request these at the time of the proposal acceptance or at any point afterward.

Manuscript Submission

- (8) A book should have a long shelf-life, unlike even the very best papers in journals. Therefore, authors and reviewers should be advised that each paper/chapter must exceed the threshold of being excellent.
- (9) Please advise each author to meet GSA guidelines for manuscript preparation. Details are posted at <http://www.geosociety.org/pubs/bookguid.htm>. Authors should provide electronic versions (via email, file transfer system, or on CD or DVD) of all material (text, tables, figures, etc.).
- (10) Authors should send completed chapters to the volume editor(s).

Review Process

- (11) The volume editors send the manuscripts out for review to at least two experts, **who are not authors of any paper in the volume**. In addition, 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 editors feel that an exception should be made in choosing reviewers, they should consult with the science editor in advance. The purpose is to obtain evaluation of the manuscripts and feedback from knowledgeable people who represent potential readers of the book.

(12) Reviewers should send their reviews directly to the volume editor(s), not to the science editor or to GSA Headquarters.

(13) Some authors and some reviewers are more prompt than others. Please set up a reasonable good-faith timetable for receipt of manuscripts, reviews, revisions, and final submission to GSA and adhere to it. The timetable should be sent to the science editor with the book proposal, and updates to the timetable can be sent to the books assistant as needed.

Manuscript Revision

(14) Following review, authors should revise their manuscripts as requested by the volume editor(s). ***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-changes manuscript) to the science editor along with the revised manuscript.***

(15) The author should send the revised manuscript, and accompanying files, to the volume editor(s). The volume editors(s) may approve the manuscript to move forward, reject the paper, or request further revision.

Final Manuscript Submission

(16) The volume editor(s) should save all reviewed material, including electronic copies of original manuscripts with line numbers keyed to reviewer comments, review forms, reviewer comments, their own evaluation and feedback to the authors, revised manuscripts, and the **authors' responses**.

(17) When the set of revised manuscripts is complete and has received the volume editor's approval, the complete set of manuscripts and all review-related materials and comments should be sent to GSA Headquarters via flashdrive, CD/DVD, or Dropbox, along with a finalized table of contents and a list of the corresponding authors' e-mail addresses.

(18) The books assistant will send this 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**.

(19) 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.

(20) If the manuscript is accepted, the volume editor(s) will be contacted with a formal acceptance e-mail.