



Reviews in Mineralogy and Geochemistry

GUIDE FOR EDITORS AND AUTHORS



RESPONSIBILITIES of the VOLUME EDITOR(S)

The Volume Editor is responsible for the scientific content of the book and its organization. He/she will edit the authors' contributions to assure high quality of the technical content, clarity and succinctness of presentation of the subject matter, cross-referencing from one chapter to another, quality of figures and tables, indexes, etc. When the Volume Editor is satisfied with the final text and has obtained permission from the authors for all changes, the manuscript will then be sent to the series editor for copy-editing.

RESPONSIBILITIES of the SERIES EDITOR of RiMG

The Series Editor is concerned primarily with getting the volume into its final camera-ready format. This involves final formatting of individual chapters, designing the cover, preparing a table of contents and the foreword, and meeting various press deadlines. To that end the guidelines in this style manual *must be observed* in preparation of manuscripts.

AUTHOR RESPONSIBILITIES and TIME CONSTRAINTS

- ❖ Authors are responsible for following the instructions in this style manual to prepare manuscripts. Deviations from the instructions *will result* in significant delays in getting the volume published.
- ❖ Authors **must** obtain permission from the publisher of a book or a journal to reproduce a previously published figure or table. In order to do so, follow the instructions at the end of this style guide. Approved permission letters must be returned to the Series Editor by the time author submits the final version of his/her chapter.
- ❖ Authors **must** sign and return to the Series Editor, a copyright agreement form. This must be sent with the final version of your chapter.
- ❖ Authors must submit their chapter in “ready-for-review” form to their Volume Editor by the stated review deadline.
- ❖ When the authors have approved and executed final corrections, either the Volume Editor or the author will submit an editable (e.g., Microsoft Word) *and* reference (e.g., PDF) electronic copy to the Series Editor by stated deadline.
- ❖ After the final version has been submitted to the series editor, the equivalent of galley proofs will be sent out for the authors to review and make final changes. Please note, this is a galley proof and only minor changes will be allowed.

How to submit your manuscript to the Series Editor

All documents must be submitted electronically to a RiMG FTP site. Login information can be obtained from the Series Editor.

Two sets of documents are required:

“EDITABLE COPY” --- This includes the text document (*MS Word*), tables (*MS Word or Excel*) and figures (see formats below).

“REFERENCE COPY” --- This is a high quality PDF file of your manuscript to ensure the accuracy of “editable copy”. The PDF file must be an **exact copy of what your “editable copy”** documents would look like if you were to print them from your computer. Please check it carefully before sending. If you prefer to send a paper copy of your manuscript instead, please send the materials via carrier (e.g., FedEx, UPS, DHL, etc.) as regular post can be slow. The hard copy must include “press-ready” tables, figures and equations.

Electronic formats

If you encounter difficulties with any of these formats, please contact your Volume and/or Series Editor.

FILE NAMES: Please do not use “.” within the file name except for separating the extension (e.g., .DOC, .PDF, .TIF, .EPS, .PS, .XLS) from the name.

TEXT: Use *Microsoft Word*. If that is not possible, please export your document into a Microsoft Word importable format (e.g., rich text format - RTF, text plus format, simple text - ASCII file, etc.) or contact the Series Editor.

TABLES: Use *Microsoft Word* or *Excel*. If that is not possible, please export the document into a Microsoft Word or Excel importable format. If you can't export to a Microsoft Word or Excel format, send the table in PDF, TIF or EPS format or contact the Series Editor.

FIGURES: Please submit figures using PDF, Adobe Photoshop/Illustrator, EPS, or TIF file formats. When saving PDF's, please embed all fonts and use the “High Quality” or “Press Quality” settings in your PDF printer preferences. If you have trouble with these formats or don't have an electronic copy of your figure, please contact the Series Editor.

Margins & the printable area for tables/figures

The printable area in a RiMG volume is 4.875” by 7.7”. Therefore, if using letter- or A4-sized paper, figures and tables should fit within a 6” (152 mm) by 9.5” (241 mm) area. Letter-sized paper would have margins at 0.75” (19 mm); A4-sized paper would have margins at ~1.14” (29 mm).

Font style & size

For the TABLES, please use 11 point (no smaller) Times or Times New Roman font or one like it. For FIGURES, use a simple sans serif font (no smaller than 10 point), such as Arial or Helvetica. Use Symbol font for GREEK LETTERS and SYMBOLS as much as possible--not the special characters from the “insert special character” box unless there is no other option.

Spacing and indents

Please indent the first line of each new paragraph. Single space the text throughout the document.

Title, headings, and subheadings. Please use the following style.

Pyroxenes	<i>Title</i>
James. A. Author and Carol C. Coauthor	<i>Author List</i>
<i>Department of Scientific Studies</i>	<i>Address</i>
<i>State University</i>	
<i>City, State 12345-6789, U.S.A.</i>	
ROCK-FORMING PYROXENES	<i>1st order</i>
Assemblages of natural pyroxenes [no period, no caps]	<i>2nd order</i>
<i>Subsolidus assemblages.</i> (Note that an indented, italicized, bold heading is the appropriate form for a third-order heading and that the text should follow after it exactly as this text does.)	<i>3rd order</i>

Tables

Please prepare tables in Microsoft Word or Excel. Prepare each table with its proper (and informative) heading in place (see example below). Do not use font sizes smaller than 11 point.

Table 23. The composition of hot chocolate.

[center heading, using 11-pt font]

Constituent	Weight %
Milk	xx
Cocoa	yy
Sugar	zz

Do not use too open a format. Maximum dimensions (including headings) are 6" (152 mm) by 9.5" (241 mm). Tables can be in portrait or landscape layout.

Equations

MathType or the Equation Editor in MS Word can be used to create your equations.

Use Equation (yy) and (Eqn. yy) when referring to equations in the text.

A simple equation may be incorporated into the text, but if it will be referred to again, it is best to type it on a separate line with its number in parentheses, right justified (use tab stop), on the same line. Example:

$$\sum t_{1z} = 6.589 \left[\{T_{1z} - O\} - 1.605 \right] \quad (32)$$

Use the following style in both the equation and surrounding text:

NUMBERS, FUNCTIONS, and CONSTANTS are roman (not italic, not bold)

VARIABLES are *italicized*

VECTORS are **bold faced**

Abbreviations and symbols should be as follows:

Common abbreviations (note roman type)

cf. = compare
 e.g. = for example
 et al. = and others
 etc. = and other things
 i.e. = that is
 p. = page(s)
 vs. = versus

Length (l)

m = meter(s)
 cm = centimeter(s) (1 cm = 10^{-2} m)
 mm = millimeter(s) (1 mm = 10^{-3} m)
 μm = micrometer(s) (1 μm = 10^{-6} m) NOT micron
 or μ
 nm = nanometer(s) (1 nm = 10^{-9} m)
 \AA = angstrom(s) (1 \AA = 10^{-10} m)
 pm = picometer(s) (1 pm = 10^{-12} m)

Mass (m)

g = gram(s)
 kg = kilogram(s)
 mg = milligram(s)
 μg = microgram(s)

Volume (V)

L = liter(s)
 mL = milliliter(s)
 cm^3 = cubic centimeter(s)
 \AA^3 = cubic angstrom(s)

Pressure (P)

Pa = pascal(s)
 kPa = kilopascal(s)
 MPa = megapascal(s)
 GPa = gigapascal(s)
 bar or bars (no abbreviation)
 kbar = kilobar(s)
 atm = atmosphere(s)

Temperature (T)

K = Kelvin(s)
 $^{\circ}\text{C}$ = degrees Celsius

Energy:

J = joule(s)
 kJ = kilojoule(s) (preferred)
 cal = calorie(s)
 kcal = kilocalorie(s)

Density (D or ρ)

g/cm^3 = gram(s) per cubic centimeter

Concentration (use square brackets [] around chemical symbol, e.g., $[\text{Ca}^{-2}]$)

% = percent
 ‰ = per thousand
 wt% = weight percent
 mol% = mole percent
 vol% = volume percent
 M = molar concentration (mol/L)
 m = molal concentration (mol/kg)
 ppm = parts per million
 ppb = parts per billion

Time (t)

s = second(s)
 min = minute(s)
 h = hour(s)
 d = day(s)
 yr = year(s)
 Ma = million years
 Ga = billion years (ago or date)
 m.y. = million years
 b.y. = billion years (duration)

Frequency (f or η)

Hz = hertz
 kHz = kilohertz
 MHz = megahertz

Miller indices--note that letter symbols are italicized

but numeric values are not, e.g., $[hkl]$ but $[100]$
 hkl = diffraction symbol
 (hkl) = face symbol
 $\{hkl\}$ = form symbol
 $[hkl]$ = edge or zone symbol

Unit-cell measurements:

a , b , c = edge lengths
 α , β , γ = angles
 \mathbf{a} , \mathbf{b} , \mathbf{c} = vectors--note boldface

Optical measurements:

dispersion (r , v),
 optic axial angle ($2V$, $2V_x$, $2V_y$);
 principal vibration directions (E , O ; X , Y , Z);
 refractive indices (n ; ϵ , ω ; α , β , γ)

REFERENCES

- ***In the text***, references should be cited by author and year. With more than two authors, only the first need be named, followed by “et al.” Separate citations by a semi-colon. List from oldest to most recent. Group citations with identical authorship together. Articles in same year, list by alphabetical order. *For example*, (Larry 1979a,b; Curly and Moe 1985, 1991; Curly 1990; Jones 1990; Moe et al. 2001).
- ***For cross-referencing chapters*** in the current volume, DO NOT refer to them by chapter number or as Curly and Moe (this volume). Please use Curly and Moe (20XX, this volume). In the reference list, treat the cited chapter as a journal reference {e.g., Jones EW (2003) Title of chapter. Rev Mineral Geochem XX:xxx-xxx}. Use XX:xxx-xxx for the volume and page range. The series editor will complete it for you.
- The ***list of references*** includes only works cited in the text. Personal communications should only be mentioned in the text.
- Titles not in one of the five ***official conference languages*** (English, French, German, Spanish, Italian) should be translated into English, with the original language in parentheses at the end of the reference, e.g. (in Swedish).
- Do not underline or italicize anything in a reference, except *In* signifying that an edited symposium proceeding or a book title is to follow or biological *Genus* and *species* names.
- One reference per line and in alphabetical order.
- Please format references as shown in the examples below.
- An EndNote style sheet is available at www.endnote.com.

Journal:

Hawthorne FC, Oberti R (2007) Classification of the amphiboles. Rev Mineral Geochem 67:55-88

Journal using doi's:

Meier R, Anderson J, Verryn S (2012) Industrial X-ray diffraction analysis of building materials. Rev Mineral Geochem 74:147-165, doi: 10.2138/rmg.2012.74.4

Article published only on WWW:

Barrick RE, Showers WJ (1999) Thermophysiology and biology of *Giganotosaurus*; comparison with *Tyrannosaurus*. Palaeontologia Electronica, http://www.palaeo-electronica.org/1999_2/gigan/issue2_99.htm

Book:

Tossell JA, Vaughn DJ (1992) Theoretical Geochemistry: Application of Quantum Mechanics in the Earth and Mineral Sciences. Oxford University Press, New York

Article in Book:

Keil K (1969) Meteorite composition. *In*: Handbook of Geochemistry. Vol 1. Wedepohl KH (ed) Springer, Berlin, p 78-115

Edited Book:

Schulze DG, Stuicki JW, Bertsch PM (eds) (1999) Synchrotron X-ray Methods in Clay Science. The Clay Minerals Society, Boulder Colorado

Conference Proceedings or Abstract:

Rosso KM, Bylaska EJ, Rustad JR (1999) The energetics of cation exchange in muscovite mica. EOS Trans, Am Geophys Union 80:F1108

Dissertation/Thesis:

Bartelmehs KL (1993) Modeling the properties of silicates. PhD Dissertation, Virginia Polytechnic Institute & State University, Blacksburg, Virginia

FIGURES

NOTE: Because of the costs involved, color will not be allowed for the hard copy of the book except if the author(s) or volume editor(s) can find an external funding source for the estimated \$2500 per color page costs. The front volume cover figure can be in color without external support. That figure should be a single distinctive figure that sets your volume apart from others.

- Please send figures as separate electronic files from the text document. *Do not leave space or embed them into the main body of your text.*
- PERMISSION: Most figures copied from another publication must have an associated copyright permission letter (see section on COPYRIGHTS). Place necessary copyright information in the Figure caption using the format required by the publishing house or use the generic format as follows [Used by permission of Publishing Company, from Rambo and Pinko (19XX), *Whatever Journal*, Vol. X, Fig. Y, p. Z.]. Without this line, we will not be able to use the figure.
- RESOLUTION: PDF: use “high quality” or “press quality” option in the printer preferences. TIF files: Halftones should be saved at 300 dpi. Line art should be saved at 1200 dpi. EPS files default to 800 dpi and that is fine.
- COLOR: By default, color is only available in the electronic version of the volume. Do not refer to color in your figure caption as the print copy will be in B/W because the caption must be useful for both the reader of the electronic and print copies. If you generate your figure in color, print it on a generic B/W laser printer to ensure that it will reproduce properly without the color.
- QUALITY: The figures must be of high quality. Pay attention to the details: center the labels, capitalize the first letter of the first word, put the units into parentheses (not into brackets), and keep a space between words and between symbols.
- FONTS: Use the same font style in all your figures. Ideally, use a sans serif font (like Arial or Helvetica) for the text and Symbol font for all Greek lettering.
- SIZE: Please do not be too concerned about the exact size of the figures you supply to the editor (but be reasonable!). The primary consideration is that figures are reducible to the 4.88" × 7.7" (123 mm × 195 mm) printable area in the RiMG volume and that they are clear and readable at that size. Typically after reduction, the shortest character should be 8 points high. Hairlines may break up or disappear when reduced. Please use line widths great enough to survive reduction.

Figure captions

Spell out the word Figure (with a capital F) everywhere in the text except when it appears inside parentheses or brackets, e.g., (see Fig. 3).

Figure captions should be typed together, single-spaced with NO indentation. Captions should begin: **Figure XX.** [bold]. You need take no further thought about format.

Include necessary copyright information in the caption using the following format [Used by permission of Publishing Company, from Rambo and Pinko (19XX), *Whatever Journal*, Vol. X, Fig. Y, p. Z.].

COPYRIGHTS

Agreement Letter

Print a copy of the Copyright Agreement. Please read carefully prior to signing. Return completed form to the Series Editor when you submit your chapter documents. It can be downloaded from the RiMG web page at www.minsocam.org.

Copyright Permission for Figures & Tables

IS PERMISSION NEEDED?

- YES when you make a copy (photocopy, digital scan, download) of published figure or table. Send out a permission letter and add the copyright permission information in the figure caption.
- YES when you make a copy (photocopy, digital scan, download) and delete or add minimal data. Send out a permission letter and add the copyright permission information in the figure caption.
- MAYBE if the figure is yours but published elsewhere. In some cases you hold the copyright, in others the publisher does. You need to check this!
- NO if your figure is a modified version of a figure that has been published previously. These modifications (e.g., redrawing schematics, addition of data, omission of data, etc.) are typically significant. In that case, give reference to the figure inspiration by adding a phrase such as (modified after Duff et al. 1999).
- NO if the figure is an original work of yours not published elsewhere. Also, you have the right to reproduce material from any MSA publication, including RiMG volumes, without seeking permission.

I NEED COPYRIGHT PERMISSION, NOW WHAT DO I DO?

- **You** (not the volume editor nor the series editor!) must obtain permission from the publisher.
- Some publishing houses will charge you to use a figure. You are responsible (not MSA) for any charges.
- Permission **must** be granted prior to publication in RiMG. Request permission from the copyright owner when you decide to use the figure/table in your chapter. The earlier, the better!
- To obtain permission, either use the on-line submission forms available at the publisher web sites or send a letter/e-mail. A sample permission request letter can be found on the RiMG web page at www.minsocam.org.
- Send copies of the authorized permissions to the Series Editor.

Please compile a list of the permission requests you have made and send it to the Series Editor. It is a BIG help towards keeping track of what requests have been granted and which are pending.

ACKNOWLEDGING COPIED FIGURES & TABLES

All figures/tables requiring permission MUST have its copyright information acknowledged in the caption of that figure/table using the following format: [Used by permission of Publishing Company, from Rambo and Pinko (19XX), *Journal*, Vol. X, Fig. Y, p. Z.]

If this notation is missing, we will be unable to use the figure (table)!