

## **Guidelines for Unsolicited Manuscripts Submitted to Search and Discovery**

Search and Discovery is primarily intended to disseminate documents derived from presentations made at AAPG meetings both in the United States and around the world. To a lesser extent, Search and Discovery also posts documents derived from presentations made at meetings of affiliated geological societies. The types of most frequently posted documents are PowerPoint slide sets of oral presentations and digital images of posters. To a lesser extent e-posters and video/audio recordings of oral presentations are also posted. Search and Discovery also gladly will post written papers/manuscripts derived from oral and poster presentations provided that submitted materials can readily be turned into pdf documents.

On occasion Search and Discovery receives requests to post unsolicited manuscripts or other documents on its website. These may be derived from presentations at meetings not affiliated with AAPG or are original documents that the authors desire to publish on Search and Discovery. The Editor and one or two selected members of the Editorial Board will determine if the topical matter and content are germane and of adequate scientific value to be published by Search and Discovery. Because these unsolicited manuscripts are generally not from AAPG meetings or AAPG-affiliated meetings, they will need to meet higher standards for both content and format than would be required from solicited manuscripts. Higher standards of format are required in part to ensure ease of posting by the Administrative Editor and the webmasters so as not to interfere with our principal mission of posting of documents derived from presentations at AAPG meetings. Therefore, the following guidelines are in effect for unsolicited manuscripts.

1. PowerPoint slide sets and images of posters will not be accepted. Exceptions may be made by petition to the Editor by the author(s). The Editor may accept or reject the petition after consultation with selected members of the Editorial Board and/or the Senior Technical Editor. Conceivable reasons for exceptions may include such circumstances as documents requested by the Executive Committee or documents associated with articles or columns published in the Explorer or similar AAPG-related publications and media. Occasionally unsolicited documents may include PowerPoint slides or posters that were presented at AAPG meetings but somehow escaped the Search and Discovery solicitation

process; these will be treated as solicited works and undergo the standard review to the Technical Editors.

2. The preferred format of submission is a Word document and associated digital images in either TIFF or high resolution JPEG formats. Submission in this format will result in a paper that can be posted on Search and Discovery as a single pdf document. By restricting format types we can streamline the publication process and therefore not interfere with our primary mission of posting documents derived from presentations made at AAPG meetings. Stand-alone abstracts will not be accepted for publication except for reasons noted in (1) above.
3. The content of unsolicited manuscripts must be scientific.
4. Solicited manuscripts should have an abstract, a main body of text, a summary or conclusions section, and a list of cited references. A separate list of numbered figure captions must also be included.
5. References should be presented in AAPG Bulletin style.
6. File names for digital figures should include the senior author's name and the figure number (e.g. Shelton Figure 2). Figures must be submitted in digital format and should "shovel ready, that is in condition that they can be published on Search and Discovery without modification by the Administrative Editor or the webmasters.
7. Allowable references include published papers and books and unpublished reports including graduate theses and dissertations. Citations from "gray literature" are allowed providing the references adequately describe report or series numbers, organization of issuance/publication, etc. Online scientific references such as Search and Discovery documents are also allowed providing that the source is adequately characterized to allow the reader to find and read the online document or paper.
8. References that cite popular but generally questionably monitored online sources with questionable or indeterminate authorship such as Answers.com or Wikipedia

will not be allowed and submitted documents will be rejected (although they may be resubmitted later with proper references if Search and Discovery Editors determine that the paper is of sufficient interest). Similarly, references to popular encyclopedias (whether hard copy or digital) are unacceptable.

9. In general, unsolicited manuscripts must be of reasonably high quality, and must be well written. Incomplete or sloppy manuscripts and those not submitted in an orderly and logical format will not be accepted. This is primarily because Search and Discovery lacks adequate numbers of staff to perform any significant scientific or technical edit on unsolicited manuscripts. Of course, members of the Editorial Board who are asked to review unsolicited manuscripts may at their own discretion perform an in-depth scientific edit.

Ron Broadhead

Search and Discovery Editor

February 10, 2012