

INSTRUCTIONS TO AUTHORS

These instructions are a guide to the format and style for manuscripts submitted to *The Compass*. Additional questions regarding manuscripts can be directed to the National Editor.

MANUSCRIPT REQUIREMENTS

- *Submit an electronic copy in Microsoft Word to the National Editor (*see address at the end of this instruction sheet*) as an e-mail attachment.
- *Double-space throughout, with no extra spaces to separate sections.
- *Use a 1-inch margin and a 12-point Arial font.
- *Indent the start of a new paragraph.
- *Do not use footnotes.
- *The genus/species of organisms need to be placed in *italics*, e.g. *Nautilus pompilius*.
- *Use the metric system.

ORGANIZATION

Order of Text

TITLE: Capitalize only proper nouns, and avoid using all caps
Author(s), and author's affiliation and full address appear at the top of page below the title. See Example below:

A. Author¹, B. Author², and C. Author²

¹*Author affiliation, including department, institution, and full mailing address*

²*Author affiliation, including department, institution, and full mailing address*

ABSTRACT

Abstracts should not exceed 250 words.

Body of the text follows the abstract and should include such major headings as INTRODUCTION, METHODS, RESULTS/DATA, DISCUSSION, and CONCLUSION.

Minor headings could include Purpose, Geologic Setting, Previous Investigations, and Field Evidence, or other appropriate minor headings.

In-Text Citations:

“...as Rodgers (1957) demonstrated...” or “...is well documented (Dunbar and Rogers, 1957; Tevesz, *et al.*, 1980).

Headings:

FIRST LEVEL HEADINGS are bold-typed using upper case letters.

Second Level Headings are also bold-typed using both upper and lower case letters.

Third Level Headings are bold-typed and italicized using both upper and lower case letters.

Fourth level heading. Runs into the paragraph.

Fifth level heading. Runs into the paragraph

ACKNOWLEDGEMENTS

REFERENCES CITED

Citations are to appear in alphabetical order. Please refer to the GSA reference guidelines and examples at the following URL for formatting your references cited section.

https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf

Landes, K.K., 1966. A scrutiny of the abstract, II. *Bulletin of the American Association of Petroleum Geologists*, v. 50(9), p. 1992.

Dunbar, C.O. and Rodgers, J., 1957. *Principles of Stratigraphy*, John Wiley & Co., New York.

Rodgers, J., 1959. The meaning of correlation. *American Journal of Science*, v. 257(10), p. 684-691.

Tevesz, M.J., Soster, F.M., and McCall, P.L., 1980. The effects of size- selective feeding by oligochaetes on the physical properties of river sediments. *Journal of Sedimentary Petrology*, v. 50(2), p. 561-568.

For edited volumes, the format would appear as follows:

Norman, D.B., 1990. A review of *Vectisaurus valdensis*, with comments on the family Iguanodontidae, in, Carpenter, K. and Currie, P.J., editors, *Dinosaur Systematics Approaches and Perspectives*, Cambridge University Press, New York.

It is important to note the following:

*Titles of books and journals are in *italics*.

*Titles of journals are spelled out; no abbreviations.

*For citations within the text with more than two authors only first author's last name is listed followed by *et al.*(in *italics*).

ILLUSTRATIONS

Illustrations submitted with articles may be digital scans of maps and line drawings or digital photographs (color or black/white). Drafted figures can be up to 6.5 x 8.5 inches, keeping in mind a caption must be included at the bottom of the illustration.

Refer to figures in the text as “...Figure 1 illustrates...” or “...(Fig. 1)...”

Type all figure captions on a separate page and submit electronically as a separate file titled with the figure number. Figures will be placed within the text as close as possible to the original text figure reference. The format for figure captions is Figure 1. Title of figure. Description of figure.

TABLES

Tables are to be submitted as Microsoft EXCEL files and must conform to the 6.5 x 8.5 inch format. EXCEL files should be submitted as separate electronic files titled with the table number.

The format for captions is Table 1. Parameters for heavy metals in streams. Reference to tables within the text is done as follows: ...(Table 1).

REVIEW

The editor of *The Compass* will review or have reviewed papers submitted for publication. It is understood that it is the author's responsibility to revise an accepted manuscript to standards. Submitted manuscripts not following the above guidelines may be returned to the author without a review.

QUESTIONS AND INQUIRIES

Forward your written questions and inquiries to Ms. Janet Vote, National Editor of the Compass, Department of Earth and Planetary Sciences, The University of Texas at San Antonio, 1 UTSA Circle, San Antonio, TX 78249 or contact by e-mail at janet.vote@utsa.edu.