

Requirements for Contributions to Northwest Geology

TEXT FORMAT: Word Doc (DOC), or plain text (TXT) or RTF; Times New Roman with NO FORMATTING

IMAGE FORMAT: JPG or TIFs preferred –do not embed in Word or text documents

DO NOT SUBMIT IMAGES AS EXCEL SPREADSHEETS OR POWERPOINT DOCUMENTS

Northwest Geology (TRGS) generally follows USGS Suggestions to Authors for writing and formatting. (http://www.nwrc.usgs.gov/lib/lib_sta.htm). You **MUST** read and follow these guidelines. Examine a recent issue of Northwest Geology to determine TRGS style.

Text should be submitted to the editor(s) in MS Word-compatible (DOC) format (plain TXT or RTF is fine). **Please DO NOT provide formatting.** Do not assign page numbers, do not double space, do not use columns or backgrounds, and do not indent anything. Especially, **PLEASE do not include images within Word documents**—valuable data in the images are lost when images are extracted from Word documents and imported into InDesign. IMAGES PROVIDED AS WORD DOCUMENTS WILL BE RETURNED. If this happens after the deadline, it will not be published. Please **DO NOT** send text as a PDF. Send as simple Word or text document.

Tables: Do not include large tables in text—please make a separate file or image for each table. PDFs, Word files, or Excel files are fine.

Topics: In general, papers published in Northwest Geology do **NOT** need to be directly related to a particular TRGS Field Conference.

Road Logs must be accompanied by (at a minimum) a location map of stops; ideally, a geologic map with stops should be included. Such maps should be provided separately from the text.

Abstracts: In general, we prefer to **NOT** publish stand-alone abstracts. Exceptions may be made, but we encourage you to create a short paper (which can be thought of as an expanded abstract) including at least one informative map, cross-section, or image.

General guidelines for text layout:

- Do not assign page numbers.
- Do not introduce section breaks anywhere in your document.
- Do not impose leading lines or points before or after paragraphs. They have to be removed by hand, or by removing all the formatting, which will eliminate some things you would like to keep.
- Do not use fonts other than Times New Roman. If you do, when we change fonts we may eliminate your use of italics, special characters, and more, and your paper will suffer for that.
- Do not impose ANY styles other than “normal.”

- Do not indent anything. Do not use leading spaces or tabs; do not use paragraph formatting to make indents. **DO NOT format the reference list** other than a space between entries. This will be handled in layout.
- Do not introduce special line spacings. We have received line spacings of 0.8, 1, 1.25, 1.5, 2.0, all in the same document. Don't do that. Line spacing = 1; put a blank line between paragraphs and headings.
- Italics and bold are fine as long as they are consistent with TRGS style. If in doubt, do not use.
- Use one blank line between paragraphs.

Please use the following bibliographic format. Note capitalization and use and position of commas and colons. For journals, do not abbreviate except for U.S. in “U.S. Geological Survey.”

Sears, J.W., and Hendrix, M., 2004, Lewis and Clark Line and the rotational origin of the Alberta and Helena Salients, North American Cordillera: in Sussman, A., and Weill, A., eds., *Orogenic Curvature: Geological Society of America Special Paper 383*, p. 173–186.

Tikoff, B., and Teyssier, C., 1992, Crustal-scale, en-echelon P-shear tensional bridges: A possible solution to the batholithic room problem: *Geology*, v. 20, p. 927–930.

Please use “and others” (not “et al.”) for in-text citations of a publication with three or more authors.

General guidelines for formatting figures/images:

Photographs and other figures images should be submitted as JPG, TIF, or PDF files, **separate** from text. Dimensions of the figures should be formatted to the approximate desired print size. (i.e., if you want your figure to be 3 inches wide when printed, be sure to make the digital image size 3 inches wide). Make sure text in figures is large enough to be legible when printed (e.g. no smaller than 5–6 pt). **FIGURES SENT AS AN EXCEL SPREADSHEET OR POWERPOINT FILE WILL BE RETURNED**; if this occurs after the deadline, it will not be published.

Scanned images and line drawings should be at **NO LESS** than 300 dots per inch resolution. If necessary, we can scan hard-copy drawings or photos for you—this is preferable to submitting images in unusual file formats. Figure captions should be submitted as a separate text file, or part of the text file, but **DO NOT EMBED IMAGES IN WORD DOCUMENTS**. **ALL FIGURES** should be referenced in the text, in proper numerical order. We may have to change the order to reduce the number of color images.

Color images are accepted at our discretion, and will only be included if the color is critical to the understanding of the image (e.g., a complex geologic map). Images including photographs can be submitted in color, but expect that we will likely convert them to grayscale. Color images with labels should be planned by you to have contrasts that will work in black and white.