

Authors' Recommendations

Publishing articles is a scientific labour of sharing knowledge (a research or a discovery) with the geoscientific community. For official workers is both a function and debt with their country. Therefore, geoscientists should take time and write, as they deserve the recognition after giving their contribution to the Colombian geology.

Legal Information

Few people will see the manuscript before accepted: The editors and reviewers. They have signed the **Reviewers Agreement**, thus the document is confidential.

On the other hand, authors should read the **Publishing Agreement**, in which, mainly, the consentient to publish is given. Authors have to express their acceptance in the submission letter.

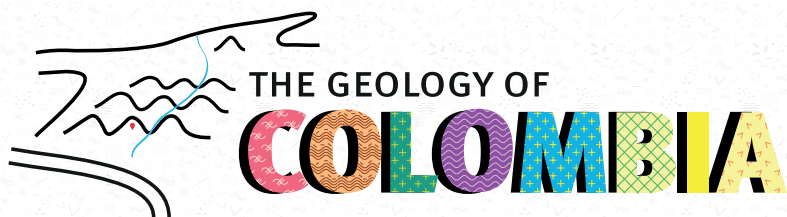
How to Hand the Manuscript to the Editors

The article should be sent by either e-mail, Dropbox, Google Drive, or WeTransfer to the email thegeologyofcolombia@sgc.gov.co. Otherwise, the corresponding author can hand a pen-drive (USB) or a CD to the Servicio Geológico Colombiano in Bogotá, Diagonal 53 n.º 34-53, to Dirección de Geociencias Básicas, Office 210, Grupo Mapa Geológico de Colombia.

Structure of the documents: Include only one file (named with the lastname of the first author) that includes at least 2 sub-files, one with the manuscript and the other with graphic material and supplementary material (if needed). All the sub-files should be intuitively organized! The manuscript should be named with the lastname of the first author followed by the file extension (e.g., Gómez.docx), likewise the graphic material should be named with the last name of the first author followed by the name of the document and then the extension (GómezFigure1.eps, GómezSM1.tiff, etc.).

Submission letter: Send a signed letter presenting briefly the manuscript (not equivalent to the abstract) and remarking the most important contributions. The text should be presented as an original (unpublished and not under consideration) or a compendious of author(s) research. The letter should have the complete information of all authors with the ORCID id (cf. <https://orcid.org/register>), and the main author must confirm all the coauthor(s) agree and have read the final version and the **Publishing Agreement**.

If it is necessary, a copyrighted material permission (graphic material or other information), software use or other relevant declarations should be given at the letter. In addition interest conflicts of all authors should be cleared up!



Authors are encouraged to make referee suggestions, as well as report any conflict with other potential referees. Write editors if any further information is required to this respect.

Authors should make a note at the submission letter accepting have read and followed the **Authors' Recommendations**.

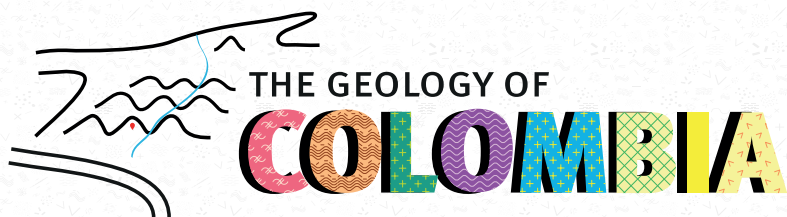
Manuscript

General Information

Authors are encouraged to use the handed template, as well are encouraged to use the checklist and do not send the manuscripts without ticking all the items of it. Table 1 shows the general characteristics of the manuscript. The layout of the text must be kept as simple as possible, as the template.

Language	English, less recommended Spanish
Format	.docx (check for the extension before save, because by default the program use .doc)
Number of words (up to)	Manuscript: 9000 (excluding title, authors filiation, references, biographic notes). Abstract/Resumen: 300.
Font and size (including figure and table captions)	Times New Roman, 11 points
Equations	Use word processor option, do not use neither graphics nor images
Number of color figures	Unlimited
Number of words of the authors biographical notes (up to)	200
Authors photographs	Passport size, raw format (camera file)
Keywords (up to)	5

Authors information should include the complete author name (with two last names for Colombians, linked by a hyphen) and complete current filiation (name of the company/university, address, city, and e-mail). An asterisk should be used after the name of the corresponding author. Lastly, a biographic note of the curriculum of all authors should be included, with a passport photograph (at least 300 dpi).



Template

It includes the general structure of the article (Title, Authors, Abstract, Resumen, Introduction, Results, Discussion, Conclusions, Acknowledgments, References), as well as some recommendations on sections content, formats, styles, etc. It facilitates to prepare an accurate format and styling, thus we strongly encourage authors to use the template. Trying to adapt the text latterly to the template will be disadvantageous and could include errors to the manuscript, therefore is recommended to use the template since the first time. If the template was not received or authors have any question, contact us to the e-mail thegeologyofcolombia@sgc.gov.co.

Graphic Material

Only **figures** and **tables** are considered, thus all the graphic material should be included in any of those categories. It is mandatory to cite all figures and tables at least once in the text.

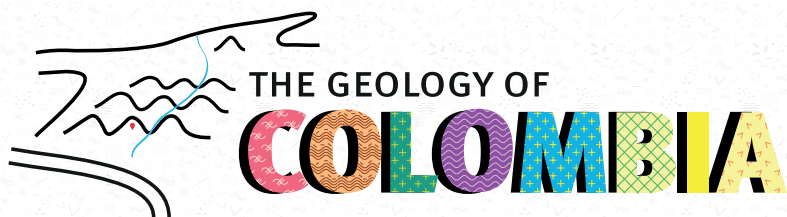
Figures size must be 88 mm (single column), 122 mm (1.5 column), or 183 mm (double column), with a maximum full depth of 230 mm. It is mandatory to design or scale figures at the publication size since the first time those are prepared, otherwise quality could diminished. Letter sizes lower than 6 points are not recommended, preferable more than 8 points and recommended 11 points. Capital letters must be avoided. It is critical to visualize the figure printed at the final size before send it, in order to verify there are not mistakes.

Remember: **Too much information distracts and obscures the information, rather better to concentrate preferably on one single idea/concept.**

Figures

For reviewing, high quality figures should be sent. Authors will be able to start working on figures in such way the requirements explained below must be fulfilled: High-quality, native files, preferable vector-figures, etc. If figures source files do not have enough high quality (especially pictures), those will be considered as unpublishable. The following table shows the characteristics needed.

Remember: **A picture is worth a thousand words.**

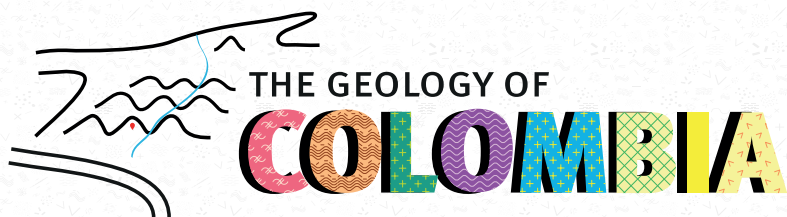


Figures/pictures format (editable formats!)	EPS (editable format). Vector figures are recommended by creating them with CorelDRAW, Adobe Illustrator, Acrobat, or PDF (with diminishing resolution). Color figures must be provided by using CMYK format, not RGB! Pictures: RAW, JPG, TIFF (in other words, native camera files). Word or Power-Point formats, definitely, are not accepted!
Resolution	Must be at least of 300 dpi (ppp) for color images and 600 dpi at the final size for black and white including text labels. Use LZW compression for large TIFF extensions
Labels	Locate those up to right preferable or up to left, using a, b, c for numeration and lower case. Letter 6–12 points, preferable 11 points. Helvetica Group fonts are recommended, conversely is not recommended using very different type fonts and CAPITALIZATION. All graphs are considered figures, those should have axes labeled and when necessary measuring units
Images types	Vector images, not rasterized images! Except for native pictures formats
Style set of images	A white space between images of the same figure is recommended. Lines thinner than 0.25 (ca. 0.10 mm) point and thicker than 1 point (ca. 0.35 mm) must be avoided
Naming the figures	It is recommended to include first author name, figure number, and file extension

Formats such as Power Point, Word, JPEG, PNG, BMP, GIF, BMP, PICT, WPG are not accepted, as those are suitable for digital media but not for printed books, which require higher quality.

For composed figures authors must supply all the source information (preferable native, raw, etc.) in separate sub-files (only in such cases figures are not sent as editable raw formats such Corel DRAW). For composed figures including pictures all of these must be sent. Missing information, cause delays.

Not figures must be inserted into the Word document. If it is necessary add to the figures sub-files, a Word or txt file with notes. Incompatible formats with CorelDRAW (X6) and Adobe Illustrator must not be sent.



Pictures of outcrops, thin-sections, etc., should include scale bars, with values in the figure itself or in the figure caption.

Maps must show the expertise of the geologists, they should be clear enough. Authors are encouraged to use geographic coordinates with the datum WGS84. Generalized maps are preferable on the local ones for publishing in this book, showing clear contrast between units and showing meaningful information.

Figures captions must be able to stand alone, thus all symbols used must be explained. Essential information mentioned in the text must be included if it is necessary to understand the figure. Authors should not include titles of illustrations in the figure itself, those should be included in the figure caption.

Tables

Authors should try to use short sentences including only relevant information (<5 words are recommended), not periods at the end are needed. Explanatory information can be included as footnotes to the base of the table by using asterisks *, **...

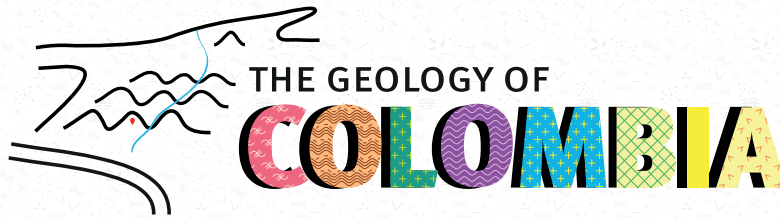
Vertical lines must be avoided; the table will look better if only horizontal lines are used at the top, underneath the column headers, and at the bottom of table. Very large tables should be included in the Supporting Material as Excel files, with information in only one sheet.

Lastly, tables must not be handed as images, conversely it must be done by using editable formats such as Excel tables or similar software used for figures (CorelDRAW, Adobe Illustrator, etc.).

Remember: Authors must ensure geographical coordinates of sample locations are given, by using geographical coordinates with WGS84 datum.

Supplementary Material

It is not essential information, thus readers do not need the supplementary material (SM) to understand the text and consider it is well-supported. Usually, SM is used by other geologists working in the same field, thus authors should prepare it to let others to use the information. SM may include large tables, software, figures, video, audio, methods, etc. It should be sent in any of these extensions Excel, CoreDRAW, .tif, Quicktime, etc., it should be handed as different sub-files, named with the lastname of the first author followed by type and number of the supplementary material (GómezFigureS1, GómezTableS1, GómezDatafileS1, GómezMovieS1, or GómezAudioS1). A link at the SGC web page will be available for readers to check the SM of each article.



Acknowledgments

Authors should give thanks to all people that make any contribution to the research. Also it must be cited the funding of all authors, including awards or patents. Conflicts of interests of any author should be cleared up. We recommend acknowledging the reviewers that helped to improve the manuscript. *Acknowledgments* should go before *References* section.

Citations

Those could be used in the text implicitly (Montes et al., 2014) or explicitly Montes et al. (2014, 2017). Unpublished results and personal communications are not accepted and definitely cannot be used to support significant proposals. *Op. cit.* or *ibid* must not be used.

References

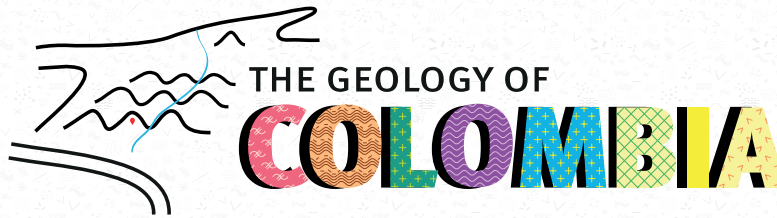
All references cited in the text, figures, tables, supplementary material, figures, and tables captions, etc., must be cited at the **References** section, and vice versa. Readers need to be able to access to the cited material, thus is highly encouraged that all the articles have its URL or its DOI, except those articles that do not have or not have been digitalized. References cited as "in press" should have been accepted and have the DOI. Papers that are in preparation or only submitted must not be cited. Foot notes in any reference are not allowed; if those are needed author can write it in the *Submission letter* to evaluate how it can be shown.

Authors must ensure that the references are complete (journals and titles should be given in full), inaccuracies might cause delays.

For web references the full URL should be given and the date when the reference was last accessed. Authors are encouraged to look at the examples of the **Template**.

If It Is Necessary

Optional Appendix, Optional Glossary, Notation, or Acronym sections can be added at the end of the article, but before *References*.



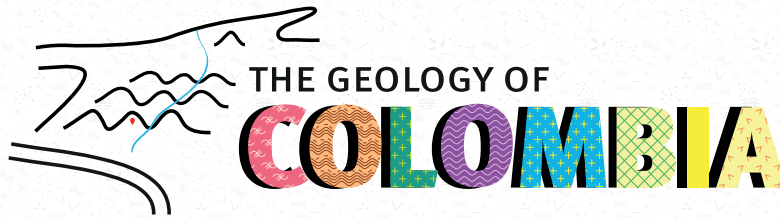
Final Considerations

We will do everything possible to get the article published accurately. All corrections must be sent to us in one e-mail after the reviewers' feedback, so author must be sure corrections are complete before send the corrected manuscript.

Information requested by readers should be provided by the authors once the book is published; on the other hand, data or samples, specially unusual such as fossils must be deposited in a public repository and should be available for research to other colleagues, as museums, repositories, etc. Such information should be given explicitly in the text.

For Improving the Correct Writing of the Text Is Recommended to Check:

1. The International Stratigraphic Guide (<https://stratigraphy.org/guide/>)
2. The North American Stratigraphic Code (<https://nacs.n.americangeosciences.org/north-american-stratigraphic-code>)
3. Articles about stratigraphic nomenclature such as Aubry, M.-P., Van Couvering, J.A., Christie-Blick, N., Landing, E., Pratt, B.R., Owen, D.E. & Ferrusquía-Villafranca, I. 2009. Terminology of geological time: Establishment of a community standard. *Stratigraphy*, 6, 100–105. http://www.ldeo.columbia.edu/~ncb/Selected_Articles_all_files/25_Stratigraphy.6.100.pdf.
4. Sub-commissions publications on nomenclature of igneous rocks (Le Maitre [editor]. 2006. *Igneous rocks. A classification and glossary of terms. Recommendations of the IUGS Subcommission on Systematics of Igneous Rocks*. Cambridge press, 236p. UK) and of metamorphic rocks of the International Union of Geological Sciences.
5. Geological glossaries such as Neuendorf K.K.E., Mehls, J.P. & Jackson, J.A. 2005. *Glossary of geology*. American Geological Institute, 5th edition, 779p. Virginia, USA. To this respect, please use geological terms in particular sense, especially for those controversial terms such as lithodemes, systems, etc, and use the term sensu when you use them.
6. International system of measurements recommendations (<https://www.bipm.org/en/measurement-units/>), there can be found how to write numbers, units of measure (km, °C, Ma, Pa, ky), etc. If other units are mentioned, authors must give their equivalent by using the International System.



7. To verify the correct spelling of Colombian geographic names can be used *The Geographic Dictionary of Colombia* of the IGAC (<http://ssiglwps.igac.gov.co/digeo/app/index.html>).
8. Manuals of edition or publishing such as that of the Servicio Geológico Colombiano (*Almanza, M., Gómez, J. & Cuéllar, A.L. 2014. Manual de publicaciones del Servicio Geológico Colombiano. Servicio Geológico Colombiano. 180p. Bogotá*) or those of the American Psychological Association (<http://www.apa.org/pubs/index.aspx>) or recommendations of the European Association of Science Editors (<http://ease.org.uk/publications/author-guidelines>).

It should be taken into account that orthographic rules of English are not always the same as Spanish. For example there are some differences in capitalization, while English tends to capitalize (e.g., Colombian territory); on the contrary, Spanish (e.g., territorio colombiano) tends to do it only with proper names (e.g., cordillera Oriental). Thus authors must use the rules of each corresponding language and remember that punctuation does not depend on oral pauses, but depends on grammatical structures.

If manuscripts do not follow the instructions recommended here, have several not compatible elements with the publication processes or are bad written, manuscripts will be sent back for the author to correct them. We will have English and Spanish copy-editors, but their work is not re-write the article!

If authors need further information they can contact the editorial board at the e-mail thegeologyofcolombia@sgc.gov.co.