

*GOSA Transactions, Volume XII*  
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***Submission Guidelines***

Thank you for your interest in submitting an article and/or photographs for *Transactions, Volume XII*. We appreciate the work it takes to produce these items and hope to publish your material in the most professional manner possible. In order to do that, we ask that you follow the submission guidelines listed below.

First, to help smooth the editorial process, please advise **the Transactions Editorial Team (Tara Cross, Jeff Cross and Pat Snyder)** prior to sending in your contribution. They can be reached via email at [transactions@gosa.org](mailto:transactions@gosa.org) or [gosatransactions@gmail.com](mailto:gosatransactions@gmail.com). We would appreciate a brief description of your intended submission.

***Submission Media***

All submissions can be sent to the editors by the following methods:

- E-mail attachment
- CD or DVD

If sending a CD or DVD by U.S. Mail, use the address below:

Tara Cross  
10209 S.E. 216th Street  
Kent, WA 98031

***Formatting Your Article Text***

Basic copy editing of the text will be performed using MS Word, so any article contribution must be accessible to that program. The following formats are among the possibilities, in order of preference:

- MS Word 2000 or newer, or other word processing program, saved as .doc file, if possible. Mac or PC formats are fine.
- Please do not send documents formatted in html.
- Remove all hyperlinks from your document before sending it. Hyperlinks occur when you add a web site address (URL) to Word documents; they often show up in a blue color on the screen. You can turn off hyperlinks in your Word (or other word processing program) preferences. Please do so.

Whatever your specific word processing program, please do as little formatting of the text as possible. The obvious capitalization, paragraph breaks and quote marks are OK, as are most cases of underline, bold and italic. It's helpful if you do not use automatic formatting routines for lists, tabbing, etc. because most of those will have to be changed in the final layout.

However, you may format your footnotes and references using standard Word formatting.

**Please keep your graphics separate from your word-processed file** rather than embedding them in the article (see below for more information on graphics). Instead, include text placeholders (for example, GIANT FREQUENCY CHART 1 GOES HERE) if it is critical that a graphic be placed near a certain spot in the text.

**We also ask that you refer to the graphic in your article as a “Figure”,** such as: “See *Figure 1, Giant Frequency Chart,*” rather than “See table below”. The table may not be below the text in the final layout!

### ***Graphic Elements-Charts, Tables, Graphs and Maps***

Charts, tables, graphs, and maps should also be submitted as digital files, if at all possible.

All graphs, charts, tables, and maps (and photographs, if you are including them) **must be named in consecutive order**, for example, *Figure 1. Oblong Intervals May 2008.* Please include captions for your charts. Captions can be included along with the spacers you place in the text, or provided in a separate Word document.

- In general, submit your figures (graphs, charts, tables) in black and white or grayscale. If you want to send a color version, send a grayscale one along with it. NOTE: **We will not be able to print figures in color.** Please do not send color-critical charts or graphs where use of color is key to understanding the graph.
- The file formats .pdf or .eps are preferred. If you submit a .tif or .jpg file, please make sure it is at least 5 inches by 7 inches at 300 dpi or more. If it is a **map**, it should be larger, preferably 8 inches by 10 inches.

Also, provided that the entire data file is also provided, charts, tables and graphs produced with **MS Excel** or **Microsoft Word Tables** can be used.

**All figures must be submitted in final form.** Please format your own headlines, subheads and column headings as you would like them to be, whether bold, italic or otherwise.

If you are not able to produce the graphics in an electronic form, then print them and mail them as a **very clean hard-copy** (paper), unfolded. We have access to a scanner and can scan them.

### ***Graphic Elements-Photographs***

Photographs should, ideally, be sent as digital files. If you have to submit a print, please do not submit inkjet prints, but instead send prints made by a photo lab such as Kodak, etc. Prints can be scanned by the editors. However, slides cannot be scanned, so please make prints of your slides before sending them. *Never send original prints!* We can't guarantee safe arrival or return.

- Please name your photograph according to its content, for example, *giant9.4.06.tif*, or *fountainandthief6.5.08*. If it is an eruption series, add the number for each one in

the series, such as *giant.1.9.9.06*, *giant.2.9.9.06*, etc. That will help the layout editor publish the photos in the proper order.

- If the original is in color, please submit it in color. The layout editor will turn it to grayscale if necessary.
- The file format .tif is preferred, but we can accept .pdf, .eps and .jpg.
- The size should be at least 4 inches by 6 inches at 300 dpi or larger (at least 2 megabytes in size or larger). If you have a key eruption photo but it is smaller, contact us, we might be able to work with it.
- Please do not add borders to the photo.
- Avoid severe enhancements, such as over sharpening, adding or reducing contrast or making significant color alterations.

If you have any questions about photographs, please contact the layout editor.

If you have any questions, please contact Tara Cross, Jeff Cross or Pat Snyder via the [transactions@gosa.org](mailto:transactions@gosa.org) or [gosatransactions@gmail.com](mailto:gosatransactions@gmail.com) addresses.

For Transactions 11, we will be requiring full citations for electronic resources. For websites this includes access information such as the web address and the date of access so *please* be certain that you record this information. For geyser listserv posts or other emails, this includes the exact date of the posting as well as the author and subject. Remember that if you are using electronic data from GOSA's website, you should include access information and acknowledge GOSA, Ralph Taylor, Hank Heasler, and the NPS for making the data available. As before, authors may use whatever citation style they wish, as long as all citations in the article are consistent. You may consult a citation style guide or request information from the editors about electronic resource citations.

Finally, when you complete your article and/or graphics, be sure to include both your **physical address and e-mail address** with the submission. Transactions authors will receive a complimentary copy of the Volume from GOSA via U.S. Mail, so we do need your physical address.

Also, please be prepared to submit a short biography for inclusion in the "About the Authors" section in each volume.