



Government of **Western Australia**
Department of **Mines, Industry Regulation
and Safety**

Preparing manuscripts



**Geological Survey of
Western Australia**

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GSWA guide to preparing manuscripts

This document is one of a **suite** of style guides used for the preparation of manuscripts, maps and digital data packages in the Geological Survey. This document outlines the manuscript submission and production process and is most relevant to authors.

The publishing team

The Geoscience and Titles Information Branch is responsible for the production, editing and publishing of all geoscientific books, maps and digital data for the Geological Survey. See the **hierarchical structure** for sections within the branch.

Types of publications

There are currently seven types of GSWA publications: Memoirs, Bulletins, Mineral Resources Bulletins, Reports, Records, Explanatory Notes, and miscellaneous books. The first five are series and have their own characteristic format. Of these, only some Bulletins, Mineral Resources Bulletins, and a few miscellaneous books (Mineral and Petroleum Atlas, WA Unearthed series, all maps) are printed in hardcopy. All other publications and maps are supplied as PDFs, free of charge, on the **DMIRS eBookshop**. Accompanying plates and digital data are also supplied in digital format.

Memoirs

Memoirs are the most prestigious and least frequent publications. In more than 100 years, only three have been produced. Future Memoirs are unlikely.

Bulletins

Bulletins can be subdivided into three categories, those with:

- detailed accounts of the geology or mineralization of major geological provinces or tectonic units of the State
- Mineral Resources Bulletins (subset of the Bulletin Series)
- significant systematic paleontological descriptions and analyses.

Bulletins are usually multi-chaptered, indexed, and accompanied by one or more plates.

Mineral Resources Bulletins

These publications cover statewide descriptions of the occurrence of a particular mineral resource.

Reports

Reports tend to be shorter than Bulletins but longer than Records. Similarly, they sit between a Bulletin and a Record in terms of how specific the subject matter is, and the extent of both their geographical coverage and geological discussion. They are usually specialist accounts of particular aspects of the geology or mineral/energy resources of subprovinces, or specific stratigraphic units, within major tectonic divisions of the State. They differ from Records in that they typically present significant, substantiated, new interpretive material. Reports may have accompanying plates.

Records

Records are the immediate vehicle for getting geoscientific information into the public arena. They *record* important information that needs to be circulated quickly. Records may be published in their own right, or they may provide basic raw data to support the arguments of another GSWA publication. They may be used to pre-release urgent information.

Explanatory Notes

Explanatory Notes were previously produced as a series to explain and enlarge upon the 1:1 000 000, 1:250 000 and 1:100 000 Geological Series maps. The existence of the Explanatory Notes (ENS) database has superseded this function. Maps are compiled at scales ranging from 1:3 000 000 for the Major Resources maps, through 1:2 500 000 for State coverage, to 1:25 000 for detailed mapping of smaller areas (e.g. the Rottnest Island Environmental Geology sheet).

Notes normally gave a description of the physiography, outcrop geology, and known mineralization within the map sheet area.

First editions have been issued for all 1:250 000 Geological Series maps, with subsequent editions for some areas. The 1:100 000 Geological Series maps have more detailed mapping, therefore more discussion of the geology was included in the corresponding notes (including photographs) with greater use of illustrations. Explanatory Notes for 1:1 000 000 Geological Series maps, only published since 1995, brought together regional information from up to sixteen 1:250 000 sheets and thus focused on major tectonic aspects and the broad implications of the earlier mapping.

Explanatory Notes are incorporated in ENS and no hardcopies are printed. See [details](#).

Miscellaneous publications

Miscellaneous publications are mostly promotional material that are popular and are usually printed. They include the WA atlas of mineral deposits and petroleum fields (also printed as a wall map).

Premium publications

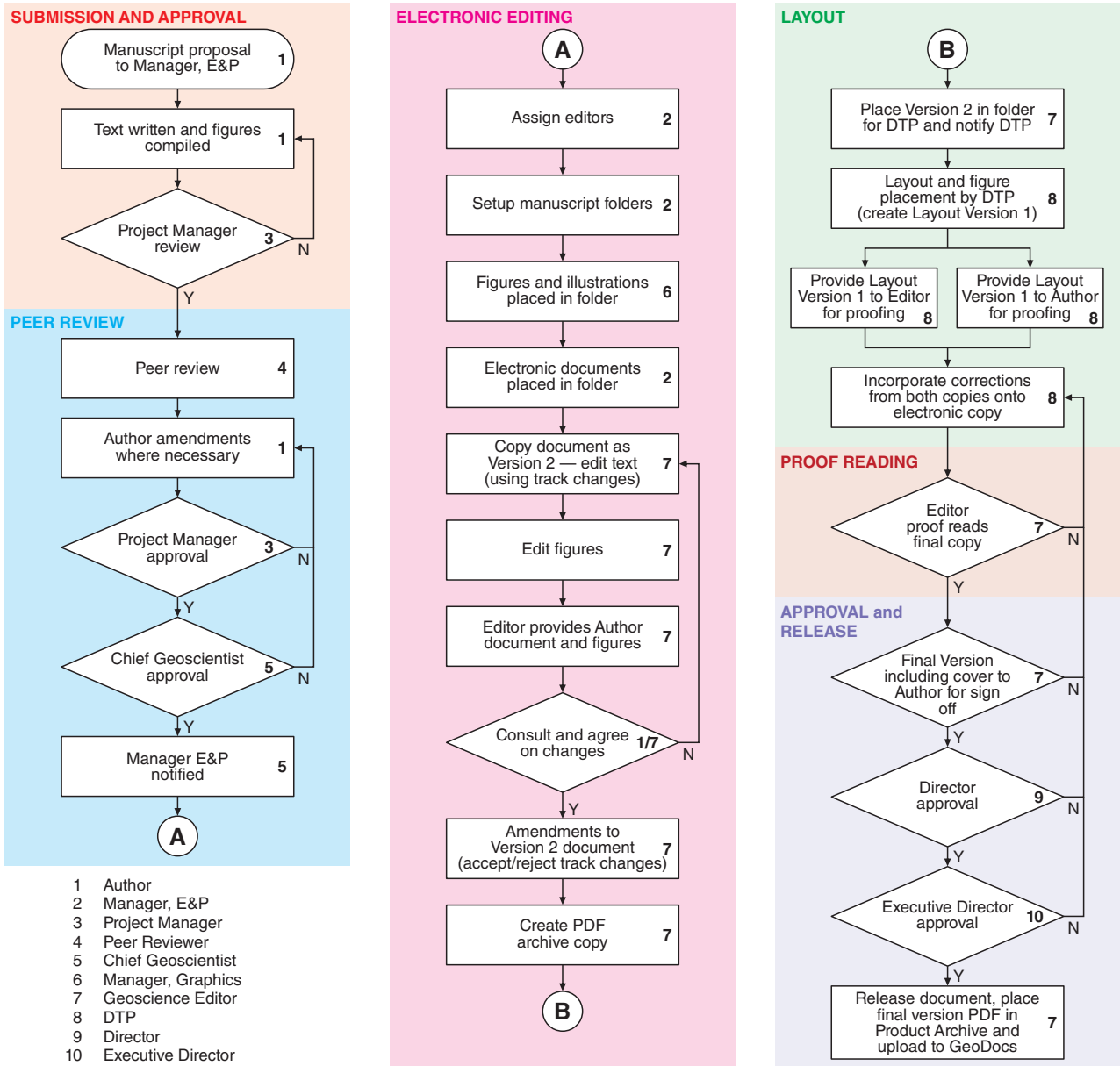
Another category of publication is premium publications or flagship publications. These can be Bulletins, Mineral Resources Bulletins, and miscellaneous publications that are commercially printed in copies greater than required for legal deposit, e.g. The geology of Shark Bay, WA unearthed series, Graphite in Western Australia. These publications can be ordered via an email to the front counter.

External publications

Manuscripts written by Geological Survey geoscientists for publication by organizations other than Department of Mines, Industry Regulation and Safety (DMIRS) do not pass through our editorial process. However, it is recommended that authors adhere to GSWA conventions, except where they are in conflict with those of the organization in question. Note that the permission of the Leadership Team and the prior approval of the Chief Geoscientist and project manager are required before submitting papers and other publications, including conference abstracts, for external publication.

Production process and forms

The manuscript editing and production process workflow follows the life of manuscripts (Fig. 1). Authors must submit their products to Pubstats K2 where they will proceed through the appropriate workflow (book, map, data package). For more information on Pubstats K2, go to the [Intranet](#).



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Figure 1. Manuscript editing and production workflow

Roles and responsibilities

Author

Authors must use the **MS Word template** when writing manuscripts. It is the author's responsibility to prepare well-written manuscripts that are technically sound, logically structured, complete and adhere to GSWA style. **Working with styles in the manuscript template** will help you work through the template. You will find other documents that can help you with the writing process in the same area.

Project manager

Project managers are concerned largely with the conceptual and substantive stages of manuscript development; however, that in no way diminishes their overall responsibilities for the integrity of a manuscript throughout the editing process.

Conceptual editing for content, scientific relevance, accuracy and quality of argument may be regarded as substantive or structural editing. Questions to be asked include:

- Is this work significant, sound, and complete?
- Is it worthy of publication in its present form?
- Are further research data, structural reorganization, or major rewriting required?

Substantive editing includes examination of the substance of the work, the relationships of the parts to the whole, the relevance and necessity of figures and tables used, and the effectiveness of argument and presentation. Substantive editing may be regarded as editing at the macro scale, or structural editing. Those with primary responsibility for substantive editing are an author's peers, project manager, and Director before it reaches E&P.

Peer reviewer

A peer review provides an independent assessment of the scientific content of a manuscript, its presentation, and whether it is suitable for the intended GSWA publication type. Two peer reviewers are assigned to a manuscript by the Chief Geoscientist in consultation with the project manager and Director, based on experience, expertise, and availability. The Chief Geoscientist oversees the peer review process, can be consulted at any stage to resolve problems that arise between peer reviewers, authors and managers, and can provide assessments on the quality of manuscripts and reviews.

The **Checklist for review of GSWA manuscripts** form is provided for the peer reviewer to make an assessment of a manuscript. The expected date of return to the author is negotiated based on the type and size of the manuscript, deadline, and the reviewer's other tasks. If a peer reviewer finds that the review is taking longer than expected, and the manuscript quality is at issue, the manuscript should be returned to the author and the manager informed, with a clear statement of the deficiencies.

The peer reviewer should consider:

- that the results are scientifically sound, are supported by the data, and presented in accordance with the latest GSWA scientific usage

- whether the manuscript is innovative, what the likely customer interest will be, and whether it has properly addressed previous work
- that the manuscript conforms to GSWA format, is properly organized, clearly presented, and that the title and abstract reflect the content
- whether the figures, tables, and photographs are necessary, clear, of high enough quality, and well designed
- whether it is properly referenced and that the references have been entered into Citavi.

The peer reviewer can recommend acceptance of the manuscript in its present form, or with minor or major revisions. The peer reviewer must provide the author with clear and concise comments on how the manuscript should be revised. The author must respond to these comments and reach agreement with the peer reviewer as to the final form of the manuscript. The **Checklist for review of GSWA manuscripts** must be signed by both the author and the peer reviewer before the manuscript can be approved for editing.

The Chief Geoscientist reviews the final manuscript in light of the peer reviewer's comments to ensure that they have been acted upon, or where the author disagrees, an adequate response has been given. If an author or peer reviewer is unwilling to sign the review checklist, the Chief Geoscientist and Director can either approve the manuscript for editing or negotiate further revisions if appropriate.

External authors

Manuscripts are sometimes submitted for publishing by the Geological Survey but are not written by Geological Survey authors. The manuscript goes through our editorial process but this process is not as diligent as the process we undertake for in-house authors. There are some guidelines to follow when project managing, peer reviewing, and editing these manuscripts. The geological descriptions and interpretations are the responsibility of the external author. Hence, there is a disclaimer on the reverse title (imprint) page of the book outlining that the ideas expressed in the product are not necessarily those of DMIRS. It is not the responsibility of the peer reviewer or the editor to query geological statements and assertions presented in the manuscript. Often the purpose of the work is to record the information, statistics, and observations that are generated by fieldwork so interpretations do not necessarily have to be present.

Project managers should give external authors a copy of the GSWA manuscript template and style guides to follow when writing the work. If, however, it is obvious that house style has not been followed, it is more important that the document be internally consistent. It is not up to Geological Survey staff to rewrite the work according to GSWA style. As long as the writing is understandable, it is acceptable.

References need to be correct and match the in-text referencing. Figures need a scale or a note in the caption. It may be appropriate to question the quality and necessity of figures.

In brief, the work should do the following:

- be internally consistent
- be intelligible

- include an abstract
- mention all organizations (e.g. CSIRO, The Royal Society, Geoscience Australia) that contributed towards the publication
- use the same stratigraphic nomenclature used by GSWA. In case a different nomenclature is applied, the term 'informal' should be added to indicate authors are using their own term.

Editor

The editor is responsible for the manuscript from the time technical editing begins until the completed publication is made available to the public. Consideration is given to the details of language, grammar, clarity, consistency, completeness, and adherence to house style.

The technical editing process involves interaction between:

- editor and author — changes to text, figures and tables
- editor, author and cartographer/graphics officer — figure and photograph preparation
- editor and desktop publisher (DTP) — standards and schedules.

Page proofs (laid out pages) are primarily the responsibility of the editor, and checking and marking for correction of proofs is carried out within E&P.

Major changes at proof stage should be avoided. If major changes are requested by authors at proof stage, they will be accepted only if critical to the integrity of the publication.

Requirements for manuscript submission

Process

A manuscript entering the editorial process should include the following:

- be input correctly into Pubstats K2 with all appropriate information
- complete Authors' checklist passed to project manager
- completed Checklist for peer reviewer with location of the material
- hardcopies of all figures and plates (authors should not attempt to produce 'final' figures themselves using any graphic software – figures are drawn by the Graphics section)
- location of all final MS Word files
- title page with title, series number (if known), author names, and non-GS author addresses
- contents list including major headings, appendices, accompanying plates, figure captions, and table headings
- abstract should not be an expanded list of contents, but should succinctly convey the content of the publication and draw attention both to new information presented and to the main conclusions. See Guidelines for writing abstracts. Abstracts should not contain references

- correct and appropriate keywords selected from GeMPeT. Metadata are added into Pubstats K2 after release to enable users to search online
- references (already entered into Citavi)
- appendices
- separate list of full figure captions (please do not embed figures in text)
- list of short captions for the contents page
- tables (appended, not interspersed with text)
- all equations presented as a separate image file.

For more details on the workflow of a manuscript, see Figure 1.

Formatting

The **GSWA Manuscript template** has all the styles necessary for producing a manuscript with the correct formatting. Please do NOT create extra styles, modify existing styles, or insert fancy layout.

The following specifications for a manuscript are designed to ensure that the copy is in a format suitable for desktop publishing:

- 12 pt Times New Roman
- one-and-a-half line spacing
- margins as set in GSWA manuscript template
- page numbers centred at foot of page
- body of text flush left (not justified)
- one line space between paragraphs (set by template — do not use a paragraph break to achieve this)
- no indent or tab on first line for all paragraphs (Textblocked style only)
- no hidden text, headers or footers
- digital editing marks (as applied using 'Track Changes') removed before submitting, only black text, no colour.

Do the following:

- spell check your document and generate a Table of Contents before submitting the final
- use the styles provided in the GSWA manuscript template
- use minimal capitalization in headings (no capitals, first word and subsequent proper nouns have initial capital)
- do not use embedded images in the MS Word document (provide images as separate JPGs to Graphics section)
- put tables in MS Word tab-delimited format. Ensure that you have either formatted your table in this way or used the 'Convert Table to Text' function
- do not provide Word 'cell' tables (see **Preparing graphics for manuscripts**)

- discuss formats with E&P if you have huge tracts of tables.

Permission and copyright

Authors should be aware that any images downloaded from the internet to be used in manuscripts, documents or presentations are subject to copyright. Do not assume that if you cannot find an attribution that the image is free to use. All images must include an acknowledgement of source.

Covers

For Report covers, E&P needs the following on submission:

- Correct and final title
- High-resolution cover image with caption
- Back cover blurb (text of about 100–200 words)
- Spot location on area map of Western Australia showing the location of the project area.

Acknowledgements

Acknowledgements should, in general, be given only to people or organizations outside DMIRS whose technical or logistic assistance has enhanced the scientific quality of a publication. The acknowledgements will normally (but not always) be placed at the end of the body of the text and before the references, under the subheading 'Acknowledgements'.

If Geological Survey staff contributions are considered significant enough to warrant acknowledgement, this should be accomplished by assigning them co-author status.

Keywords

Keywords are a string of terms that together characterize the content and purpose of a publication. It is the author's responsibility to choose appropriate keywords. Having the correct keywords makes a document easier to find and simplifies literature searches, so selecting comprehensive and representative keywords is an important part of the process. Authors should choose a number of pertinent keywords for each publication they write, which are then listed under the Abstract on the first page of text. All keywords (with the exception of geoprovince/geographic names) must be selected from The Geoscience, Minerals and Petroleum Thesaurus (GeMPeT). Broad geoprovince or geographic names may also be included in a keyword list. Remember that the keywords should be an aid to searching, so overly broad (e.g. 'geology') or overly specific (e.g. 'lithic lapilli tuff') terms should be avoided. The Thesaurus provides with each of its entries a selection of more specific and more generalized terms, and this feature can be used to focus a list of keywords. Specific process or instrument names (e.g. HyChips) should be avoided; instead, include a term that broadly describes the analysis (e.g. use 'infrared spectroscopy' instead of 'HyChips', or 'mass spectroscopy' instead of 'ICP-MS'). Four to eight keywords is appropriate; however, there may be need for more in some cases.

Writing

For more detailed information about scientific writing including writing the abstract, please see [Tips for scientific writing](#).

If you have further questions about submitting a manuscript, please email [Manager, E&P](#).