

GEOSCIENCE INFORMATION SOCIETY

Guidelines for Authors, Editors, and Publishers of Geologic Field Trip Guidebooks

Revised August 2018

Field trip guidebooks are a significant contribution to geoscience literature. They are often the most current or only synopsis of an area's geology, and as such, are essential to researchers and students. Guidebooks may be difficult to locate because casual references to guidebooks may simply describe the area investigated and the name of the society or meeting associated with the field trip and/or guidebook. A free aid to identifying field trip guidebooks, the *Geologic Guidebooks of North America* (<http://www.americangeosciences.org/georef/geologic-guidebooks-north-america-database>), is a joint project of the Geoscience Information Society (GSIS) and the American Geosciences Institute.

GSIS encourages guidebook authors, editors and publishers to include the following specific information so that this important literature can be identified, acquired, and used by the geoscience community. The following guidelines are intended to ensure that your guidebook contains the essential components to become an identifiable and permanent part of the geoscience literature.

BASIC INFORMATION ABOUT THE PUBLICATION

Print guidebooks and digital guidebooks using PDF or other formats that replicate a printed publication should provide specific information on the title page and on the reverse side of the title page (see sample pages). Guidebooks organized in another manner may format this information differently but it is recommended that the equivalent informational elements be included.

The TITLE PAGE should include:

- **Title** - A clearly indicated title, with the title identical on the title page and cover, and any other place where it appears.
- **Geographic area** - The geographic area, including state or province covered by the field trip, is helpful to include as a part of the title or subtitle.
- **Meeting name** - Name and place of the meeting should be included when the field trip is held in conjunction with a meeting. If it is a regular, numbered meeting, specify the number of the meeting.
- **Dates** - Day/s, month, and year of the field trips
- **Field trip number** - If several field trips take place at a meeting, specify the number of each field trip.
- **Series title and number** - If issued as a number within a series, the series title should remain the same from year to year. If a change occurs, the relationship of the new title to the old title should be clear. Frequent changes in series titles should be avoided. Be sure to include the number within the series and place it close to the title of the series.

- **Volumes within a set** - If issued as volumes of a set, each volume should include the title of the set as a whole. The name of the meeting for which the guidebooks were prepared should also be included on each volume, and the volume number of each volume within the set should be indicated near the title of the set as a whole.
- **Field trip leaders and guidebook editors** - Name the field trip leader/s, author/s and/or editor/s and indicate the responsibility of each person.
- **Reprint** - If the guidebook is a reprint, indicate the title and the year of publication of the original. If it is part of a reprint series, include that series title and series number. (This information may appear here or on the back of the title page.)
- **Date of publication** – Year of publication is sufficient.
- **Revisions** - If the content is updated or revised over time, the title page should state "Revised [date]". (This information may appear here or on the back of the title page.)
- **Publisher name and address** – Name and full address. Provide contact information for the distributor, if different from the publisher. Include an e-mail and web address, as appropriate. (This information may appear here or on the back of the title page, or the name of the publisher on the title page with the address on the back.)

The BACK OF THE TITLE PAGE should include:

- **Internet availability** - Provide the URL if the guidebook is available online.
- **Price** of the publication.
- **ISSN, ISBN or DOI** if available. See <http://www.isbn.org> or <http://www.doi.org/> for information about obtaining an identifier.
- **Copyrights and permissions** – Explicitly state copyright status. Include information on permissions and allowed uses of the publication. For example, consider adding explicit permission for libraries to archive a copy in their preferred format. See <http://creativecommons.org/about/license/> for information about licenses that provide alternatives for attribution and use of your work.

GENERAL RECOMMENDATIONS

Publication content and format:

- **Geographic coordinates / location of trip** – Clearly identify the geographic area covered, including boundary coordinates if possible. An index map that shows stop locations and includes bounding coordinates is useful.
- **Road log or GPS stop locations** - Sufficient information necessary to replicate the trip should be included. This may be in the form of a road log with mileage between stops, GPS coordinates at each stop, or any other method that enables trip replication.
- **Paper, printing, and binding** - Use good quality paper, printing, and binding. If spiral binding is unavoidable, provide a "gutter margin" of at least one inch (1") between the spiral and the text, to enable libraries to bind the volume.
- **Page numbering** - Number the pages consecutively.
- **Table of contents** - Include a table of contents page if the guidebook contains more than one paper, and/or illustrations that can be listed, and/or unbound materials found in the pocket.

- **Illustrations** - Identify all illustrations with a text caption, and give full references if they are from another publication. Assure all images are of good quality. Colors used should consider the needs of readers with color vision impairment.
- **Title** - Identify the guidebook's title on the first page of each article. This insures that reprints of single articles can be properly attributed to the larger work.
- **Author information** – Use a consistent form of the authors' names within the publication. For example, do not use 'William' or 'Susan' in one place, then elsewhere refer to 'Bill' or 'Sue'. Include the author's affiliation, if appropriate. For individually-authored sections, include the author's name in the table of contents.
- **References** – References to other publications, data or accompanying material should be as complete as possible and follow a standard format.

Additional guidelines for guidebooks issued in digital format:

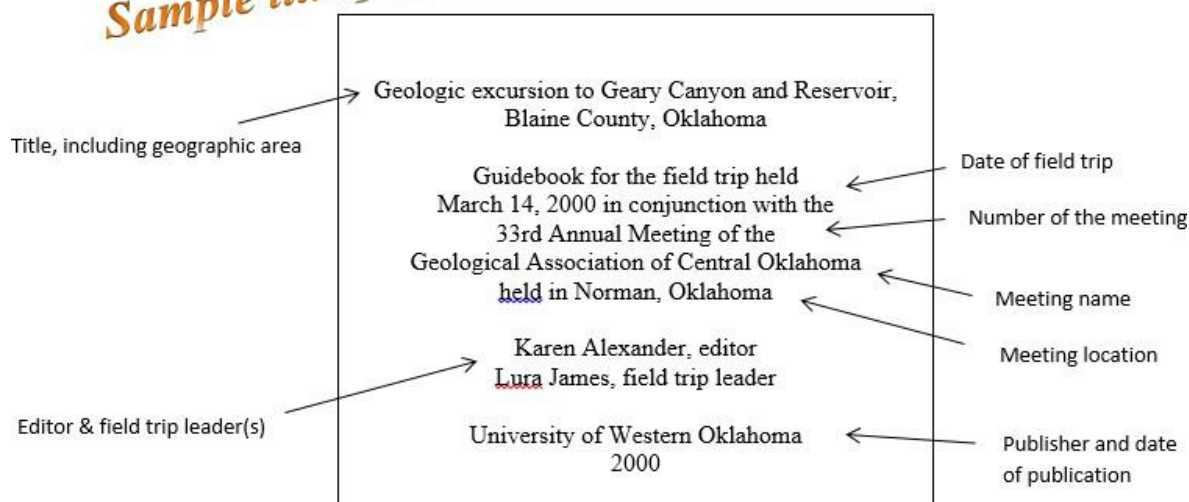
- **Printing** – Format the publication so it is easily printable, including the preview frames. Images should be of a high enough quality to print legibly.
- **Format** - Take into consideration whether the format can be used in the field as well as its ease of use. Be aware of the longevity of the format itself. Consider providing in alternate format(s) to maximize utility and longevity.
- **Platform** – Guidebook should be viewable on multiple hardware and software platforms (Mac, PC, UNIX, Windows, etc.). Avoid proprietary platforms that restrict access.
- **Searchable** – Format so as to be searchable by multiple browsers and methods (e.g., searchable PDF, searchable full text).
- **Accessibility** – Make document accessible for those with disabilities, following Web Content Accessibility Guidelines (<http://www.w3.org>). Images should have ALT tags, etc.
- Comply with **ISO graphic standards** and, if necessary, include software to read the guidebook, play embedded animation, videos, etc.
- **PURLs** - Assign a permanent URL if possible.
- **Archiving** - Deposit in a repository or other secure site such as the *Internet Archive* (archive.org). For help in identifying an appropriate repository, contact the Geoscience Information Society.

Distribution and Availability

- **Print copies** - Print more copies of the guidebook than are needed for field trip participants. Remember, this is a contribution to the literature of geology. Your potential market includes numerous libraries holding geological collections and local historical societies.
- **Depository copies**
 - Deposit a copy of the guidebook in your nation's largest geological library. In Canada send a copy to the Earth Sciences Information Centre in Ottawa and to regional Geological Survey of Canada libraries; in the United States send a copy to the U.S. Geological Survey Library in Reston VA and regional USGS libraries.
 - Send a copy to the state or provincial geological survey library.
 - Deposit a copy in a college or university library in the region of the field trip.
 - Send a copy to the state or provincial library in the region covered by the field trip.
- **Indexing** – To bring your guidebook to the attention of others in the future, send a copy or information about your guidebook to the American Geosciences Institute for indexing and inclusion in GeoRef.

- **Availability** - Methods for purchasing should use common payment mechanisms (credit cards, etc.) and the ordering process should be straightforward and available to all.
- **Advertising**
 - Send publication announcements with all pertinent information to *Earth* magazine and similar geological news publications. (<http://www.earthmagazine.org/>)
 - Send publication announcements to potentially interested libraries. Specifically, send announcements to libraries in the region where the field trip was held, and to members of the Geoscience Information Society. The GISIS (<http://www.geoinfo.org/>) has a Guidebooks Committee whose members review and announce new guidebooks to the membership and review guidebooks for a Best Guidebook Award, awarded annually each fall.
 - Announce the publication of your guidebook on GEONET, a distribution list of geoscience librarians at geonet@princeton.edu.

Sample title page



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