

Maine Geological Survey

Report Submission Guidelines

August 2020

The Maine Geological Survey (MGS) uses a few standard formats for publishing reports, circulars, bulletins, technical reports for maps, and Geologic Facts and Localities. The standardized formats allow MGS to maintain a branded image and a consistency that marks publications as ours. This honors years of effort by a long line of staff to maintain a high standard of scientific excellence.

In order to efficiently import author submissions into these standardized documents, the following guidelines should be followed whenever possible.

- Submit one Word document (.doc or .docx) with the report text. There is no need to heavily format this document as the formatting will be changed during the MGS editorial process. Make sure to indicate in the text where figure and tables are referenced.
- Submit one Word document with figure caption text.
- Table submissions can be in a Word document or Excel spreadsheet (.xls or .xlsx). Include the table caption text.
- Photos
 - Submit the original source files (.jpg, .bmp, .tif, .png). Don't embed photos in a Word document.
 - Name the photos so that they can be correlated to the figure number in the report (for example: Fig01_AbbrevPhotoDesc.jpg).
 - Photo resolution should be 300 dpi at the print size (for example, 4 x 6 inches).
 - Crop photos as necessary to focus on the important feature(s)
- Submit a Word document with all references. Formatting for the citations should closely follow the Geologic Society of America (GSA) Reference Guidelines and Examples https://www.geosociety.org/documents/gsa/pubs/GSA_RefGuide_Examples.pdf. Although, it should be noted that MGS is still using full first names instead of initials in some cases.

You can coordinate submission of all files with the Director, Earth Resources Information, or any MGS staff geologist. There are a number of acceptable submission process options:

- Zip archive file (.zip, .7z) sent via email
- Upload to MGS External SharePoint site (prior authorization needed)
- Upload to a commercial file sharing site (Google Drive, DropBox, Box, OneDrive)
- Upload to a FTP site

These are guidelines that make the process of formatting the final publication smoother for the Director, Earth Resources Information, who is responsible for final publication layout and editing. Variance from the guidelines is acceptable but every effort to comply is appreciated.