

A Guide to

# *Publishing* in AGU Journals

- Earth Interactions
- Geochemistry, Geophysics, Geosystems
- Geophysical Research Letters
- Global Biogeochemical Cycles
- International Journal of Geomagnetism and Aeronomy
- Journal of Geophysical Research
- Paleoceanography
- Radio Science
- Reviews of Geophysics
- Tectonics
- Water Resources Research
- Space Weather



## MESSAGE FROM THE AGU PUBLICATIONS COMMITTEE

---

In 2002, AGU completed the transition to electronic publishing of all its journals. While this transition was not without its challenges, the new opportunities that electronic publishing opens for all of us are truly revolutionary. The electronic format enables the presentation of material in new formats, enhances the services available to subscribers, and streamlines the entire publication process.

What hasn't changed in the electronic age is AGU's commitment to providing the highest-quality scientific information possible. The specific path that we have taken in electronic publication is guided by several principles. Among the most important of these are maintenance of the highest quality in publication, provision of services that members and subscribers deem important, and preservation of the financial stability of the Union. In addition, AGU is committed to providing authors and subscribers information that is clear, useful, and timely.

The scientific publication landscape a decade from now is likely to be radically different from what it is today. The boundaries between journals are likely to blur as subscriptions to topic areas drawn from across current AGU journals become commonplace. The Publications Committee and AGU staff know that the challenges ahead are significant. But we are committed to meeting them so that AGU journals retain their reputation as the best scientific journals in the field.

We welcome your comments and ideas on all aspects of AGU's publication program (e-mail: [pubmatters@agu.org](mailto:pubmatters@agu.org)).

—George Hornberger, *Chair*

## THE NEW WORLD OF JOURNAL PUBLISHING

---

AGU's introduction of electronic publishing for all its print journals gives the geophysical sciences a new world of options for presenting and receiving peer-reviewed research. Authors are no longer restricted to the confines of the printed page in communicating their science. You can include dynamic images and multimedia files and link directly to other referenced AGU articles. Subscribers now have many new choices of how to fill their information needs, choices made possible only because all journals are fully online.

The purpose of this booklet is to introduce you to these new publishing processes and requirements and provide a road map to additional information resources.

AGU journal articles are now published online five days a week. A listing of articles is updated daily on each journal Web site and is open to the public. The complete citation for an article is available as soon as the article is posted online, so that there is less delay in being able to officially cite the article.

Because the citation contains an internationally recognized reference number for digital publications (the Digital Object Identifier, or DOI), your article can now be easily accessed or linked to.

This new world of journal publishing has brought with it a new way of submitting and reviewing manuscripts and preparing them for publication. You can now submit manuscripts as electronic files rather than paper copies, and the entire review process is conducted through a Web-based interface with extensive use of e-mail communication. Once a manuscript is accepted for publication, authors provide text and figure files in designated formats that assure high-quality presentation online and in print. These author-provided files are assembled into a master source file using a state-of-the-art computer mark-up language (SGML) from which the final online and print articles are created. This source file is the official version of record archived by AGU along with any accompanying auxiliary information.

More information on all aspects of publishing in AGU journals is available online at

[www.agu.org/pubs](http://www.agu.org/pubs)

## MANUSCRIPT SUBMISSION WITH GEMS

---

The manuscript peer review process, the foundation of high-quality scientific publishing, relies on the carefully coordinated efforts of many people: authors, editors, reviewers, and staff. To assure that the speed and the thoroughness of this process are the best they can be, AGU now uses a completely electronic manuscript submission and peer review system called GEMS – the Geophysical Electronic Manuscript System.

All steps in the review process are now performed and monitored from one easy-to-use Web-based interface. Starting with your electronic submission of text and figure files, editors and reviewers access the manuscript with GEMS, eliminating the time-consuming circulation of manuscripts by postal mail. Your manuscript can now appear on an editor's computer desktop within hours after you put the final touches on your submission. Most communications between editors, reviewers, and authors are conducted via e-mail, which also speeds the process and allows scientists worldwide to participate without delay.

Electronic manuscript submission allows you to submit nontraditional materials such as animations and data tables as easily as text and figure files. With GEMS, reviewers and editors can see all materials at the same time, without special handling. The system accepts a wide range of file formats and automatically generates a composite PDF file for editors and reviewers. In addition, GEMS allows you to check the status of your manuscript online throughout the review process.

The GEMS submission process is relatively simple and quick if you have the necessary information and materials assembled in advance. Make sure to review the GEMS submission guidelines and requirements before you begin your first online submission. The only software you will need is the free Adobe Acrobat Reader. User help is available both online and through the journal editor's office. (If you are unable to submit your manuscript electronically, contact the journal editor's assistant.)

## HIGH-QUALITY, RAPID PEER REVIEW

---

The GEMS manuscript submission and review system provides AGU authors, editors, and reviewers with a state-of-the-art tool to expedite the entire review process. Unchanged is AGU's commitment to the highest quality of peer review. The decision to accept a manuscript for publication is made by the journal editor solely on the basis of suitability of subject matter to the focus of the journal, originality of the contribution, and scientific merit. The editor has complete responsibility and authority to accept or reject a submitted article for publication. The editor may confer with associate editors and reviewers in making this decision.

GEMS provides numerous features to streamline the review process. It includes an extensive database of reviewers for editors. Potential reviewers receive via e-mail a request to review a manuscript that includes the abstract of the manuscript. After accepting the assignment, the reviewer is provided with online access to the full manuscript.

Reviewers can choose to read the manuscript online or print out the consolidated PDF version. Reviewers submit their comments to the editors via a secure form. Once the editor has made a decision on a manuscript, the decision and accompanying reviews are sent via e-mail to the author.

GEMS is designed to significantly shorten manuscript review times, and with the ongoing input from editors, authors, and reviewers the system is continually being improved. With this new capability the average time to publication across all journals is being reduced.

## WHEN YOUR MANUSCRIPT IS ACCEPTED

---

**Y**ou will receive word of the editor's decision on your manuscript via e-mail. If your submission is accepted, this e-mail will contain a series of instructions and links on what to do next to initiate the production process. You will need to decide on color figure options, complete important forms (copyright transfer), and provide AGU staff with final electronic files in designated formats. AGU graphics and copy editing staff will contact you once these items have been received and will be available throughout the process to provide assistance.

Many AGU journals rely on voluntary author publication fees to support the broad dissemination of research results that is made possible through moderate subscription rates. For all journals, modest author fees have been introduced to support the long-term electronic archiving of AGU journals ("Perpetual Care" fees). All authors are strongly encouraged to accept this financial obligation.

The critical first step in the acceptance process is for you to provide electronic files of your text and figures in designated formats that assure high-quality reproduction on the Web and in the printed journal. It's important to note that the official acceptance date of your manuscript is assigned only when you have provided all final, workable electronic files. AGU staff graphics experts and copy editors will contact you to resolve any technical questions on your files.

Text and table files must be supplied in Microsoft Word, WordPerfect, or LaTeX; PDF text files cannot be used for the production process. Figures should be provided as individual files in EPS or TIFF. Authors who are unable to provide electronic files for text and/or figures should contact the journal editor's assistant.

Once the editor's assistant has received all your files and essential accompanying information, your manuscript files go to the AGU Image Center staff, where all figure files are evaluated and minor adjustments made. Staff will then create PDF files of the figures and post them on a secure Web site for your review and approval; you will be notified by e-mail when this material is ready for your review.

## ARTICLE PREPARATION AND PROOFING

---

With all manuscript files approved and required information provided, AGU staff begin the process of preparing your manuscript for publication. Your primary contact at this stage will be staff copy editors, who work to bring a consistent editorial style to all AGU journals. In addition, copy editors create the critical “metadata” for your article that allows it to be fully linked, searched, and accessed online.

Manuscripts are copyedited in the order in which they are accepted for publication. All articles are handled this way, including special sections and companion articles; the only exceptions are corrections to published articles, which continue to receive priority. Copy editors edit the electronic text file, including tables, in the format in which you provide it, and make sure that figures are sized properly for the print layout and that captions match the text.

Copy editors will contact you via e-mail to resolve any questions or discrepancies. This reduces the number of changes needed at article proof stage and gives you a chance to make minor last-minute corrections. After queries are answered, copy editors revise the files and send text and figure files to a commercial firm for processing into the three outputs required for electronic publishing: the master source file (SGML), the Web version (HTML), and a printer-friendly version (one PDF for the Web, and one for the print issue, where applicable).

You will then be asked to proofread and review both the HTML and PDF versions through a secure Web site. As in the previous AGU print-oriented process, articles are not fully proofed by staff, so authors are asked to be thorough in their reviews of both the HTML and PDF versions to assure that all links are active and all special characters render properly. You send corrections to the copy editor via e-mail, which are incorporated into the article files. If figure revisions are requested or new figures supplied during this proofing process, the Image Center staff will process them and post them for you to review.

The corrected files are again sent to the commercial firm for reprocessing into final files for the archive, Web, and print. Staff carefully check to make sure all corrections have been made, HTML links work, and that the article is properly posted on the journal Web site. The article is now officially published.

## YOUR JOURNAL ARTICLE

---

**A**GU's electronic publishing program, from the peer review process to article preparation, is designed to expand and enhance the dissemination of your research to the scientific community. Publishing in AGU journals not only provides authors with new options for presenting scientific information but also provides your colleagues with innovative ways to access your work that were not possible with print journals.

New articles appear on the Web sites of AGU journals five days a week. The official publication date of an article is the day it first appears on the Web site. This speeds the availability of your research by making your article available online as soon as it is ready rather than waiting for the next monthly, bimonthly, or quarterly mailing of a printed issue. For a monthly journal such as *JGR-Solid Earth*, for example, articles published online in a given month are assembled into a printed issue and mailed to subscribers about three weeks after the end of that month.

The online article provides authors and readers with several new features and capabilities:

- The HTML version contains links in the reference list to electronic versions of articles published in all AGU journals. We are planning to expand this reference linking to the full text of journal articles of cooperating societies.
- Links to related articles such as special sections and companion articles and to Corrections, Comments, and Replies to the article are provided in the HTML version.
- A printer-friendly PDF version of the article is readily available.
- The complete and final article citation is displayed in both the HTML and PDF.
- Multimedia and dynamic content can be included.

With new articles published online daily, readers need new ways to keep up-to-date with the journal literature. AGU provides several convenient options:

- Each journal home page provides an "Open Access" listing of all articles published in the current volume year. This free list is updated daily.

- The “Search” function available to all AGU journal subscribers provides full-text, fielded searching of articles from all AGU journals. At a minimum, subscribers can view the abstracts of articles in journals to which they do not subscribe.
- Anyone can subscribe to the free “AGU E-Alert” e-mail service to receive regular listings of new articles for any AGU journal at [www.agu.org/e\\_alert/](http://www.agu.org/e_alert/).

There are also now more ways for the worldwide scientific community to access your research. In addition to the traditional printed issues, the following options are available:

- Institutional electronic subscribers to AGU journals deliver the latest research to computer desktops throughout the campus.
- “Personal Choice” virtual journals allow a subscriber to build a personal journal by having online access to articles in one or more of 33 topical areas.
- “Editor’s Choice” virtual journals provide online access to a thematic collection of articles from across AGU journals. The current themes are Atmospheric & Space Electricity, Biogeosciences Selections, Climate, Cryospheric Selections, and Surface Processes.
- The “MultiChoice” option allows individual online articles to be purchased in “packs” of 10, 20, or 40 from across all AGU journals for all years available online. Starting in 2004, single articles can also be purchased online.

# QUICK GUIDE

## SUBMITTING YOUR MANUSCRIPT

1. Register as a GEMS user. Go to the home page of the AGU journal you want to submit to and select the “GEMS” link. Once you have registered, you can submit to any AGU journal using the same username and password.
2. Check file format requirements. You can submit manuscripts in several file formats. Text: Microsoft Word (.doc), WordPerfect (.wpd), LaTeX (.tex), or Portable Document Format (.pdf). Images: EPS is preferred but TIFF files are accepted. For Auxiliary Material such as data sets, animations, and appendices, several file formats can be used. Note that the file format requirements for manuscript submission differ from those for the final accepted manuscript.
3. Log onto the GEMS site. Begin the submission process by clicking the “Submit Manuscript” link from the appropriate GEMS site.
4. Complete the manuscript submission form. Enter author, manuscript, and file information, including abstract text, author contact information, file type and number of files, and AGU Index Terms.
5. Upload files. Enter the file names and location of all files for your submission. This begins the transfer of files from your computer to the GEMS site.
6. Confirm file transfer. Once the files have been transferred, a confirmation screen appears, providing you with a manuscript number and listing the number of files successfully transferred. By selecting “Continue” on this screen, the conversion of these files into PDFs begins.
7. Approve file conversion. Confirm that each of your files was converted successfully. You can Add, Replace, or Delete files at this stage. When you are satisfied that all files are correct, click “Approve Converted Files.” Once your electronic submission has been confirmed by the journal editor’s office, you will be sent an e-mail notification.

# QUICK GUIDE

## CHECKING THE STATUS OF YOUR SUBMITTED MANUSCRIPT

1. Log onto the journal's GEMS site.
2. Click the "Live Manuscripts" folder.
3. Select the link for your manuscript number and abbreviated title. The "Check Status" link at the bottom of this page provides detailed tracking information about your manuscript.

## ONCE YOUR MANUSCRIPT IS ACCEPTED

- Follow the file-naming convention outlined in your acceptance letter.
- Inform staff of the specific color option you have selected if you have not already provided this information. If you choose an option that uses both black-and-white and color figures, you will need to supply files for both versions of each figure.
- Download, sign, and mail or fax the "Copyright Transfer Form" to AGU Headquarters (fax+1-202-328-0566). This required form permits the Union to assure broad dissemination of your article.
- Complete the publication charges form for the journal. Final billing does not occur until the article is published; however, staff use this form to estimate your charges, including any reprints ordered. Authors are asked to provide a commitment to pay the total charges based on this estimate.
- Select the AGU Index Terms (mandatory) and keywords (optional) for your article if you have not already done so when submitting your manuscript. This information is used to classify your article in the AGU journals search engine and to incorporate your article into the various new online subscription options.
- Track the progress of your article through the production process with the Manuscript Status Tool at

[www.agu.org/cgi-bin/ms\\_status/ms\\_status.cgi](http://www.agu.org/cgi-bin/ms_status/ms_status.cgi)

## ADDITIONAL RESOURCES

---

### **GEMS Web addresses and contact information, by journal**

[www.agu.org/pubs/where-to-submit.html](http://www.agu.org/pubs/where-to-submit.html)

### **Tools for Authors**

[www.agu.org/pubs/inf4aus.html](http://www.agu.org/pubs/inf4aus.html)

### **Auxiliary materials guidelines**

[www.agu.org/pubs/esupp\\_about.html](http://www.agu.org/pubs/esupp_about.html)

### **Author fees for online publication**

[www.agu.org/pubs/reports/eos23july.htm](http://www.agu.org/pubs/reports/eos23july.htm)

### **Color figure options**

[www.agu.org/pubs/e\\_publishing/color\\_pricing.html](http://www.agu.org/pubs/e_publishing/color_pricing.html)

### **Multimedia presentation options**

[www.agu.org/pubs/authoring/options\\_beyond.html](http://www.agu.org/pubs/authoring/options_beyond.html)

### **AGU Copyright Transfer Form**

[www.agu.org/pubs/cprt\\_top.html](http://www.agu.org/pubs/cprt_top.html)

### **AGU Index Terms**

[www.agu.org/pubs/indexterms/](http://www.agu.org/pubs/indexterms/)

**To check on the status of your manuscript during review process, use GEMS. After acceptance, go to**

[www.agu.org/cgi-bin/ms\\_status.cgi](http://www.agu.org/cgi-bin/ms_status.cgi)

### **For general assistance**

[author.help@agu.org](mailto:author.help@agu.org)

### **For graphics/multimedia assistance**

[graphics-help@agu.org](mailto:graphics-help@agu.org)

**An online version of this booklet, with updated information, is available at**

[www.agu.org/pubs/e-publishing/author\\_guide.pdf](http://www.agu.org/pubs/e-publishing/author_guide.pdf)