Steps for proposing and producing GSA Special Papers and Memoirs

(1) The potential author of a book or editor of a volume of contributed papers sends a proposal to the Science Editor that lists the proposed chapters and authors and includes a tentative schedule for review, revision, and submission. The Science Editor reviews the proposal, commonly with advice from one or more experts in the field, to determine (a) if the subject is of scientific merit; (b) if there is a reasonable audience for the proposed book; and (c) whether GSA is the suitable publisher.

(2) If the Science Editor accepts the proposal, a single author, or group of two or more authors, may proceed to write the book and submit it to the Science Editor. The Science Editor will have the book reviewed, perhaps ask that it be revised, and either accept or reject it.

(3) If the book is to be a volume of contributed chapters, the volume editor(s) will inform the contributing authors to proceed, giving a date when completed manuscripts are due.

(4) The volume editor(s) then send the manuscripts out for review to at least two experts, who are not authors of any paper in the volume. The purpose is to obtain evaluation of the manuscripts and feedback from knowledgeable people who represent potential readers of the book.

(5) Because reviewers should not have any conflict of interest with the authors, they should, in general, not be from the same institution, or a collaborator. If editors feel that an exception should be made in choosing reviewers, they should consult with the Science Editor in advance.

(6) A book should have a long shelf-life, unlike the very best papers in journals. Therefore, authors and reviewers should be advised that each paper/chapter must exceed the threshold of being excellent.

(7) The Science Editor will send you documents pertaining to reviewers. Reviewers should send their reviews directly to the volume editor(s), not to the Science Editor or to GSA Headquarters.

(8) Some authors and some reviewers are more prompt than others. Yet, the slowest author-reviewer pair determines the pace of progress of a volume. In the worst case, papers by early authors may gradually lose their edge while the volume awaits tardy authors and reviewers. Please set up a reasonable good-faith timetable for receipt of manuscripts, reviews, revisions, and final submission to GSA and adhere to it rather strictly. Please send the timetable to the Science Editor as soon as possible.

(9) Please advise each author to meet GSA guidelines for manuscript preparation. Details are posted at http://www.geosociety.org/pubs/bookguid3.htm. Authors should include electronic versions (on CD or DVD) of all material (text, tables, figures, etc.).

(10) Following review, authors should revise their manuscripts, as requested by the volume editor(s). It is crucial that authors send a statement detailing their response in revision to comments and suggestions of the reviewers.

(11) The volume editor(s) should save all reviewed material, including electronic copy of original manuscripts with line numbers keyed to reviewer comments, review forms, reviewer comments, their own evaluation and feedback to the authors, and the authors’ responses. When the volume editor has all materials in hand, they should be sent to GSA Headquarters. The staff there will send them on to the Science Editor for review. It is critical that the Science Editor has not only the manuscripts, but all of the reviews and the author’s responses. The Science Editor will either accept or reject the volume; sometimes only certain chapters are rejected if they do not meet standards.

Send your proposal to GSA at books@geosociety.org. If you have a preferred editor, please note that.