INSTRUCTIONS TO AUTHORS
NEW MEXICO GEOLOGICAL SOCIETY

FALL FIELD CONFERENCE GUIDEBOOK

2026

Thank you for your interest in contributing to the NMGS Fall Field Conference Guidebook! Author contributions make the field conference and the guidebook publication a valuable resource for the geologic community and the public. Please inform the Conference Editors of your intent to submit a manuscript or a minipaper.

MINIPAPERS

Before submitting a minipaper, discuss it with one of the Conference Editors identified on the Call for Papers. Minipapers have *1500-word and 1-figure* limits. Abstracts are not used in minipapers. References must be provided at the end of the minipaper. Minipaper review is by the editors; no outside reviews are required, but they can be solicited by the authors or editors at their discretion.

MANUSCRIPTS

All finalized manuscripts must be received on or before the announced deadline (see Call for Papers). Manuscript and graphic files (electronically conveyed), with copyright and review forms, should be sent to the individual(s) identified on the Call for Papers. If your copy does not meet the specifications given here, then it will be returned to the author(s) for rewriting, if time allows, or will be rejected. Late papers may not be published.

REVIEWS

The review process will be handled by the guidebook editors, who will solicit external reviewers. Authors are asked to submit names of two or more reviewers (preferably from outside of the author's institution) for the editors' consideration, but final choice of the reviewers will be made by the editors.

GUIDEBOOK PAGE LAYOUT

The required word processing format, for either the Mac or PC, is Microsoft Word. Leave one space between a punctuation mark and the next sentence. Do not make paragraph indentations with the space bar or use tabs: set indentations with your software.

Length: ***Regular papers are limited to 20 pages (approx. 5,000 words or 36,000 characters), 12-point font, Times New Roman, double-spaced, with an estimate of a half- page per figure or table.*** Overlong papers may be sent back to the authors to conform to the above guidelines. If you believe that a longer paper is necessary, you **must** discuss it with the editors. Short regular papers may be inserted in the road logs as minipapers at the discretion of the editors. No fold-out pages or pocket plates will be accepted.

Title: The title should be as brief as possible, and yet contain essential information of topic, age, and location. Use title case capitalization (i.e., capitalize all words, except for minor words or conjunctions).

Authors: Author(s)' names occupy a line below the title. List only one affiliation per author using superscript numbers coordinating with an address including a zip code. All affiliations are listed separately below the line with author's names. Provide an e-mail address only for the corresponding author.

Abstract: Each manuscript paper must have an informative, data-laden, stand-alone, single-paragraph abstract no longer than one typed manuscript page (double-spaced). The abstract should follow the author's affiliation and precede the introduction to the article.

Headings: Use no more than three orders of headings as shown below:

FIRST-ORDER HEADING

Second-order Heading

Third-order heading

Figures: Figures should supplement the text and make the paper easier to comprehend. Figures should be designed early in the writing process and be fully integrated with the text. All figures (line drawings and photographs) should be numbered sequentially in the order in which they are first mentioned in the text. The most important points to keep in mind when designing figures are:

1) All figures and photographs will be printed in color.
2) We prefer figures that can be edited in Adobe Illustrator and saved either in native (i.e., Illustrator), eps, or tiff formats.
3) **Know and utilize the size and shape of the page** (18.5 x 24 cm). Figures should fit within one column (9 cm width) or full-page width (two columns, 18.5 cm width).
4) We require the following naming convention: Figure#_columnwidth. For example, "Figure1_2column.jpeg" or "Figure5_1column.tiff".
5) All images will be published as initially submitted to contractors. **Authors are responsible** for ensuring all figures and images have (1) a resolution of at least 300 dpi when scaled at the intended size (1 or 2 columns) and (2) are using CMYK colorspace before they are submitted to the publishing team.
6) Choose type sizes so that the smallest type will be at least 1 mm high (equivalent to 8-point font) when figures are reduced to fit on the printed page. ***Use only fonts Arial, Arial Narrow, or Times New Roman in figures.*** No borders are needed on simple figures, but they may help on maps or busy figures.
7) Formation contacts, names, and symbols should be labeled directly on the digital image. Please test the figures at their final size prior to submitting the paper. Choose the color (black or white) and the location of lettering to maximize contrast.
8) Crop photographs to the essence of the image by trimming margins and excess sky from photos.
9) Authors are responsible for ensuring that all figures and/or photographs are properly credited and adhere to copyright use laws.

Illustrations and photographs must be submitted electronically. Contact editors with questions regarding figure formatting.

Scale: Line drawings and maps should include a bar scale (metric units) and a north arrow. Photographs should include a clearly visible scale. Do not use magnification numbers, written, or non-bar scales in captions or figures because of scale changes during printing.

Figure captions: Do not print titles or figure captions on the illustrations. A list of figure captions should be in consecutive order and double-spaced on a page separate from the manuscript. Figure captions should be precise, detailed, and explain all symbols used. Figure captions begin with the following format: **FIGURE X.**

Tables: ***Small*** tables may be submitted in Microsoft Word; larger data tables will go into the online data repository. Table requirements:

1) 10 pt. Times New Roman font
2) Standard, not Roman, numerals unless designating formal rock units or structures
3) Single-spaced
4) Saved as a separate file on the electronic media
5) No vertical lines

The top of the table must have two lines that will set off the table from its caption above. A single line forms the lower boundary of a table and also divides the column headings from the listed values. The following is a properly formatted table.

Age*	**Formation**	**Thickness**
Jurassic	Morrison	150 m
	Summerville	25 m
	Todilto	26 m
	Entrada	85 m
Triassic	Chinle	300 m

Table notes/identifiers should be listed here in 9 pt type.

Style Guide: NMGS uses the New Mexico Bureau of Geology and Mineral Resources Editorial Style Book for all publications. For guidance on **units, abbreviations and numbers, quotations, capitalization, reference formatting, and other stylistic matters** please see:

https://geoinfo.nmt.edu/publications/about/authors/style

You can also refer to the extensive guidance on reference formatting at the NM Bureau of Geology Editorial Style book, linked to above. If references are not complete or edited to NMGS standards, manuscripts will be returned to authors.

DOIs: NMGS is a Crossref.org member so that we can register Digital Object Identifiers (DOIs) for our publications. Part of our Crossref membership obligation is to supply DOIs, if present, on our reference lists. They provide a simple free tool that will find DOIs for uploaded reference lists (see: https://apps.crossref.org/SimpleTextQuery). **If your cited reference doesn't have a DOI, use the tool above to see if one has been assigned.** Note that older publications, including all NMGS Guidebook papers and road logs, can have DOIs registered retroactively.

Crossref recommends that DOIs be displayed as a URL instead of the older "doi:" format (e.g., https://doi.org/10.56577/FFC-72 rather than doi: 10.56577/FFC-72). Do not include a period after the URL, unless it is part of the DOI.

Quick Guide: Reference Examples

Journal	Chapin, C.E., 2008, Interplay of oceanographic and paleoclimate events with tectonism during middle to late Miocene sedimentation across the southwestern USA: Geosphere, v. 4, no. 6, p. 976–991. https://doi.org/10.1130/GES00171.1
Book	Allmendinger, R.W., Cardozo, N., and Fisher, D., 2011, Structural Geology Algorithms—Vectors and Tensors in Structural Geology: New York, Cambridge University Press, 304 p. https://doi.org/10.1017/CBO9780511920202
Book article	Baldridge, W.S., 2004, Pliocene-Quaternary volcanism in New Mexico and a model for genesis of magmas in continental extension, *in* Mack, G.H., and Giles, K.A, eds., The Geology of New Mexico—A Geologic History: Socorro, New Mexico Geological Society Special Publication 11, p. 312-330. https://doi.org/10.56577/SP-11
NMGS Guidebook	McFadden, Leslie D., Lozinsky, Richard P., Menges, Christopher M., Miller, Jerry R., Ritter, John, 1994, Soil, tectonic and climatic geomorphologic investigations in the San Agustin Plains area, New Mexico: New Mexico Geological Society, Guidebook 45, pp. 12-14. https://doi.org/10.56577/FFC-45.12
Government or University Serial Publication	Broadhead, R.F., 1997, Subsurface geology and oil and gas potential of Estancia Basin, New Mexico: New Mexico Bureau of Mines and Mineral Resources, Bulletin 157, 54 p. https://doi.org/10.58799/B-157
Maps	Woodward, L. A., McLelland, D., Anderson, J. B., Kaufman, W. H., 1972, Geologic Map of Cuba quadrangle, New Mexico: New Mexico Bureau of Mines and Mineral Resources, Geologic Map 25, scale 1:24,000. https://doi.org/10.58799/GM-25
Open-File Report	Christenson, S.C., Morton, R.B., Havens, J.S., and Fairchild, R.W., 1988, Geologic logs for selected deep wells in parts of Oklahoma, Texas, and New Mexico: U.S. Geological Survey Open-File Report 86-541, 161 p. https://pubs.er.usgs.gov/publication/ofr86541
Thesis	Baltz, E.H., 1962, Stratigraphy and Geologic Structure of Uppermost Cretaceous and Tertiary Rocks of the East-Central Part of the San Juan Basin, New Mexico [Ph.D. dissertation]: Albuquerque, University of New Mexico, 294 p. https://digitalrepository.unm.edu/eps_etds/239/
Abstract	Hawley, J.W., 2001, Hydrogeologic framework of the middle Rio Grande basin, New Mexico, with emphasis on Kirk Bryan′s contribution to conceptual-model development (abs.): Geological Society of America, Abstracts with Programs, v. 33, no. 5, p. 1.

Appendices and Data Repository: Data tables, appendices, or other large amounts of data will be placed in an electronic data repository on the NMGS website: https:/nmgs.nmt.edu/repository.

The editors will assign a unique repository number for each paper with a repository. In general, large data tables should be avoided in the printed paper.

REPRINTS

No reprints are provided to the authors. All manuscripts will be posted on the NMGS website as PDF files, usually just before the conference. All papers will be freely available to the public.