

IODP Manuscript Submission Instructions

This document contains guidelines for submitting manuscripts to the *Proceedings of the Integrated Ocean Drilling Program*.

A. Initial submission

- Submit manuscripts using the form located at iodp.tamu.edu/publications/manuscripts/iodp/initial1.html.
- Once approved for review, the manuscript is assigned a tracking number. Please refer to the manuscript tracking number in all correspondence with IODP.
- Submit revised manuscripts using the form located at iodp.tamu.edu/publications/manuscripts/iodp/revised1.html.
- Accepted manuscripts are copyedited for grammar, spelling, and IODP style. An electronic galley proof is sent to the correspondence author, who should
 - Proof all galley material carefully because this is the final opportunity to check the manuscript before publication.
 - Limit galley corrections to errors of fact and typography introduced during manuscript preparation.

B. Copyright

- Authors must obtain copyright release to include previously published material that is not legally in the public domain (e.g., figures). Permission should cover electronic and online editions.
- A copyright license agreement must be completed by all authors of each manuscript submitted for publication (the copyright form is located at iodp.tamu.edu/publications/manuscripts/iodp/copyright_iodp.html).

C. Manuscript organization

- **Abstract:** Include a short abstract with all manuscripts. The abstract should objectively convey the main point of the manuscript. It must not contain references or figure and table callouts, and should be understandable without reading the entire manuscript. The abstract must contain “Integrated Ocean Drilling Program.”
- **Introduction:** Include a clear and succinct statement of the purpose and objectives of the research. This explanation does not have to be in a separate section.
- **Methods/Materials:** Include a brief description of analytical methods or reference to this information if it is published elsewhere. Explain all methods clearly so the reader understands the process used.
- **Results:** Summarize results and refer to figures and data tables.
- **Acknowledgments:** Acknowledge the receipt of data or samples from IODP and the funding agency that supported the research, along with personal acknowledgments (see Acknowledgment requirements in the IODP Sample, Data, and Obligations Policy at www.iodp.org/program-policies/).
- **References:** Submit a reference for every citation from the text and ensure that all reference information is complete and current at the time of initial submission (see iodp.tamu.edu/publications/guidelines.html).
- **Appendixes:** Label each appendix (if more than one) A, B, etc., and assign each Appendix a title.

- **Tables and Figures:** Number tables and figures consecutively in the order of their first mention in the text. Save each figure and table as a separate electronic file. Include figure captions at the end of the manuscript in the same electronic file.

D. Software specifications

- Text: Microsoft Word (.doc), Rich Text Format (.rtf), or WordPerfect (.wpd).
- Tables: Microsoft Excel, Microsoft Word, or WordPerfect.
- Figures: KaleidaGraph, Canvas, or Adobe Illustrator are preferred.
- Video clips: Quick-Time.

E. Supplementary material

- Supporting data or supplementary material may accompany data reports. This material can be included as supplementary material if it cannot be included in the manuscript because of size limitations or because the data are provided in proprietary file formats. The author prepares these files along with a readme file. The readme file should include a short text summary describing the contents of each supplementary file and identify the file type.

F. Style and writing guidelines

- Specifics of IODP editorial style and usage can be found at iodp.tamu.edu/publications/guidelines.html