

Submitting a Data Report

Below are instructions for submitting Data Report manuscript to the *Proceedings of the International Ocean Discovery Program*.

Initial Submission

1. Fill out, sign, and return the IODP Creative Commons Author's Certification and Copyright and License Agreement (E-signature is accepted):
http://iodp.tamu.edu/publications/manuscripts/iodp/copyright_iodp.pdf.
2. Include a cover letter that lists all author names, institutional affiliations, and ORCID numbers (if applicable) and a list of 3–10 keywords for the manuscript (IODP, expedition number and title, and site will be included automatically).
3. Combine the cover letter, manuscript, figures, and tables into a single PDF file.
4. Fill out the online submission form (http://iodp.tamu.edu/_webforms/initial.html). Minimum information required is as follows:
 - Manuscript type (select **Data Report**)
 - Manuscript title
 - Correspondence author name and email
 - Expedition number

Additional requested information includes the following:

- Correspondence author ORCID number (if not included in cover letter)
 - Funder name
 - Grant/award number
 - IODP Sample/Data request number
 - Possible reviewer names/emails
5. Attach the manuscript PDF file and **Submit**.

ERB and Peer Review

1. Submitted manuscripts are assigned a tracking number and sent to the Editorial Review Board (ERB) for review approval.
2. Approved manuscripts are sent to one or more subject matter expert reviewers.
3. Reviewer comments are forwarded to the author for manuscript revisions.
4. Revised manuscripts are submitted online at http://iodp.tamu.edu/_webforms/revised.html. Required information includes the following:
 - Manuscript tracking number
 - Manuscript title
 - Correspondence author name and email
5. Submit files
 - Cover letter (.doc, .docx, .rtf, .txt, or .pdf)

- Manuscript text (.doc, .docx, .rtf, .txt, or .pdf)
- Tables (.xls, .xlsx, or .docx)
- Figures (one figure per file: .ai, .eps, .jpg, .tif, etc.)
- Supplementary material (any file format is accepted; include a readme.txt explanatory file)

Manuscript Acceptance

The ERB reviews the revised submission and recommends further revisions or accepts the manuscript.

Galley Preparation

Accepted manuscripts are copyedited for grammar, consistency, and IODP style. Tables are formatted, figures are sized and formatted, and the chapter is laid out following the expedition volume style. An electronic galley is sent to the correspondence author.

Author Galley Review

Authors have 10 days to return galley comments. Galley corrections should be limited to errors of fact or typography introduced during manuscript preparation.

Online Publication

Once the Data Report is published online in HTML and PDF:

- It is assigned a digital object identifier (DOI) through CrossRef,
- Author ORCID records are updated (if authors granted CrossRef has permission to update their record),
- The citation appears on the expedition-related bibliography, and
- The paper will be discoverable in Google Scholar, ScienceOpen, GeoRef database, the Scientific Ocean Drilling Bibliographic Database, and other researcher tools.

The CrossMark logo on the published Data Report links to a metadata report that lists

- Authors and their ORCIDs,
- Funder and grant number,
- License information,
- Publication history,
- Associated data sets and/or supplementary material, and
- Any changes or errata since publication.