

Updated: 10 June 2016

## Submitting a Publication, Flemings' Research Group

Congratulations you have a manuscript you would like to submit for publication. Please follow these steps to ensure your work is properly archived, you have appropriate acknowledgments, and all publication costs are covered. If you have any questions direct them to Colleen ([colleen@ig.utexas.edu](mailto:colleen@ig.utexas.edu)).

- Write paper
- Internal Edits
- Archive
- Check Acknowledgements
- Check Affiliations of Authors
- Submit Publication
- Archive after submission
- Pay publication fees
- Manuscript accepted
- Galley received
- Published

### 1. Write Paper

You can find Flemings suggested reading and guidelines for writing at this site:

<http://www.jsg.utexas.edu/flemings/intranet/writing-help/>

- Once you are ready to start writing, let Colleen know via email ([colleen@ig.utexas.edu](mailto:colleen@ig.utexas.edu)) that you have a paper you are working toward submitting.
- Fill out the Publication Status on the Publication Exchange site in UT Box ([https://utexas.app.box.com/files/0/f/6691626893/Publication Exchange](https://utexas.app.box.com/files/0/f/6691626893/Publication%20Exchange)) with your paper's working title, first author, publication you're submitting to, and the status (in prep, submitted, accepted, rejected).
  - o Click "Open with Excel" to edit the list
- Colleen will create a folder in the Publication Exchange site in [UT Box](#) (with your name, publication, and the year) for you and your co-authors all to have access.

### 2. Internal Edits

- Modeling Paper
  - o All modeling papers should first go through Maria Nikolinakou ([mariakat@austin.utexas.edu](mailto:mariakat@austin.utexas.edu)) for review (cc [Colleen](#) to keep in the loop)
  - o Maria will advise on when paper is ready to move to Peter and other authors
  - o Keep status updated on [UT Box](#)
- All other Papers
  - o Work with Peter and other authors face to face and in [UT Box](#) to review paper and ready for submission. (cc [Colleen](#) to keep in the loop)
  - o Keep status updated on [UT Box](#)

### 3. Archive

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- Save all supporting documents including editable paper text, figures, all original illustrations (in whatever their native format is, e.g. illustrator), associated critical data sheets, and any other related documents in the folder titled with your name on [UT Box](#):
- Update status on [UT Box](#)
- If you use endnote for your references please convert references to text in your document
- Email [Colleen](#) the following:
  - “in review” citation
    - use this format: Doe, J., Flemings, P.B., Person, X., in review, Title, Journal

#### 4. Check Acknowledgements

You should acknowledge all funding sources. These are some common sources and their acknowledgment format. Peter Flemings is supported by UTIG and DGS so when you publish a paper that he is involved in you must acknowledge both UTIG and DGS. If you have questions on this please discuss with Peter.

- UT GeoFluids:
  - The project was funded by the UT GeoFluids consortium at The University of Texas at Austin [www-udc.ig.utexas.edu/geofluids/](http://www-udc.ig.utexas.edu/geofluids/). UT GeoFluids is supported by the following companies: Anadarko, BHP Billiton, BP, Chevron, ConocoPhillips, ExxonMobil, Hess Corporation, Pemex, Repsol, Shell, and Statoil.
  - The project was funded by the UT GeoFluids consortium at The University of Texas at Austin [www-udc.ig.utexas.edu/geofluids/](http://www-udc.ig.utexas.edu/geofluids/) (supported by 11 energy companies).
- UTIG (no specific format, use these as a guideline):
  - This work was partially funded by a University of Texas Institute for Geophysics postdoctoral fellowship.
  - University of Texas Institute for Geophysics (UTIG) contribution #xxxx.
- Department Fellowship or Grant (no specific format, use this as a guideline):
  - Funding was provided by the Jackson School of Geosciences through fellowship support from ConocoPhillips.
- DGS (Department of Geological Sciences)
  - This work was partially funded by the Department of Geological Sciences.

#### 5. Check Affiliations of Authors

Make sure that any author that has dual support is listed as such. Meaning if a person is supported by both DGS and UTIG, you will list both.

#### 6. Submit your publication

Guidelines for submissions vary by journal, be sure to carefully read the journal's author guidelines for specifics of how to submit your manuscript. You may want to prepare a checklist for yourself based on the author guidelines and put important deadlines in your calendar. Make sure you update the status on [UT Box](#).

#### 7. Archive after submission

- Save your cover letter and all additional supporting documents in the appropriate subfolder on [UT Box](#)
- Update status on [UT Box](#)
- Email [Colleen](#) the following:

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- Confirmation of uploaded files
- Publication deadlines and current status

### **8. Pay publication fees**

As soon as you have an understanding of the publication fees email [Tessa](#). She will process any necessary departmental paperwork. Tessa will advise you if more action is needed.

### **9. Manuscript accepted?**

- Update status on [UT Box](#)

Once your manuscript is accepted, notify UTIG.

- E-mail manuscript to Cliff Frohlich ([cliff@ig.utexas.edu](mailto:cliff@ig.utexas.edu)), (cc: Peter ([pflerings@jsg.utexas.edu](mailto:pflerings@jsg.utexas.edu)), Tessa ([tessa.green@jsg.utexas.edu](mailto:tessa.green@jsg.utexas.edu)), and Colleen ([colleen@ig.utexas.edu](mailto:colleen@ig.utexas.edu)))

### **10. Once you receive a galley it's time to archive again**

- Save your galley and any updated documents in your folder on [UT Box](#)
- Email [Colleen](#) the following:
  - Confirmation of uploaded files
  - "in press" citation
    - use this format: Doe, J., Flemings, P.B., Person, X., Title, Journal, (in press), doi:#

### **11. You've been published!**

- Update status on [UT Box](#)
- Save your final print and any updated documents in your folder on [UT Box](#)
- Email [Colleen](#) the following:
  - Confirmation of uploaded files
  - Published citation (use format appropriate for your publication)