Submission Guidelines for Authors

The mandate of the Canadian Society of Exploration Geophysicists (CSEG) is to promote the science of geophysics, especially as it applies to exploration, and to promote fellowship and cooperation among those persons interested in geophysical prospecting.

The RECORDER is the official publication of the Canadian Society of Exploration Geophysicists. The RECORDER supports the CSEG's mandate in three main ways:

- By publishing high quality articles that are of interest to Canadian geophysicists from coast to coast to coast.

- By publishing information about the CSEG and other industry activities and events for the benefit of CSEG members.

- By publishing information about the activities of individual CSEG members for the benefit of other CSEG members.

The goal of the RECORDER Committee is to make the RECORDER the most effective and timely tool or publishing (or "recording") CSEG members' thoughts and opinions on a wide range of topics, both technical and non-technical, of interest to the geophysical community in Canada. The RECORDER Committee includes volunteer Technical Editors and a Format Editor, led by the RECORDER's Chief Editor and the CSEG Director of Communications.

The RECORDER is a digital publication (www.csegrecorder.com), and often also produces one print edition per year, to coincide with the annual GeoConvention. Content is published regularly throughout the year, and includes technical articles, regular columns, reports by CSEG committees, interviews with prominent geophysicists, and other articles.

The RECORDER serves as a place to develop geophysical ideas and written communication skills. Articles are edited, but not formally peer reviewed. Please see below for information specific to the type of content you would like to submit.

Contact Information

The Chief Editor and Associate Editors can be contacted at editor@csegrecorder.com. Contact information for all editors is available on our website: https://csegrecorder.com/about/contacts.

Important Legal and Copyright Considerations for All Submissions

Copyright

The copyright for the RECORDER is reserved by the Canadian Society of Exploration Geophysicists (CSEG). Permission for the reproduction of articles or images published in the RECORDER needs to be granted by the CSEG in writing.

Permission to Publish

By submitting articles to the CSEG RECORDER for publication, **authors warrant** that they have **already obtained permission** from the owners of all data (including, but not limited to, seismic data and related products, well data, maps), images, and other intellectual property contained therein, to publish them in the RECORDER and to post them on CSEG's social media accounts, and that they have obtained permission to publish, as appropriate, from their employers or institutions.

In order to promote articles, CSEG may post links to published articles on CSEG's social media accounts such as LinkedIn, Twitter, Facebook and Instagram. As a result, published images, including those of intellectual properties, may be visible on these social media sites unless requested otherwise.

In the case of **physical data**, the CSEG RECORDER committee will request an **additional confirmation email** from senior authors explicitly confirming that they have obtained written permission from the data owners to use, show, and publish the data contained in their articles, before the articles are released publicly.

Disclaimer

Material published in the RECORDER includes views and opinions of the respective contributors, and does not necessarily represent those of the CSEG or its affiliates. The CSEG does not endorse or warrant the information printed. While the CSEG strives to ensure the published content is correct, the CSEG cannot guarantee its accuracy.

Timeline

Upon receiving your article, the following general process is followed. We will assign a Technical Editor to be the main editor and contact point for your article. This person will converse with you as the article is being reviewed and edited. This editor will also ensure we have the necessary figures, bios, pictures, data permissions, etc. and, once you are in agreement, will send the latest version of the article to the Formatting Editor.

The Formatting Editor will then take a few weeks to format the article for publication. Then, the Chief Editor will send you the final copy for your approval and sign-off. Then, the final approved version will go to our webmaster.

Your article will appear within the next few months, with some flexibility depending on how many articles we have on the go at the time. Please let us know if you have a specific month in mind for publication, and we will do our best to make this happen. The process will usually take at least two months from submission of first draft to publication.

For the print edition, the timeline is more formal. The deadline for submission of first drafts is **2 months before publication date**. If you can deliver your article earlier, please do so, as it makes it easier on the volunteer editors. Technical Editors will edit submissions with authors. Deadline for submission of final drafts: **1 month before publication date.** The layout and printing will be done out-of-house.

Technical Details for All Submissions

Units of Measurement

Units should be expressed in SI units, as noted in the Encyclopedic Dictionary of Exploration Geophysics, authored by R.E. Sheriff (SEG Publication).

Spelling

Spelling should generally conform to Canadian spelling (preferred), or SEG publication format (American spelling). Regardless of the chosen format, authors should be consistent throughout their article.

Templates, Headings and Fonts

Submissions should normally be in a Word® .docx file. A Microsoft Word® template is available for submissions (contact the Format Editor, see https://csegrecorder.com/about/contacts, or the Chief Editor, editor@csegrecorder.com), and technically savvy authors are welcome to use it to speed the format process. Submissions do not have use these templates, however. If authors wish to use other word processing formats, such as LaTeX, please contact the editors to discuss.

Articles should use no more than three levels of headings. The standard font for the RECORDER is Arial, with body text in Arial 11 pt at 1.3 line spacing. Again, it is helpful but not required for authors to use these specifications. Authors should not attempt complex formatting and figure imbedding themselves, as it generally slows down the formatting process.

Articles use a letter page size for pdf publication, and are also published in continuous html format.

Key Information at Beginning

Every article should include:

- the **title**;

- the **author(s) names** (in the format of first name and last name, not last name and initial); and

- the **authors' affiliations** (companies, academic institutions, etc., some form of address or location, and email).

Figures and Pictures

Figures and pictures should be supplied in a common image format (e.g. .jpg, .tif), at a resolution of about 300 dpi. Do not exceed about 600 dpi, as images can require unreasonably large digital storage. Conversely, make sure all label text is legible and that photos and images are not pixelated. If the figure looks crisp at "100%" in Word®, resolution is sufficient.

Generous use of figures and pictures is encouraged, as "a picture is worth a thousand words". Figures are usually published upright on the page, and can cover the entire width of the page, or even the whole page if legibility warrants. In exceptional circumstances, figures can be rotated on the page. More simple figures and pictures can be designed to take up much less of the page, and the text will be formatted around them, as appropriate.

If your images are being drafted specifically for this publication, please use Arial font for a unified look.

Figure for Home-Page and Social Media

A simple colourful figure is used on the RECORDER home-page as an "icon" with the article title. Similarly, figures suitable for promotion on social media (e.g. Linked-In) are also needed. Authors are asked to suggest one or two of their figures that would make a suitable icon and would be appropriate for promotion on social media. Alternatively, authors can supply a different basic image that represents their article, if their figures are not suitable for this purpose.

Technical Details for Specific Content Types

Technical Articles

Structure and Length

Typical headings for technical articles include: Abstract or Summary, Introduction, Methodology, Results, Conclusions, References and Acknowledgements.

Authors are encouraged to keep to a readable length and aim for 3000 to 5000 words. Authors should aim to be concise, and also provide enough detail to clearly make their points for readers.

Figures

Figures for technical articles should be numbered sequentially and referenced within the text, as is standard for scientific publications. The Format Editor will imbed the figure image at the first appropriate place that the image fits, after the figure has been referenced in the text.

Supply figure captions at the end of the paper. These will be attached to the figure by the Format Editor. Do not imbed captions within the images.

Equations

Equations can be written with the tools of Word®, or embedded as images.

Tables

Tables should be provided in a digital format, using Word®'s table functions, or as an imbedded Excel® spreadsheet. This allows the format editor to edit the Table to the colour scheme and fonts of the RECORDER, without having to retype the table.

References

We accept any common scientific reference format, and rely on our text style to make the references look somewhat consistent. Please use a generally accepted format, that begins with "Author1, A.A., Author2, B.B., and Author3, C.C., Year. Title of paper…", etc. Punctuation can vary in various styles, but please be self-consistent. The style recommended by SEG.org is particularly encouraged.

Author Biographies and Photographs

Please provide a short biography for at least the senior author, and optionally for the other authors. Provide a "head and shoulders" recent photo of all authors for which biographies are provided. Resolution should again be about 300 dpi, in .jpg or .tif format.

Keywords

Keywords are important for search engines to locate technical articles, and help make your article easier to find and have higher priority in search results. Please provide five or more

appropriate keywords for your technical articles, e.g. seismic inversion, Saskatchewan, unconventional play, etc.

Submit to the Chief Editor or assigned Technical Editor.

Committee Reports and Promotional Materials

Reports on committee activities are very much encouraged and can have a more relaxed format than technical articles. Include a clear author and affiliation. Be sure to include key information, such as "who, what, when, where, why". Acknowledgment of volunteers and sponsors is appropriate and encouraged. Keywords are helpful for reports.

Pictures should include a caption, with information about the location and names of the people in the picture. For longer reports, figures can be referenced as in a technical paper, with captions supplied at the end of the report. Pictures should aim for 300 dpi, see above.

Promotion for upcoming events can be in the form of a report, a graphic, or a PowerPoint® slide (a CSEG PowerPoint® template is available). See past RECORDER editions for ideas. Be clear about dates, costs, location, and other key information in your promotional materials.

Submit to the Chief Editor or Technical Editor who contacted you

Columns

Several regular columns are written for the RECORDER by dedicated volunteers. Their format varies according to content. For example, *Science Break* follows the same basic format, length, guidelines for figures, etc., as the technical articles, whereas the *CAGC Column* and *Tracing the Industry* are more like Reports, usually without formal figures (though they may be used). The *Interview Column* has its own Question and Answer template. *Board Message* columns are brief communications from the CSEG Board Directors, and should be about 200 to 1000 words. The Chief Editor may write a column like a Board Message, or a general technical article, commenting on the technical articles and/or other issues of interest to the community.

As discussed above, any pictures should have appropriate captions about names and locations. Guest and occasional contributors can follow previous similar columns and get advice from regular contributors. All contributors can receive format advice from the Format Editor.

Submit to the Chief Editor or Technical Editor who contacted you.