

Instructions for Authors

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Introduction to the Journal

The Canadian Mineralogist is published six times yearly. These include periodic thematic issues, generally an outcome of a special session at a MAC-sponsored meeting or in honour of distinguished individuals. The journal contains peer-reviewed articles on mineralogy, crystallography, petrology, geochemistry, and ore deposits.

Submission Process

There are three available options for submitting a manuscript to *The Canadian Mineralogist*. Details on each option are given below, but the essential process is the same:

Receipt of the submission is acknowledged. The submission is assigned to an Associate Editor. Two referees close to the theme of the paper are consulted by the Associate Editor. The referees evaluate the manuscript and return their comments to the Associate Editor. The Associate Editor considers the comments of the referees and makes a recommendation to the Editor. The Editor makes the final decision on the manuscript. Finally, the Editor contacts the authors to deliver the final decision. Papers that contain the results of a crystal-structure investigation will be scrutinized by our Technical Editor for Crystal Structures, currently Prof. Ronald C. Peterson.

Manuscripts accepted for publication typically must be revised to address referee comments. The revised versions, along with high resolution figures and supplementary data, are returned to the Managing Editor in editable format to permit formatting for publication.

Approximately at the time proofs are produced, authors will be required to sign a Transfer of Copyright. Authors

will also be requested to pay page charges at this time. For more information on page charges, proceed to [Page Charges](#).

Permissions

Submission of a manuscript implies that the work described has not been published before; that it is not under consideration for publication anywhere else; and that its publication has been approved by all co-authors.

How to Submit

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- Required Documents

The format in which you submit your manuscript depends on which option for submission (online, e-mail, or post) you choose, but all of the following must be included:

Regular manuscripts:

1. Manuscript
2. Figures (if present)
3. Tables (if present)
4. Supplementary Data (if present)

Manuscripts with crystallographic data:

1. Manuscript
2. Figures (if present)
3. Tables (if present)
4. Supplementary Data (if present)
5. Table of structure factors
6. CIF file

Manuscripts on a new mineral species should also include a copy of the official communication received from the Commission on New Minerals, Nomenclature and Classification; documentation on whether the new species has already been encountered can be obtained from http://pubsites.uws.edu.au/ima-cnmnc/Valid2009_03.pdf, an IMA-approved list of unnamed minerals. Such a code should be included in the text when a mineral is subsequently described in detail. This would not only enable the appropriate modifications of the IMA lists to be made in a timely fashion, but also ensure that both the name and the IMA code appear, where appropriate, in

journal indices.

- Helpful Formatting

None of this formatting is required at the time of submission, but it makes the process much easier, and therefore faster, for all of the editors.

- **Text**

- **Headings:** We use two levels of heading. The top level (i.e., "Discussion") should be in small caps, followed by a blank line before the text. Please do not imitate small caps using multiple font sizes. If you can't find the small caps option, use bold instead. The second level of heading (i.e., sub-sections within the Discussion) should be in italics followed by a blank line. Avoid third level headings whenever possible, but if you absolutely must use them, use italics followed by a colon, and then the text on the same line.
- **Reference citations:** We format citations as follows: (Smith 2011, 2012, Smith & Smith, Smith *et al.* 2012)
- Please use an actual degree symbol, rather than a superscript "O" or other substitute. MS Word offers a degree symbol via the "Insert > Symbol" menu.
- Greek symbols are never italic.
- The following are always italic: *i.e.*, *e.g.*, *cf.*, *ca.*, *apfu*, *in situ*, *versus*, *et al.*
- Parenthesis order: (), then [()], then ([()]), etc.

- **Tables**

- Our table style does not include vertical lines. If your data can't be understood without vertical lines, extensive reformatting of your tables may be necessary. (You will, of course, have time to approve the reformatting before your paper is published.)
- If your tables are in MS Excel, please use ONLY the default row height. Inserting very thin rows for spacing purposes makes reformatting your tables for our typesetter extremely difficult. If you need spacing rows, just use the full row height.

- **Figures**

- Low resolution figures may be used for the submission process, but we will require high resolution versions before publication.
- High resolution figures should be in either EPS or TIF format and should have a resolution of 600 dpi.
- We will use low resolution figures if high res versions can't be provided, but we caution authors that these will appear pixelated or fuzzy in print.

- **References**

- We have stopped abbreviating journal names. Please spell out all journal names in full.
- Detailed reference formatting is very specific. We don't require you to implement our reference formatting, but if you want to, a file containing all the specifics is available upon request from the Managing Editor.

- Guide to Symbols

We require authors to use IMA-sanctioned mineral names and their associated symbols. Where authors have no option but to refer to a phase that is not IMA-approved in their article, quotation marks are to be used. In order to assist you with choosing the correct symbols, an list of approved symbols is provided here:

Download: [List of symbols for rock and ore-forming minerals \(PDF\)](#)

(This document is somewhat out of date and will be updated soon.)

- Submitting Online (preferred)

Beginning in February 2013, *The Canadian Mineralogist* uses an online manuscript submission system. We strongly encourage authors to use this method, as it both allows them to monitor the progress of their manuscript and gives the editors a wide variety of tools to ensure that the manuscript is handled efficiently and that the process is fully documented.

Before you submit, you will need:

1. The text, including figure captions. Most formats accepted, but .DOC and .DOCX are preferred.
2. The tables. Most formats accepted, but .DOC, .DOCX, .XLS, or .XLSX are preferred.
3. The figures. Most formats accepted, but high resolution .TIF or .EPS are preferred. (Although not required, we prefer to receive the text in one file, the tables in another file, and each figure in it's own file.)
4. The names of your co-authors.
5. A login ID and password. These are easily and quickly obtained at the login screen using the "Register Now" link; all that is required is your name and the e-mail address you wish to use for correspondence about the review process.

Please Note: If your co-authors also wish to track the submission, you *must provide e-mail addresses for them*.

The online submission system will walk you through the process. You will likely find it helpful to have the first page (including title, authors, and abstract) open. If you have any difficulties, you may use the help menu, or exit the system and contact the Managing Editor for assistance, without losing your work; the system will automatically save your submission-in-progress.

The online system will send you notification e-mails at designated points in the process. You may also login to the system to check the status of your submission at any time.

[Click here to go to the online submission system.](#)

- Submitting Via E-mail

Articles submitted via e-mail should be sent to Mackenzie Parker, Managing Editor [canmin@alumni.ubc.ca].

When submitted by e-mail, we find it easiest to work with a PDF document containing text, tables, and figures. Please keep tables and figures to the end of the document, rather than distributing them through the text. If present, supplementary data, structure factors, and CIFs files should be in separate documents.

- Submitting Via Post

Please Note: Submissions via post (i.e., in hard copy) are extremely likely to be delayed, due to the vagaries of

the postal system and the difficulty of creating electronic documents for use in editing and printing from these materials. Please submit electronically whenever possible.

However, understanding that some authors may not be able to submit electronically, we will accept submissions in hard copy at the following address:

Mackenzie Parker
c/o Lee Groat
Dept. of Earth, Ocean, and Atmospheric Sciences
University of British Columbia
6339 Stores Road
Vancouver BC V6T 1Z4
CANADA

Include ALL materials. If possible, also include a CD or USB drive with electronic versions.

Supplementary Data

Large volumes of data, or data likely to interest only a few readers, are placed in the Depository of Unpublished Data, maintained on the MAC website. For example, this might include reams of compositional data on which a paper is based, a table of structure factors, or a digital version of IR and Raman spectra.

A code is defined once the pagination is finalized, of the form [document Fizélyite CM74_xxx], where 74 is the volume number and xxx is the first page of the article, and is inserted in the text.

Page Charges

Because The Canadian Mineralogist is a society-run journal, and because the MAC is a non-profit organization registered as an official charity, authors are asked to contribute financially to the publication of their article.

Page charges are assessed at \$30 per page, which represents about a third of our production costs. Where color is used, the MAC currently issues an invoice for \$200 per side of page, up to a maximum of \$800 for a given article. In other words, should authors require seven pages with color, the cost will still be \$800.

These page charges are considered a legitimate expense by granting agencies, and should be budgeted for in writing a research proposal. **Such charges are not to be construed as a condition for publication, however.** In return for a contribution, authors can expect an official electronic copy of their article, approved for distribution in the same way as reprints (which they can also order), and as it appears on the GeoScience World journal site [canmin.geoscienceworld.org].