

The Leading Edge[®]

GUEST EDITOR INSTRUCTIONS

Thank you for serving as a Guest Editor for *The Leading Edge*!
Following is information and guidelines to help guide you through the Guest Editor process.

Background

The Leading Edge (TLE) Editorial Board selects Guest Editors (GE) for their knowledge of a particular field and also their ability to solicit papers among subject-matter experts.

GEs are in charge of topical special sections with the dual responsibility of (1) soliciting technical papers, and (2) acting as front-line technical editors for the papers received. A GE works primarily with (1) authors, (2) the Editorial Board member who coordinates the issue, and (3) the TLE staff editor who compiles the issue. A designated Board member shadows non-Board member GEs.

Important: When two or more GEs handle a special section, only one should handle communications with the editorial staff. This streamlines communications and eliminates conflicting instructions, duplication of materials, etc. The designated GE communicates primarily with the TLE managing editor.

Guest Editor responsibilities

A top priority of the GE is to identify potential authors for the targeted special section. Some special sections are built around meetings (e.g., D&P Forum) that become the main source of papers.

GEs should instruct authors to submit their papers directly to them four (4) months prior to the month of publication (e.g., articles scheduled to appear in the December 2016 issue should be delivered to the GE no later than August 2016). This allows the GE time to review, consult with authors or other experts (if necessary), edit, and forward the manuscripts to the TLE managing editor, or other designated TLE staff member, in time to meet the copy deadline. Deadlines for the submission of papers to GEs are published monthly in the TLE Editorial Calendar and also online at <http://seg.org/Publications/The-Leading-Edge/Editorial-calendar>.

Manuscript requirements

It is the responsibility of the GEs to inform authors that all technical manuscripts should:

- Be written in English and require no macro-editing
- Be composed in Microsoft Word (Version 2004 or later). We cannot accept LaTeX files.
- Equations should be formatted in MathType
- Be complete and ready for publication — no further revisions, corrections, or additions
- Be accompanied by original, high-resolution (300 dpi or higher) graphics (submitted as individual jpeg, tiff, PDF files)

- Meet maximum word limit (generally, 3,000–5,000 words) for articles, with no more than 8–10 figures per article
- Minimize the use of equations
- Include references compiled in the standard reference format
- Have full company approval for publication

Guest editors provide authors with *TLE* contact information (e-mail, phone, fax). (Note: GEs should forward the *TLE* Article Submission Guidelines to authors or use their own letter of instructions.) Multimedia files are supported and their use is encouraged (see next section). Detailed submission information is on page 5 of the “Instructions to Authors” posted at <http://seg.org/Publications/Journals/-Geophysics/Information-for-Authors/Instructions-to-authors>.

Electronic submission of manuscripts

Manuscripts should be submitted online at <https://mc.manuscriptcentral.com/tle>. *TLE* uses the ScholarOne Manuscripts system for online submission, review, and tracking. During the review process, authors use the online system to check paper status, communicate with editors, and submit revisions. To check the status of a submitted manuscript, authors should check the "Author Center" at <https://mc.manuscriptcentral.com/tle>. If necessary, authors may e-mail tle@seg.org to contact members of the *TLE* Department of the SEG Business Office.

Prepare the manuscript by following these instructions carefully, and save the text of the manuscript in one PDF, PostScript, or Microsoft Word file. Figures may be submitted as TIFF, EPS, or Word files. (Figures submitted in Word, however, are allowed for reviewing purposes only. If the paper is accepted for publication, TIFF or EPS files at a resolution of at least 300 dpi will be required for production.)

Log on at <https://mc.manuscriptcentral.com/tle>. On the right side of the screen, click "User Tutorials" to obtain the "Author's Quickstart Guide," tips for uploading files in ScholarOne Manuscripts, and other online help for uploading to the system.

When you are ready to upload your manuscript files, enter your "Author Center." Click on "Click here to submit a new manuscript," enter the data required, and follow the steps for submitting a manuscript. Be sure to click "Submit" when you finish uploading the files and have previewed the PDF file. When you have completed the uploading process successfully, you will see a confirmation screen that includes the manuscript ID number assigned to your submission. You also will receive an e-mail confirmation within a day, to be saved for future reference.

If you need additional help, click the "Get help now" button in the upper right corner. This link brings up a new window that contains instructions, answers to frequently asked questions, and a method to send a question to the ScholarOne Manuscripts support team. If necessary, e-mail tle@seg.org to contact a member of the SEG staff, but first you should contact the ScholarOne Manuscripts support team for assistance.

Authors are requested not to address the editor-in-chief, assistant, and/or associate editors directly unless the communication is of a personal or technical nature or is an appeal. Routine communications are handled more efficiently electronically through the review system or the SEG Business Office.

After a paper has been reviewed, accepted, edited, composed, and proofread, it will be published online in advance of print publication.

NOTE: Please bear in mind that the online version of your paper is not another version of the author proof or an opportunity for the author to revise the paper. The online PDF version is the version of record. It is an exact representation of the version that was approved for publication in print. Changes in the online or printed version should be limited to factual or typographical errors serious enough to warrant publication of an erratum. Changes in the online version can result in the paper being withdrawn temporarily from the online site.

Acceptable manuscript forms

Manuscripts reviewed online are circulated as PDF documents, although the original files also can be viewed by referees. Authors should submit the manuscript text as a single document in PDF, PostScript, or Microsoft Word. Figures may be submitted as TIFF, EPS, or Word files. (Figures submitted in Word are allowed for reviewing purposes only. If the paper is accepted for publication, TIFF or EPS files at a resolution of at least 300 dpi will be required for production.) The online-submission software automatically combines the Word document with the figure files to create a single PDF file.

Once a paper is approved for publication, the author is required to upload the final document (and the completed copyright transfer form) through the [Author Center](#). Please complete the copyright form and upload it to the system. The paper is not considered accepted until the final document(s) are uploaded and the figures are approved by the image-quality check in the online system.

Accepted manuscripts are located under "Manuscripts accepted for First Look" in the "Author Center." The authors will click the "Submit updated manuscript" link to update data as needed and upload final documents. When submitting final documents, please check the following:

- Are author names and affiliations on the title page of the paper correct and listed exactly as they should be published?
- Do figures meet resolution requirements of at least 300 dpi?
- Are figure files named with the correct figure numbers (Figure 1, Figure 2, etc.)?
- Have you submitted all figures in the color space in which you expect them to be published? For color figures, RGB (red-green-blue) is accepted, but CMYK (cyan-magenta-yellow-black) is preferred. The production vendor will convert RGB to CMYK, but authors should be careful when referring to colors in the text because shifts can occur during conversion. For grayscale figures, upload grayscale files.
- Is the manuscript void of linking or highlighting as required?
- If you are uploading TIFF files, have you enabled LZW compression while saving?

The preferred format for production is Microsoft Word. The preferred math program for Word papers is MathType 5.1 or greater. If using BibTeX to create references, authors must run BibTeX before submitting the .tex file and read in or paste the resulting contents of the generated .bbl file within the bibliography section of the .tex file. When submitting your final files, please identify software used.

Multimedia

TLE is published in several online formats enriched by multimedia files. Guest Editors are encouraged to request multimedia files from authors. Multimedia files are accepted in the following formats:

Audio:

- MP3 (*preferred format*)
- PCM
- WAVE
- AIFF
- MPS (128 kb or greater)

Multimedia:

- MP4 (*preferred format*)
- QuickTime Nonstreaming
- MPEG
- DV

Detailed submission guidelines for multimedia files are available on page 5 of the “Instructions to Authors” posted at <http://seg.org/Publications/Journals/Geophysics/Information-for-Authors/Instructions-to-authors>.

Additional Guest Editor responsibilities

- Furnish a list of the articles that have been accepted to the special section to the *TLE* managing editor. The list should include:
 - Full titles of articles
 - Name(s) of author(s) and their company or organization
 - Corresponding author contact information (e-mail, phone)
- Write a one-page introduction to the special section (800–1,000 words).
- Solicit potential graphics/photos for the topical cover.
- Advise authors that solicitation of an article (if previously unread by the GE) does not guarantee publication unless it meets all the criteria set by the *TLE* Editorial Board.
- Communicate information about the *TLE* ftp site to authors.
- Nominate a “Best Paper in *TLE*” candidate from among the papers in the special section by the time the issue goes to press.
- E-mail your selection to the *TLE* managing editor.
- Act as liaison with the authors if the Editorial Board member or the staff editor so requires.

Publication of material within a special section by GEs

The *TLE* Editorial Board has mandated that to avoid the appearance of a conflict of interest, GEs must limit the number of articles they publish within a given special section to two (2), including the introduction to the Special Section. There will be no exceptions.

Republishing articles

TLE receives a large number of quality submissions every month, and editors will consider

republishing articles only if the following criteria are met:

- The article contains new, groundbreaking information of immediate relevance to the geophysics profession and/or industry.
- The article is not readily available to SEG members via an easily accessed source such as OnePetrol, SEG Digital Cumulative Index, Google Scholar, or other formats.
- The author has previously secured permission to reprint the article from the original publishing entity and can provide documentation thereof.
- Furthermore, the *TLE* Board must approve the republication of an article in advance. To allow time for Board review, the article should be submitted 30 days in advance of the published deadline.

Previously published manuscripts

Manuscripts submitted to *TLE* must not have been published, or simultaneously published, with another journal/publication (associated with SEG or any other organization). For additional information, visit the Ethical Guidelines for SEG Publications Web site at <http://seg.org/Publications/Policies-and-Permissions/ethical-guidelines>.

Editorial functions

When judging the merits of a paper for publication, GEs should consider whether it is concise, clear, and applicable to modern geophysics — the topic is new/innovative, has wide appeal to membership, quality illustrations, and has technical and/or educational impact.

(These are the points by which “Best Paper in *TLE*” candidates are judged.) GEs judge the quality of submitted articles and recommend them for publication, or not. GEs also establish whether the value and appropriateness of the paper’s subject matter is of the right level for the special section. (Editing for grammar, style, spelling, etc., can be left up to the *TLE* staff editors.)

The Board entrusts the GEs with setting the technical tone of the special section and ensuring its quality. They cannot make arbitrary decisions regarding exceptions to accepted publishing practices (e.g., more pages or figures than average) without consent from the Board. The course of action the GE may follow with papers is to perform one of the following steps:

1. Approve for publication as is.
2. Make any necessary corrections or changes, and approve it.
3. Suggest the author(s) review and correct/change certain items, then approve the paper after the revisions are made.
4. Decline to accept paper if inappropriate for *TLE* or if the paper does not meet *TLE* standards.
5. Decline to accept the paper for the special section, but recommend to the Board or the *TLE* staff editor to use as a “stand-alone” feature in a later issue of *TLE*.

The appropriate level of technical revision is up to each individual GE. Keep in mind that *TLE* is not a journal of record and that it uses a “loose filter” to catch only incorrect, controversial, or self-promoting material. Whenever there is a sharp division over technical content, the full *TLE* Editorial Board will be polled, and the majority will decide.

Once the GE reviews and approves a paper, it should be forwarded to the *TLE* associate editor,

even if it is well ahead of the deadline.

The due date listed in the Editorial Calendar of *TLE* is absolute and does not include a “cushion” factor. Papers arriving later will be considered for publication in future issues. Electronic submission of papers via the SEG ftp site is preferred.

Additional resources

If you have any questions or concerns regarding Author information for a manuscript, please consult the *TLE* Author Instructions document. If you have any questions, please contact the *TLE* Board member associated with the special section, or Steve Brown, managing editor, at sbrown@seg.org. A list of special sections, along with the contact information for guest editors, is available in the *TLE* editorial calendar printed in each issue and online at <http://seg.org/Publications/The-Leading-Edge/Editorial-calendar>.

TLE follows the many of the guidelines set out for GEOPHYSICS, which are listed in the journal’s “Instructions to Authors.” Detailed information is online at <http://seg.org/Publications/Journals/Geophysics/Information-for-Authors/Instructions-to-authors>.