

## INSTRUCTIONS FOR AUTHORS

### - Map Submission -

In an effort to continue refining and streamlining the geologic map review and publication process, the NASA Planetary Geology and Geophysics (PGG) Program's Geologic Mapping Subcommittee (GEMS), in conjunction with the USGS Astrogeology Science Center, provides guidelines and checklists for formal map submission. For detailed explanations of the following map components, please see the most recent version of the GEMS-endorsed Planetary Geologic Mapping Handbook:

<http://astrogeology.usgs.gov/Projects/PlanetaryMapping/guidelines/>

**COVER LETTER** – A signed and dated cover letter should be included addressed to USGS Map Coordinator Ken Tanaka to serve as the indicator of formal map submission. The map title, author, and scale should be indicated therein.

**COVER INFORMATION** – A cover page should be included with the map text that denotes map title, authors, USGS SIM series, scale, contact, and lineage (*e.g.*, date submitted, date re-submitted). Below is an example of the cover information.

Geologic Map of the Willy Nilly Region (MTM 12345), Mars
By John A. Smith and Jane B. Jones
U.S. Geological Survey Scientific Investigations Map SIM xxxx (TBD)
Scale 1:1,000,000
Contact: John A. Smith Planetary Research Institute 1234 Elm Street Sunny, CA 12345
<b>EXAMPLE</b>

**LIST OF COMPONENTS** – The cover page should be followed by a page listing text and map components that are being submitted. Below is an example of the component list, which should be used as a guide for compiling the text and map.

<u>Geologic Map Text</u> Introduction Physiographic Setting Map Base and Data Methodology Geologic Summary References Description of Map Units
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<p>Table(s) Figure Captions</p> <p><u>Map Sheet</u> Colored and annotated geologic map Correlation of Map Units (COMU) Explanation of Map Symbols (EOMS) Pamphlet Cover/Geologic map context [optional] Figure(s) Cross-sections [optional]</p>	<p><b>EXAMPLE</b></p>
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**NOMENCLATURE** – Map author is encouraged to include IAU-approved nomenclature as a GIS layer to the geologic map prior to map submission. Please contact USGS for assistance (Jen Blue, jblue@usgs.gov).

**FILE FORMATS** – Text components should be submitted for external and editorial review as Word documents (\*.doc or \*.docx preferred) or some other editable digital format. Map components should be submitted as Adobe PDF documents (\*.pdf) and ArcGIS files (see example below). Please contact USGS for assistance.

**FILE NAMES** – Consistent file names assist with organization, review, and lineage tracking. Each text and map component file should be identified by (1) **component**, (2) **author initials**, and (3) **date**. For example, for a Correlation of Map Unit submitted by John A. Smith on May 15, 2011, the file should be in Microsoft Word format (\*.doc or \*.docx) and named “COMU\_JAS\_5-15-11”. Below is an example list of file structures and naming conventions.

**FILE STRUCTURE** – Files should be organized into an intuitive directory tree for delivery to USGS for external and editorial review. These should include not only the text and map components but also the complete set of GIS files. An example structure is located below (folders are shown in **bold**).

<p><b>MTM12345_500K_GEOMAP</b> &lt;top level folder&gt;              <b>Geologic_Map_Text</b> &lt;second level folder&gt;                  DOMU_JAS_5-15-11.docx &lt;file&gt;                  MapText_JAS_5-15-11.docx &lt;file&gt;                  Table1_JAS_5-15-11.docx &lt;file&gt;                  Table2_JAS_5-15-11.docx &lt;file&gt;                  FigureCaptions_JAS_5-15-11.docx &lt;file&gt;              <b>Map_Sheet</b> &lt;second level folder&gt;                  <b>COMU</b> &lt;third level folder&gt;                      COMU_JAS_5-15-11.pdf &lt;file&gt;                  <b>EOMS</b> &lt;third level folder&gt;                      EOMS_JAS_5-15-11.pdf &lt;file&gt;                  <b>Figures</b> &lt;third level folder&gt;                      Figure1_JAS_5-15-11.pdf &lt;file&gt;                      Figure2_JAS_5-15-11.pdf &lt;file&gt;</p>
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Figure3_JAS_5-15-11.pdf <file>	
<b>GeoMap</b> <third level folder>	
MTM85200_500K_JAS_5-15-11.pdf <file>	
<b>GIS_Files</b> <third level folder>	
<b>BaseMaps</b> <fourth level folder>	
<b>LayerFiles</b> <fourth level folder>	
MTM12345_1M.gdb <ArcGIS geodatabase>	
MTM12345_1M.mxd <ArcGIS project>	<b>EXAMPLE</b>

**SUBMISSION PACKAGE** – The author is responsible for compiling the full map submission package, as outlined above and in the Planetary Geologic Mapping Handbook, and conveying that package in full to the USGS Map Coordinator. Map packages can be delivered either via FTP sites or as a CD/DVD. Delivery method should be worked out in connection with the USGS Map Coordinator. No hard-copy maps are required, as these will be printed and delivered to reviewers by USGS as needed.

**DIGITAL TEMPLATES** – Digital templates are available as guidelines for tables and the Correlation of Map Units. These can be downloaded at the following link:

<http://astrogeology.usgs.gov/Projects/PlanetaryMapping/>

**USGS CONTACT INFORMATION** - Please contact the USGS Astrogeology Science Center using information provided below for assistance or clarification.

Map Coordinator: Ken Tanaka (ktanaka@usgs.gov)  
GIS Data Specialist: Trent Hare (thare@usgs.gov)  
GIS Project Specialist: Jim Skinner (jskinner@usgs.gov)  
GIS Project Specialist: Corey Fortezzo (cfortezzo@usgs.gov)  
Nomenclature Specialist: Jen Blue (jblue@usgs.gov)