

AAPG Special Publication Proposal Guidelines

(Updated 2/24/2005)

Our mission is to provide AAPG members, other geoscientists, and, in some cases, nongeologists with timely and useful publications at the lowest possible cost. In the evaluation process, our editorial board focuses on scientific merit, timeliness, and value to the petroleum-related geosciences.

The quality of AAPG publications is based largely on the voluntary efforts of the authors, editors and reviewers. The AAPG staff will gladly assist authors and compilation editors in an advisory capacity throughout the production cycle, and will provide guidance for completing a publication on time. AAPG staff members send authors a laid-out, copyedited set of proofs of their chapter for their final review and a full set of all chapter proofs on request to the editor(s). However, **responsibility for all other phases of production** (e.g., getting manuscripts from authors on time, editing sloppy writing, refereeing reviews, technical editing, etc.) **rests solely with book authors or compilation editors—not the staff of the AAPG.**

All publication proposals should include the following items:

- Tentative **title**.
- **Format** (*i.e.*, compiled publication, single-author book, multi-author book, map, or other)
- **Medium**—hard copy, electronic, or both
- **Names** of compilation editors or book authors.
- List of **reviewers** (one per chapter) outside the book's author group. Secure reviewer's commitment before submitting proposal. (Consider the number of **hours** you and your coeditors/coauthors will spend editing your book. Reviewing and proofing a manuscript takes about 5 hours for a well-written chapter, and about 20 hours for a poorly written chapter, each time it is reviewed. Most manuscripts will need to be reviewed and corrected **at least 3 times**.)
- **Table of contents** (including chapter title and authors).
- Estimated number of **pages** (text, references, captions, tables, etc.)
- Description of **figures**. Please estimate number of:
 - black and white line drawings
 - black and white photos
 - color photos or drawings
 - foldouts
 - other figures (please explain)
 - **Note that the inclusion of color and oversized figures in print publications requires AAPG approval because such art greatly increases the cost of publication. In some cases, authors will be required to underwrite these costs. If the publication is to be in electronic format only, these costs are unaffected.**
- Description of **target** audience.
- Example of an **analogous book**, and its sales numbers if it is not an AAPG publication.
- **Sample** chapters, if available.

The inclusion of information about the context of a study is helpful to readers because it increases the relevance of the study to those seeking geologic analogs. For example, you might want to describe geologic setting, depositional environment, reservoir and production volumes, field maps (structure and isopach maps), completion methods, fluid saturations, type logs, or other such data, even if your project focuses on aspects other than oilfield geology.

Your proposal will be reviewed by the Publications Committee and other reviewers designated by the AAPG Editor and Publication Committee Chairman. Make your proposal as specific as possible because the AAPG Editor will assign your project a **page limit, financial budget, maximum number of color figures**, and a **deadline**. Page limits, budgets, and deadlines are **critical**.

Books are scheduled for production 12 months after proposal acceptance. **Delay in submitting material to AAPG Headquarters puts your project at risk of production delays or termination.** Authors are strongly advised to thoroughly brief coauthors, coeditors, and reviewers of their impending responsibilities before submitting a proposal.

Please be aware that you, the originator of a proposal, assume these duties:

- Ensure first drafts of manuscripts get to you and your coeditors on time.
- Coordinate outside reviews.
- Referee technical issues that arise from conflicting reviews.
- Ensure authors make the changes to manuscripts required by reviewers.
- Ensure authors follow AAPG style for citation and references.
- Read every chapter of the book to check for consistency in technical merit, style, tone, and format.
- Review figures, and software for electronic figures, to insure they meet AAPG guidelines.
- Secure permission to publish in writing from journals for previously published figures.

AAPG guidelines can be found at http://www.aapg.org/pubs/pubs_guidelinestext.cfm

Send proposals to:

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