

December 6, 2025 version

## INSTRUCTIONS FOR THE SUBMISSION AND PROCESSING OF MANUSCRIPTS

*The management of the editorial process of GEOGACETA is automated through the Open Journal System (OJS) programme, as the journal has been incorporated into the Spanish Repository of Science and Technology (RECYT). This means an increase in the visibility and dissemination of the journal and a change in its management system. Manuscripts must be processed through the RECYT platform and for this procedure you can follow the brief instructions contained in this document. However, if you have any questions, please contact the journal editors: Concha Jiménez de Cisneros Vencelá (concepcion.cisneros@csic.es) and Károly Hidas (k.hidas@igme.es).*

### Access to the RECYT/OJS platform

Manuscripts should be submitted via the link indicated on the Geogaceta website, "[Submit an article](#)", or directly from this link, Enter.

→ **The submission of the manuscript must be made by the corresponding author.**

REVISTA SEMESTRAL DE CIENCIAS DE LA TIERRA / BIENNIAL JOURNAL OF EARTH SCIENCES

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Language

[Español \(España\)](#)

[English](#)

Keywords

If this is the first time you access RECYT, you must register to enter from this same web page (this is provisional, as the website is not yet activated and the steps must be checked). By clicking on the "Register" button you will access your personal area from which you can modify the details of your newly created RECYT account and access as a GEOGACETA author, thus beginning the process of submitting the article.

The submission and processing of manuscripts is carried out in four phases, through the RECYT platform, coordinated with the Scientific Session, as shown in figure 1.

**Fig. 1**



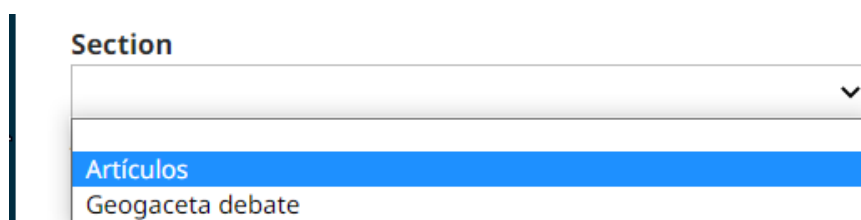
## SUBMISSION (1st phase)

Once inside the "Submission" site, click on "New submission". You can see that the process consists of 5 steps. Some of the most significant sections of these steps are explained below. **It is important that the person submitting the manuscript will be designated as corresponding author.**

### 1. Start

- First, in "Section" (Fig. 2), the section of the journal where the paper will be published is indicated. If it is a paper to be published in GEOGACETA it will be: "**Articles**". However, there is also another section, called "**GEOGACETA debate**", where you can send important comments that were made in the Scientific Session about one of the papers presented and you want them to be recorded in writing, or comments that you want to make about articles published in the last issue of GEOGACETA (For more details see "instructions for authors").

**Fig. 2.**



- Below you will find a checklist where you can check that the article you are submitting complies with a number of prerequisites set by the journal and about copyright (Fig. 3).

**Fig. 3**

#### Submission Requirements

You must read and acknowledge that you've completed the requirements below before proceeding.

- ☒ The submission has not been previously published, nor is it before another journal for consideration.
  - ☒ The submission file is in OpenOffice, Microsoft Word document file format.
- NOTICE: To write the text it is essential to use the Geogaceta template file, available at: [Template English Manuscript](#)
- ☒ For the text, figures and structure of the paper we have followed the [Instructions for authors - rules](#).
  - ☒ A list of five possible reviewers of the paper has been prepared, with their e-mail addres, institutional affiliation and a brief justification of the choice.
  - ☒ The paper may be presented by one of the authors in the next [Scientific Session of the Geological Society of Spain](#).
  - ☒ In the submitted paper, at least one author is a member of the SGE and has not signed more than three papers to be presented in the same Scientific Session (Non-members can only sign one paper).

**IMPORTANT:** Below, in "**Comments for the editor**" (Fig. 4), **5 names of possible reviewers** for the paper should be proposed, indicating the following data for each reviewer:

- Name and surname(s). Dept. and/or Area, Institution. City. Email address. Reason for proposing yourself as reviewer of the work.

At the end, **you must accept the copyright statement** and check the box to consent to the processing of your data (Fig. 4). Once you have filled in all the information on this page, click on the **Save and Continue** icon to finish.

**Fig. 4.**

#### Comentarios para el editor/a

PROPUESTA DE 5 REVISORES:

- Fulanito García Díaz. Dpto. Geodinámica. Universidad de Siles. Email: fgarcia@us.es

Especialista en tectónica extensional.

- Fulanito Gómez Sánchez. Instituto de Investigaciones de Tox. Email: gomez@ins.es

Especialista en geología regional, con amplia experiencia en las unidades tectónicas estudiadas.

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- ☒ Sí, consiento que mis datos se recopilen y se almacenen de acuerdo con la [declaración de políticas](#).

**Guardar y continuar**

**Cancelar**

## 2. Upload the sending (files to be sent)

A window with three sections opens:

### 1. **Upload submission** (Fig. 5).

First, the type of file to be uploaded (article component) is chosen from the following types:

- **Manuscript in Word** with the format of the "MANUSCRIPT template" which includes all figures, tables and references. All figures and tables must be inserted in the text (file will be less than 10 Mb).
- **Manuscript in PDF**: The same manuscript, but in PDF version. Like the previous file, the file should be less than 10 Mb.
- **Figure**: Figures in JPG or TIFF format, with high quality/resolution. One file for each figure. The size of each attachment must not exceed 25Mb.
- **Tables**: Tables preferably in JPG format. As many files should be uploaded as figures or tables are included in the document.
- **Other**: Any other document that is not a manuscript, figure or table.
- **Supplementary material**: Only in duly justified cases, common formats such as PDF, Excel, Word, images (JPEG/PNG), and video (MP4) are accepted in the supplement. The need to include supplementary material must be explained in the letter to the Editor.

**Fig. 5.**

Subir archivo de envío

1. Cargar envío 2. Metadatos 3. Finalizar

Componente del artículo \*

Seleccionar el componente del artículo

- Seleccionar el componente del artículo
- Manuscrito en Word (incluye figuras y tablas) <10 Mb
- Manuscrito en PDF (incluye figuras y tablas) < 10 Mb
- Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura
- Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla
- Otro
- Pruebas de imprenta (Producción)
- Galerada final (Producción)

Continuar Cancelar

Once the file has been loaded, click on Continue.

## 2. Metadata

In the next window, tab "2. Metadata", click on [Continue](#).

## 3. Finish

When we go to the next window or tab "3. Finish", we directly click on [Complete](#).

In this way we return to the "Send" box where you will see the uploaded file (Fig. 6).

To upload another file, click on "Upload File" and repeat the process again: select component and upload another file, then click on [Continue](#), in the next window [Continue](#) and in the next window [Complete](#) (Fig. 5).

**NOTE:** When uploading multiple files, the system may erroneously detect similar file names and prompt you to confirm whether you want to replace a previously uploaded version. Always select "**This is not a revision of an existing file**" option from the drop-down menu (see Fig. 7) to ensure that all uploaded files remain visible in the file list.

At the end of the process, you can see the list of uploaded files. If you accidentally upload the same file twice or need to replace a file, the simplest solution is to go to the file list, click the small blue arrow to the left of the file (see Fig. 6), and delete the one you no longer need. You can then upload a new file if necessary. This process can be repeated as many times as needed.

Fig. 6.






Archivos de envío			🔍 Buscar	Subir archivo
▶	 323318-1	<a href="#">g_geogaceta, WORD.docx</a>	Manuscrito en Word (incluye figuras en baja resolución) <10 Mb	
▶	 323319-1	<a href="#">g_geogaceta, PDF.pdf</a>	Manuscrito en PDF (incluye figuras en baja resolución) < 10 Mb	
▶	 323320-1	<a href="#">g_geogaceta, Fig1.png</a>	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura	
▶	 323321-1	<a href="#">g_geogaceta, Fig2.jpg</a>	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura	
▶	 323322-1	<a href="#">g_geogaceta, Tabla1.png</a>	Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla	

Fig. 7.

Once all files have been uploaded and everything is correct, click on **Save and Continue**. This will take you to the "3. Enter the metadata" tab on the "Submit an article" page.

### 3. Enter the metadata

It is **important to complete the following metadata data**, as this information will be forwarded to indexing databases. If any of these details change during the manuscript revision process (e.g., title, abstract or keywords), be sure to update metadata accordingly. **Failure to do so may result in the paper being "rejected" and requiring resubmission with the corrected metadata. Do not forget to add all authors of the paper under the "Collaborators" section.**

**Prefix:** Leave this field **blank** (Fig. 8).

**Title:** Enter the title of the work in Spanish and in English, even if the manuscript is entirely in English.

**Subtitle:** Leave this field **blank**.

**Abstract:** Provide the abstract in both Spanish and English.

**English:** When entering the English abstract, a separate window will open to enter the Spanish version.

**Authorship and collaborators:** Add **ALL** authors of the manuscript:

Among the optional fields, **it is important to complete the "Affiliation"**, which should include the department/area, institution/company, and city. This information will be displayed on the Geogaceta website beneath each author's name. It is also recommended to include the "ORCID Identifier" for all authors who have one (e.g., <https://orcid.org/0000-0001-3937-873X>), as this will appear in the online articles details.

For the following fields in "Additional improvements", press Enter after each entry to ensure the data is correctly saved:

**Languages:** Specify the main language of the manuscript.

**Disciplines:** Select [one subject area](#) that best matches your work from the following **list of subject areas**:

Geological Archaeology; Quaternary and Geomorphology; Stratigraphy and Sedimentology; Geophysics; Applied and Economic Geology; Structural Geology and Tectonics; Marine Geology; Planetary Geology; Environment; Hydrogeology; Engineering Geology and Geotechnics; Mineralogy; Palaeontology; Petrology and Geochemistry; Geological Hazards; Geological heritage; Volcanology.

**Keywords:** enter a maximum of 5 keywords in both Spanish and English.

**Supporting agencies:** Provide the reference number(s) of the funding project(s) or grant(s), along with the name of the funding institution. Type the reference, the institution, and press **Enter**. *Note: This funding information must also be included in the "Acknowledgements" section of the manuscript.*

**Fig. 8.**

**Submit an Article**

1. Start   2. Upload Submission   **3. Enter Metadata**   4. Confirmation   5. Next Steps

**Prefix**

**Title \***

*Examples: A, The*

**Subtitle**

**Abstract \***

Text of the work abstract

Once all sections have been completed, review the data and click on [save and continue](#).

*Note: After the manuscript has been submitted, the metadata may no longer be modified by the author. If the information is incorrect or incomplete, the editors will reject the submission, requiring a resubmission of the manuscript with the correct metadata.*

#### 4. Confirmation

In this section or tab, you can review the final details before completing the submission. If everything is in order, click [Finalise submission](#) to send the manuscript to the journal (Fig. 9).

**Fig. 9**

**Submit an Article**

1. Start   2. Upload Submission   3. Enter Metadata   **4. Confirmation**   5. Next Steps

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click "Finish Submission".

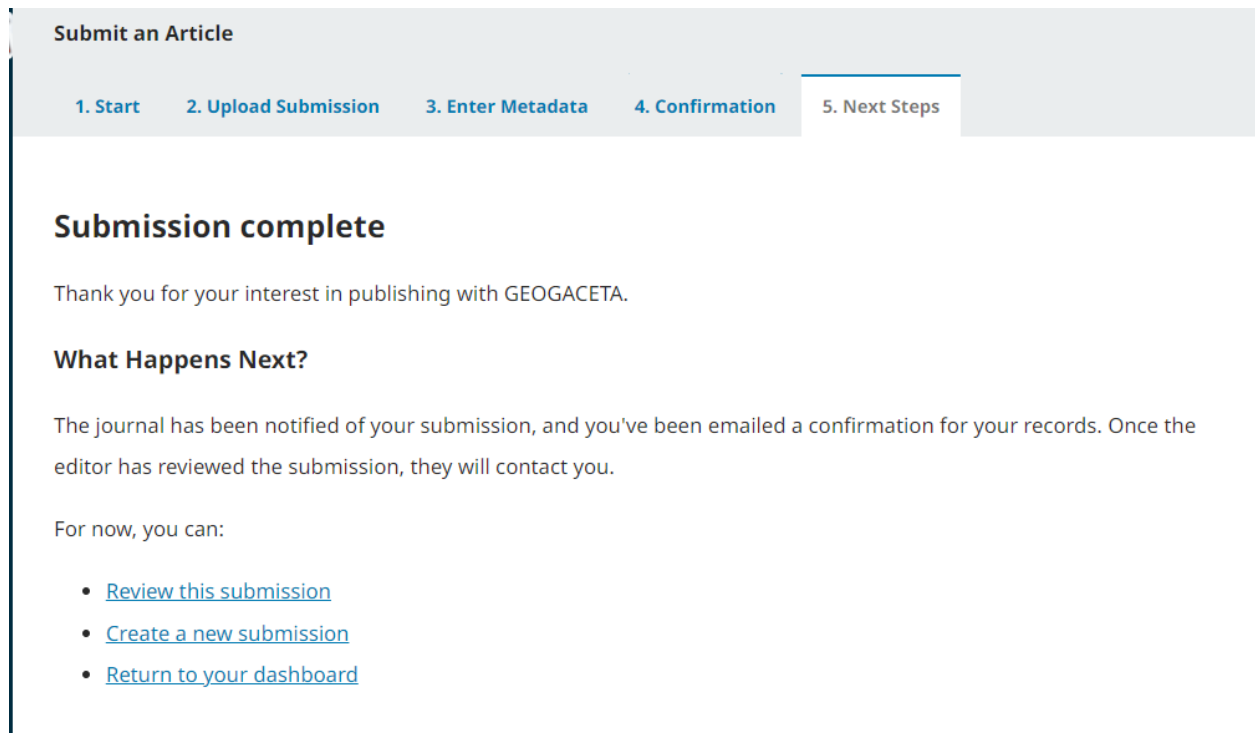
[Finish Submission](#)   [Cancel](#)

Once you confirm the submission, the system will display the "5. Next Steps" tab (see Fig. 10).



From here, you can return to "Review this Submission" or go to your "Active Submissions" page, where you will be able to monitor the status of your article (e.g., *Pending assignment by the editor*, *Under review*, or *in editing*). Authors can access this page at any time to check the progress of their submission.

**Fig. 10.**



Shortly after completing the submission, you will receive a confirmation email.

## REVIEW (2nd phase)

Once the manuscript is submitted, the editor is notified and, after an initial assessment, assigns two reviewers to evaluate the article. The review process may result in one of the following outcomes: *acceptance*, *request for revisions*, or *rejection*. If revisions are required, the author will receive an email detailing the requested changes. Authors are expected to submit a revised version of the manuscript **within 15 days**.

### Response to the review. Sending the corrected version

Once you have received the e-mail from the editor, you will have to enter the RECYT system again:

1. Once inside, in the "Submissions" section, select the corresponding article. In the "Review" section or tab you can consult the Editor's letter and the reviewers' comments/files (Fig. 11).

**Fig. 11**

Envío
Revisión
Editorial
Producción

Ronda 1

Estado de ronda 1
Revisiones solicitadas.

Notificaciones

[GEOGACETA] Decisión del Editor
2022-01-03 06:39

Archivos adjuntos del revisor/a
Buscar

323511-1
, Manuscrito con comentarios revisor.pdf

Revisiones
Buscar
Subir archivo

No hay archivos

2. Once the article has been modified, if applicable, the author must **upload ALL files again** in this "Revision" tab, "Round 1", below, under "Revisions" (Fig. 12). Specifically:

- A document explaining the changes or modifications made to the manuscript.
- The manuscript in WORD formatted in the "MANUSCRIPT Template" including all figures, tables and references. All modifications should be clearly marked.
- A clean final version of the manuscript in Word format, with all figures and tables embedded so that file size is under 10 MB.
- Figures in high-quality JPG or TIFF format, uploaded individually. Each file should not exceed 25 MB.
- Tables, preferably in JPG format. Upload one file per table.

**Important:** Upload all files within a short time frame. Editors are automatically notified when the first file is uploaded, and they may miss files uploaded later. To avoid confusion, prepare and upload all required documents together.

**Fig. 12.**

Revisiones		Q Buscar	Subir archivo
▶	323512-1 Manuscrito en Word (incluye figuras en baja resolución) <10 Mb, Manuscrito_WORD.docx	Manuscrito en Word (incluye figuras en baja resolución) <10 Mb	
▶	323513-1 Manuscrito en PDF (incluye figuras en baja resolución) < 10 Mb, Manuscrito_PDF.pdf	Manuscrito en PDF (incluye figuras en baja resolución) < 10 Mb	
▶	323514-1 Manuscrito en Word (incluye figuras en baja resolución) <10 Mb, Manuscrito_modificaciones marcadas.docx	Manuscrito en Word (incluye figuras en baja resolución) <10 Mb	
▶	323515-1 Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, Fig1.png	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura	
▶	323516-1 Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, Fig2 modificada.jpg	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura	
▶	323517-1 Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla, Tabla1.png	Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla	
▶	323518-1 Otro, Respuesta a los revisores.docx	Otro	

This revised version must be submitted **within 15 days**. If needed, a second round of review may follow, repeating the same steps under "Round 2". After all review rounds are completed and the manuscript is acceptable, the editor will issue a **favourable report** (Fig. 13).

Fig. 13.

▶	323515-1 Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, Fig1.png	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura
▶	323516-1 Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, Fig2 modificada.jpg	Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura
▶	323517-1 Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla, Tabla1.png	Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla
▶	323518-1 Otro, Respuesta a los revisores.docx	Otro

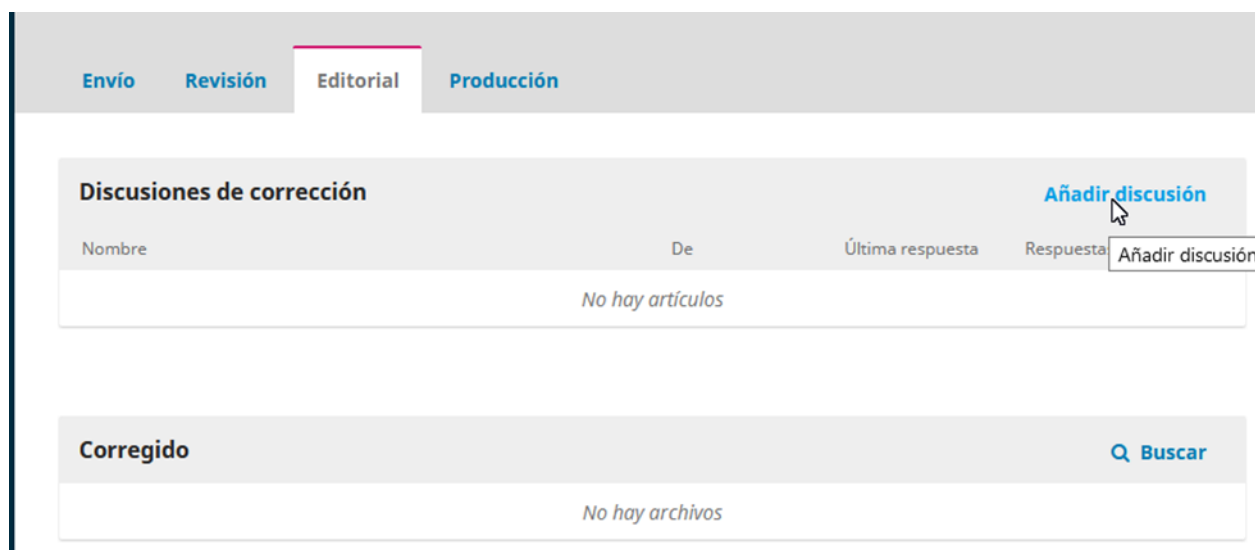
Revisa las discusiones			Añadir discusión	
Nombre	De	Última respuesta	Respuestas	Cerrado
<a href="#">Informe favorable_Trabajo Geogaceta</a>	g_geogaceta Jan/03	-	0	<input type="checkbox"/>

### **EDITORIAL (3rd Phase)**

After the manuscript has received a favourable report from the Editor, the paper must be **preliminarily accepted** by the Advisory Board, which meets about 30 days before the corresponding Scientific Session. Once this preliminary acceptance has been obtained, the Editor will notify the author of this decision, and the manuscript will pass to the "Editorial" phase.

The Editor will send a message, through the RECYT platform, notifying the author of this preliminary acceptance. In addition, a document about the possible **printing of colour pages** will arrive as an attachment, which the author will have to sign and return to the Editor by entering the RECYT platform again, to the manuscript, this time in the "Editorial" section, in **Add discussion** (Fig. 14). In this way a message will be sent, as explained below.

**Fig. 14.**



In this tab or section, the author must send the document "**Payment Data\_Color Print**" as an attachment, if author wants the printed version of the article to include the figures in color (the PDF version will be in color, free of charge). In this case, you should "Add a discussion" by filling in the message data, which you will send to the Editor with the document "Payment Details\_Color Print". On the message page, under "Participants" you should mark the name of the Editor who sent the "preliminary acceptance" e-mail, which is the one to whom the message is sent. In the "Subject" field, enter the subject of the message (Fig. 15): Color billing document. After completing these steps, the manuscript will await presentation at the Scientific Session, according to the schedule provided by the session organizers.

**Fig. 15**

Añadir discusión

Participantes

<input checked="" type="checkbox"/>	Antonio López, Autor/a
<input checked="" type="checkbox"/>	Alberto Pérez López, Editor 1 de la revista

Materia \*

Documento facturación color

Mensaje \*

B

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U

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Adjunto datos para la facturación figuras en color.

Archivo adjuntos

Q

Buscar

Subir archivo

▶		370333-1	antonio2021, Datos de pago_Colour Print.docx	mayo	Otro
				21	

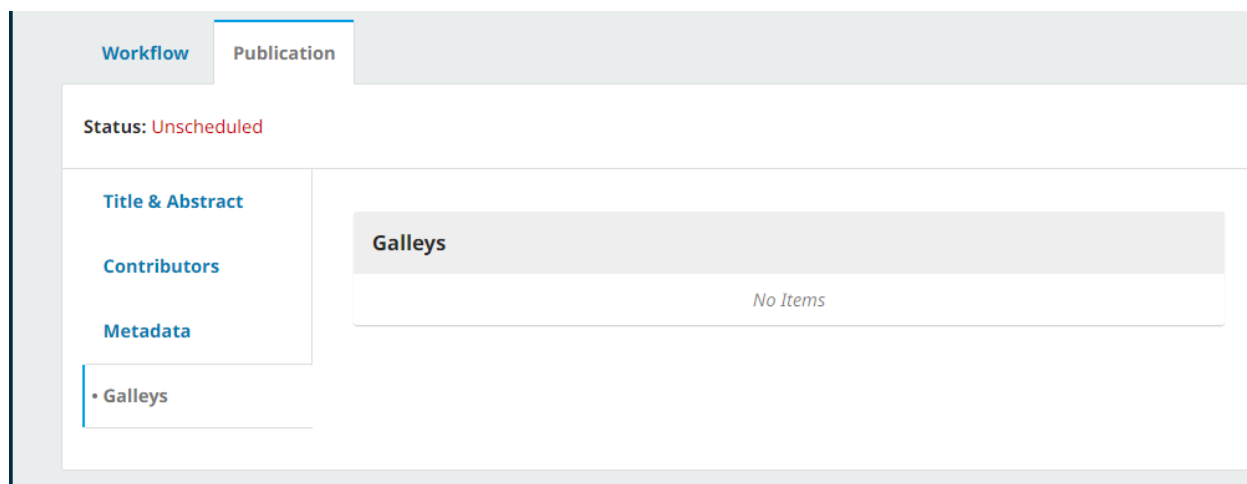
## PRODUCTION (4th phase)

After the paper has been presented at a Scientific Session, the manuscript **will be officially accepted for publication** and will enter the "Production" phase. The author will be notified via email through the RECYT platform and will receive the proofs in PDF format. The author should review and return the proofs with or without modifications, as the case may be, through the RECYT platform, always replying to the message sent (Fig. 16) and attaching the proofs and comments necessary to correct them, if applicable. This will be done by the author in the "Production" section, replying to the message that will be in "Production Discussions" as proofs. When opening the message, the author will be able to add a message and an attachment to reply.

The final version of the paper, once all revisions have been made by authors and editors, will be placed in the web-section of "Publication", in "Galley proofs" (Fig. 16), and will be published online in the Geogaceta web page (Repositorio Español de Ciencia y Tecnología, RECYT) and in the Web of la Sociedad Geológica

de España. In addition, it will then be published in the printed GEOGACETA journal, distributed to members and subscribing institutions.

**Fig. 16.**



#### **GEOGACETA Web**

<https://recyt.fecyt.es/index.php/geogaceta/index>



#### **Scientific Sessions**

<https://sociedadgeologica.org/sesiones-cientificas/>

#### **Geological Society of Spain**

<https://sociedadgeologica.org/>



#### **Journal of the Geological Society of Spain**

<https://sociedadgeologica.org/publicaciones/revista-sge/>