

May 24, 2023 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: Alberto Pérez López (aperezl@ugr.es) and Aitor Cambeses (aitor@ugr.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

GEOGACETA

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Language

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[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



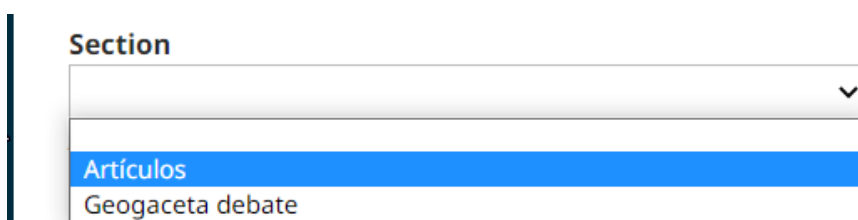
SUBMISSION (1st phase)

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 making the submission must be the 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](#)
- The text, figures, references and structure of the manuscript follow the indications given in the [Authors guide](#), which appear under "Information" in the main menu.
 - A list of five possible reviewers of the paper has been prepared, with their e-mail address and institution.
 - 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 two 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

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PROPUESTA DE 5 REVISORES:

- Fulanito García Díaz. Dpto. Geodinámica. Universidad de Siles. Email: fgarciad@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)

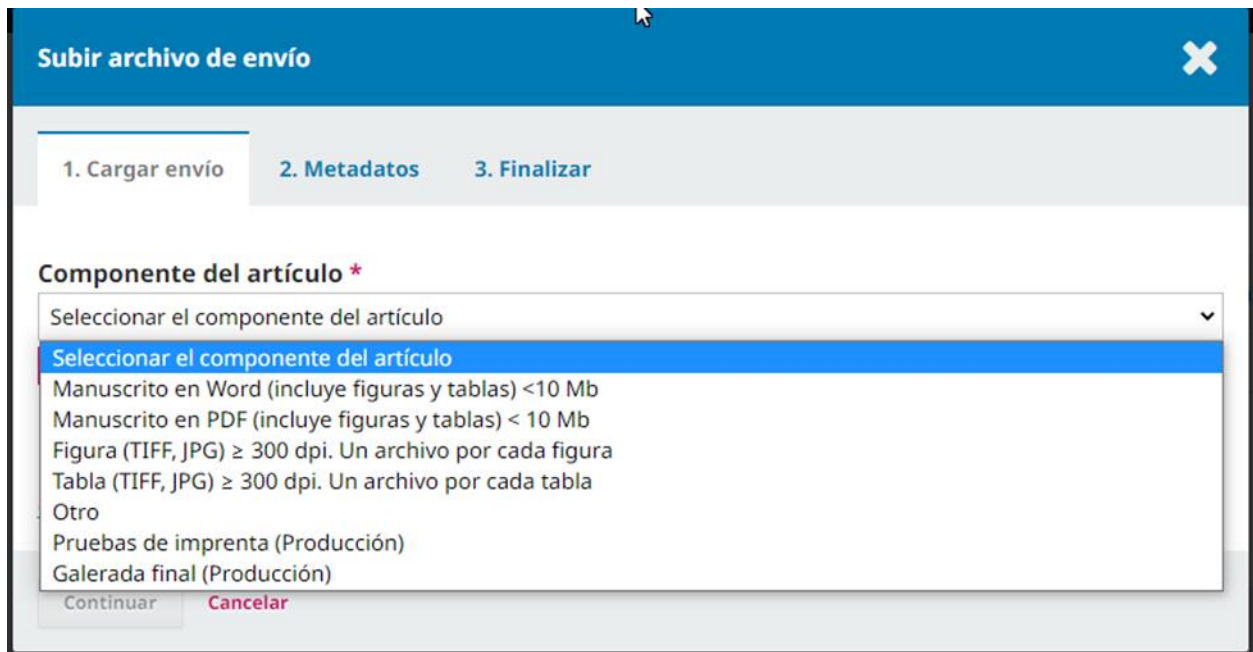
A window with three sections opens:

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.

Fig. 5.



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 several files, as the system detects files that have a similar name, it may ask us if we want to replace the previous file (even if it does not have an identical name). You should always select "This is not a revision of an existing file" from the drop-down menu (see Fig. 7). This way we make sure that all the files we uploaded will be visible in the file list.

At the end we can see the files we have uploaded. If by mistake, we upload the same file twice or we want to replace one file with another, the easiest way is to go to the list of files and delete the one we want (in the small blue arrow on the left of each file, see Fig. 6), and upload another file, if necessary. This can be repeated as many times as we want.

Fig. 6.


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

Fig. 7.

Once we have uploaded all the files and everything is correct, click on **Save and Continue**. In this way we go to the tab (on the page "Submit an article") "3. Enter the metadata".

3. Enter the metadata

It is **important to complete the following data** because they will be sent to the databases. If in the process of revising the manuscript some of this data changes, do not forget to update this metadata as well (if there is a change of title, or changes in the abstract or keywords). **If this is not done correctly, the paper will be "rejected" to be resubmitted again with all the metadata. Do not forget to "add" all the authors of the paper in "collaborator"**.

Prefix: Here it is **not** necessary to write anything (Fig. 8).

Title: Write the Title of the work in Spanish or in English, if the work is written entirely in English.

Subtitle: Here it is **not** necessary to write anything.

Abstract: Write the abstract in Spanish and English.

English: When you enter the abstract in English, a window will open where you can write the abstract in Spanish.

Authorship and collaborators: Add **ALL** the names of the authors of the paper:

Of the optional data, **it is important to complete the "Affiliation"**, which corresponds to the department/area, institution/company, city, since this is the data that will appear on the Geogaceta website, under each author.

To complete the next data (in "Additional improvements"), from here onwards, every time we write a word we press the enter key, specifically for the following data:

Languages: Main language of the work.

Disciplines: Indicate 1 subject area related to the work by selecting one of the following 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: indicate a maximum of 5 keywords (both in Spanish and English).

Supporting agencies: Write the reference of the projects or grants that finance the work, indicating the institution. Write the reference, the institution and press **enter** (the same data must appear in the "Acknowledgements" of the work).

Fig. 8.

The screenshot shows the 'Submit an Article' interface, specifically the '3. Enter Metadata' step. At the top, there is a progress bar with five steps: 1. Start, 2. Upload Submission, 3. Enter Metadata (active), 4. Confirmation, and 5. Next Steps. Below the progress bar, there are several input fields:

- Prefix:** An empty text box with a globe icon on the right.
- Title *:** A text box containing 'Tectonic evidence of the Pangaea breakup' with a green checkmark icon on the right.
- Examples:** Below the title field, it says 'Examples: A, The'.
- Subtitle:** An empty text box with a globe icon on the right.
- Abstract *:** A rich text editor with a toolbar containing icons for bold, italic, underline, list, link, unlink, code, image, and upload. The text area contains the placeholder 'Text of the work abstract'.

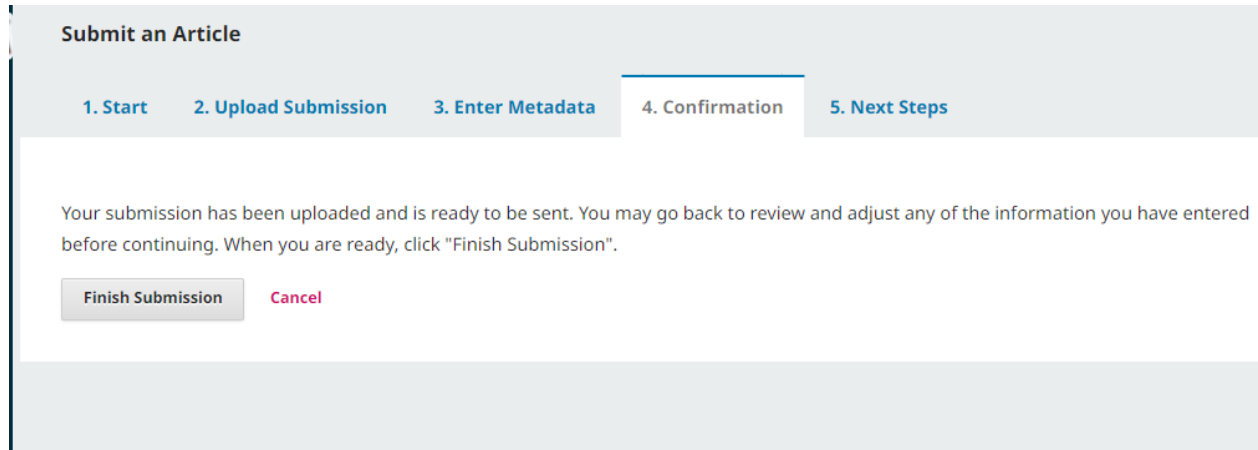
Once you have completed all the sections, check the data and click on **save and continue**.

Note: Once the manuscript has been submitted, these data cannot be modified by the author. For this reason, if it is not done correctly, the work will be rejected by the editors so that it can be done correctly in a new submission.

4. Confirmation

In this section or tab, it is time to check anything else before finalising the submission. If everything is correct, click on [Finalise submission](#) to send the manuscript to the journal (Fig. 9).

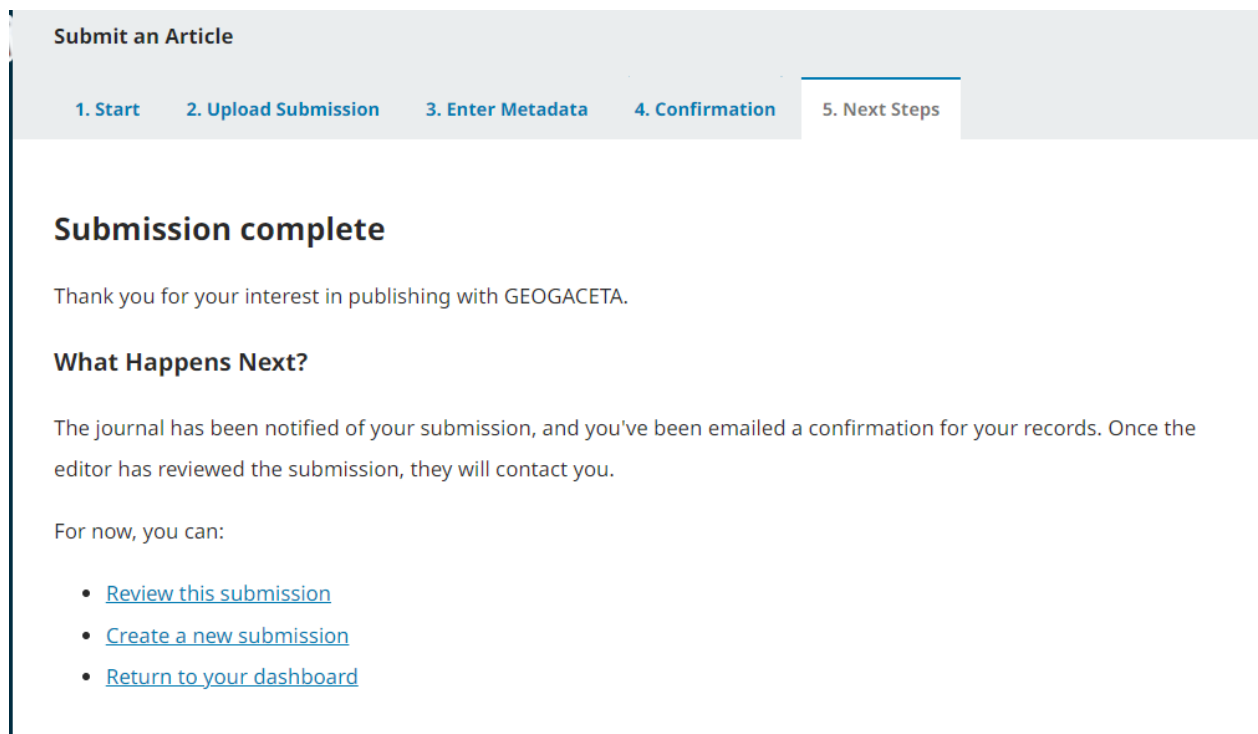
Fig. 9



When you confirm the submission, the "5. Next steps" tab screen appears (Fig. 10).

At this point you can return to "review this submission" or to your "active submissions" page where you will see the status of the article you have submitted: pending assignment by the editor, under review or in editing. The author can access this page at any time and view the status of their submissions.

Fig. 10.



Moments after the submission process has been completed, the author receives an e-mail confirming the action.

REVIEW (2nd phase)

The editor receives notification of the submission and after a first reading, two reviewers will be assigned to evaluate the article. The review process results in an assessment that may involve the acceptance of the manuscript or changes to be made by the author. In this case, the author will receive an e-mail indicating the changes to be made to the document (**to do it in 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






The screenshot displays the RECYT system interface for the 'Revisión' (Review) phase. At the top, there is a navigation bar with four tabs: 'Envío', 'Revisión' (which is active), 'Editorial', and 'Producción'. Below the navigation bar, there is a section for 'Ronda 1' (Round 1). Underneath, there is a box titled 'Estado de ronda 1' (Round 1 status) with the text 'Revisiones solicitadas.' (Requested revisions). Below this, there is a 'Notificaciones' (Notifications) section. A notification is shown from '[GEOGACETA] Decisión del Editor' (Editor's decision) dated 2022-01-03 06:39. Below the notifications, there is a section for 'Archivos adjuntos del revisor/a' (Reviewer's attached files) with a search button labeled 'Buscar'. A file is listed: '323511-1 , Manuscrito con comentarios revisor.pdf'. At the bottom, there is a 'Revisiones' (Revisions) section with a search button labeled 'Buscar' and a button labeled 'Subir archivo' (Upload file). The text 'No hay archivos' (No files) is displayed below the search button.

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 text explaining the changes or modifications made to the manuscript.
- The manuscript in WORD formatted in the "MANUSCRIPT Template" including all figures, tables and references, with all modifications indicated, in such a way that these modifications can be recognised.
- The same manuscript, final, clean, in WORD version. Like the previous file, all figures and tables must be inserted in the text with low resolution so that the file is less than 10 Mb.
- Figures in JPG or TIFF format, with high quality/resolution. One file for each figure. The size of each attachment should not exceed 25Mb.
- Tables preferably in JPG format. As many files should be uploaded as figures or tables are included in the document.

Note: It is important to upload all files within a short period of time, as the editors are automatically notified when the first file is uploaded. If uploaded at different times, the editors may only see the files uploaded in the first hour. It is therefore best to have all files ready before starting the process.

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	

The submission of this second version should be done as soon as possible, in any case within a maximum of 15 days. It may happen that there will be a second round of review where the same process as in the first round of review will be repeated, in this case, in the "Round 2" tab. At the end of these review rounds the Editor will issue a **favourable report** (Fig. 13).

Fig. 13.

The screenshot shows a list of attachments for a manuscript. The attachments are:

- Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, fig1.png
- Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura
- Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura, Fig2 modificada.jpg
- Figura (TIFF, JPG) ≥ 300 dpi. Un archivo por cada figura
- Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla, Tabla1.png
- Tabla (TIFF, JPG) ≥ 300 dpi. Un archivo por cada tabla
- Otro, Respuesta a los revisores.docx
- Otro

Below the attachments is a section titled "Revisa las discusiones" with a button "Añadir discusión". It contains a table with the following data:

Nombre	De	Última respuesta	Respuestas	Cerrado
Informe favorable Trabajo Geogaceta	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 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 color 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.

The screenshot shows the RECYT platform interface with the "Editorial" phase selected. The interface includes a navigation bar with tabs: "Envío", "Revisión", "Editorial", and "Producción". Below the navigation bar, there are two sections:

- Discusiones de corrección**: A table with columns "Nombre", "De", "Última respuesta", "Respuestas", and "Añadir discusión". The table is currently empty, displaying "No hay artículos".
- Corregido**: A section with a search button labeled "Buscar". The table below it is empty, displaying "No hay archivos".

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. Once all these formalities have been completed, you will have to wait for the presentation of the paper in the Scientific Session, according to the calendar/schedule established by the session organisers.

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 *

Mensaje *

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Adjunto datos para la facturación figuras en color.

Archivo adjuntos [🔍 Buscar](#) [Subir archivo](#)

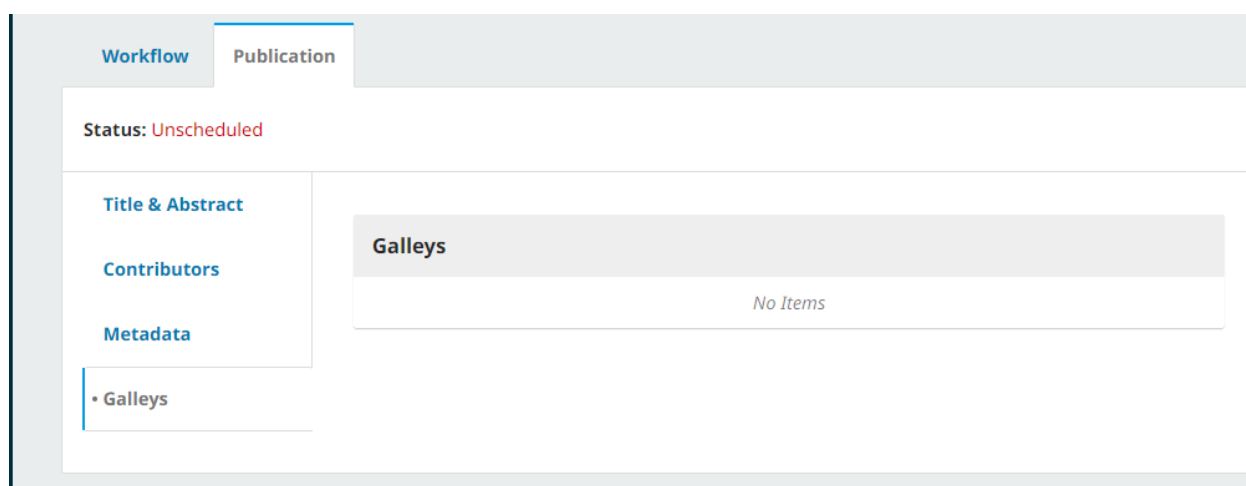
▶		370333-1 antonio2021, Datos de pago_Colour Print.docx	mayo 21	Otro
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PRODUCTION (4th phase)

After the paper has been presented at a Scientific Session, the manuscript **will be accepted for publication**. It will then go to the "Production" phase and the author will be notified. Subsequently, the author will receive an email from the RECYT platform, already with the proofs in PDF, which the author should review and return 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, for distribution among members and individuals or institutions subscribed to or with which publications are exchanged.

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/>