

# Instructions for Guest Editors

August 2017

## Overview

Each issue of *Past Global Changes Magazine* contains a Science Highlights section featuring ca. 10 articles focusing on a particular topic. You will be responsible for this section, in close communication with the PAGES office.

As Guest Editor, your tasks include devising the concept and focus of the issue, creating a list of potential authors, soliciting contributions from them, reviewing and editing their manuscripts, and writing an editorial.

We follow a three-step editorial process:

- 1) Guest Editors review the manuscripts for scientific soundness and quality.
- 2) PAGES office edits them for style and readability.
- 3) Proofs are approved by the authors and Guest Editors.

## Task list

Guest Editors should complete the following tasks:

- 1) Provide a list of 10-12 authors and their topics to the PAGES office for discussion, iteration and approval.
- 2) Invite the authors to contribute an article (see the Contributor Guidelines section below).

Make the authors aware that their articles are intended for a broad audience of paleoscientists from the whole range of disciplines and, even more broadly, the non-paleo Earth system science community. We have received feedback from several schools and universities that the magazine is also used as a teaching aid. They might like to keep that in mind.

- 3) Once the authors have accepted, send them the list of planned contributions to provide an overview and help them better focus their own contribution.
- 4) Review the incoming articles for appropriateness of scope and style (see Contributor Guidelines below), quality of science, validity of conclusions, etc. Your focus should be on the science, as the manuscript will be edited for readability and format later. If necessary, external expertise can be brought in. Respond to the authors with edits and comments. A formal review report is not required. If necessary, reject the submission if it is scientifically poor. If you feel the scope or style are not suitable, contact the PAGES office.
- 5) Review the figures for their meaningfulness. The figures should be as simple as possible and only feature aspects discussed in the text. Make sure that the figures have been modified from their originals or permission for reprint has been obtained and this is cited in the text.
- 6) Verify that the author has met all of the requirements in the [Author's](#)

## Checklist.

- 7) Email the revised manuscript and figures to the PAGES office. We will edit the text and figures for style, formatting, and readability, and contact the authors with our edits and comments. Before publication, we will send you and the authors the proofs for final approval.
- 8) Provide an **Editorial** introducing the Science Highlights section. It is usually 600 words long with one figure (1 page), but can be extended to 1,300 words with two figures (2 pages). The word count includes the figure captions. Please follow the [Science Highlights Author Guidelines](#) for format and style.
- 9) Provide a **short blurb** of between 30-60 words (approx.) about the issue to be used on the website. Previous examples include: “This issue of Past Global Changes Magazine: Tipping Points highlights how abrupt shifts can lead to irreversible changes in environmental and human systems, with important implications for reducing the uncertainty of future projections.” Or “This issue of Past Global Changes Magazine: Volcanoes and Climate highlights how volcanic eruptions represent some of the most climatically important and societally disruptive short-term events in human history. It focuses on the history, processes, and consequences of large eruptions and how they affect the climate system.”  
  
As you can see there’s a kind of format, but we are more than happy for you to deviate from that if you feel like creating something different.
- 10) Provide an idea for a **cover image** with a **caption**, a brief **title** for the issue, and the **order** in which the articles should be published.

## **Timeline**

Our suggested timeline usually gives the authors two months to write their articles, the Guest Editor one month to review the articles, and us two months to edit the articles and do the layout.

- Month 1: Guest Editor provides list of potential contributions to PAGES**
- Month 1: Concept finalized and authors invited**
- Month 1-2: Articles submitted to the Guest Editor**
- Month 3: Guest Editor submits articles to PAGES**
- Month 4-5: Planned release date**

## **Contributor Guidelines**

PAGES Magazine is not a classic scientific publication, but aims to communicate paleoscience in an accessible, informative, and casual style.

The Science Highlights Author Guidelines outline the preferred writing style, and provide the formatting and referencing requirements. Please read the guidelines and refer the authors to it at: <http://www.pastglobalchanges.org/my-pages/contribute-to-magazine>