



Author Submission Checklist for *THE COMPASS*

Thank you for considering publication in *The Compass: Earth Science Journal of Sigma Gamma Epsilon*! Use this checklist to help ensure your manuscript and accompanying files are complete and ready for editorial review. Not every item will apply to every manuscript. This checklist is not required for submission but is provided to help authors prepare their materials for a smooth publication process.

Title of Manuscript:

Author(s) Name:

Please address each item below and check the boxes when completed (if applicable).

Manuscript	Completed
Manuscript uses the current <i>The Compass</i> manuscript template .	
Title accurately and concisely describes the work.	
Author names, affiliations, and contact information are complete and current.	
Abstract summarizes the purpose, methods, principal results, and conclusions of the work.	
Appropriate keywords are provided.	
Headings and subheadings follow <i>The Compass</i> format.	
Tracked changes, comments, highlighting, and editing notes have been removed unless specifically intended for the editor.	
Pages and/or lines are numbered if requested for peer review.	

Figures and Tables	Completed
Every figure and table is cited in the manuscript in numerical order.	
Every figure has a complete caption and every table has an appropriate title/caption.	
Figures and tables can be understood without relying entirely on the surrounding text.	
Text, symbols, and labels will remain legible at the anticipated publication size.	
Maps include appropriate location information, scale, orientation, labels, and data-source information.	
Figure files are supplied at sufficient resolution for publication.	
Permission has been obtained to reproduce or adapt material not created by the authors.	
Appropriate accessibility or alt-text information is provided where requested.	

References	Completed
Every work cited in the text, figures, tables, captions, and appendices appears in the References Cited section.	
Every entry in References Cited is actually cited in the manuscript.	

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Please address each item below and check the boxes when completed (if applicable).

References (Continued)	Completed
References are alphabetized and formatted according to <i>The Compass</i> /GSA reference style.	
Journal titles and book publishers are written out as required by the reference guidelines.	
DOI numbers are included when available.	
Website references include appropriate access information where required.	
Need examples? See the <i>GSA Reference Guidelines and Examples</i> PDF available in Author Resources or visit GSA's reference guidelines webpage .	
Scientific and Editorial Content	Completed
The purpose and objectives of the manuscript are clearly stated.	
Methods contain enough information for readers to understand how the work was conducted.	
Results distinguish observations/results from interpretation where appropriate.	
Conclusions are supported by the results presented.	
Relevant previous work is appropriately cited and discussed.	
Units, terminology, abbreviations, and scientific names are used consistently.	
Important limitations and sources of uncertainty are appropriately described.	
Before You Submit	Completed
All authors have reviewed and approved the submitted manuscript.	
Author order and affiliations have been confirmed.	
A corresponding author has been identified.	
Funding sources, assistance, permits, data sources, and other appropriate acknowledgments are included.	
Potential conflicts of interest or other disclosures have been provided to the editor where applicable.	
The manuscript and accompanying files have descriptive filenames.	
The manuscript has received a final read-through after conversion/export to ensure that nothing moved, disappeared, or became unreadable.	
The Digital Repository Form has been completed and included with the submission, if applicable.	
All figures, tables, and other supporting files are included with the submission.	

Ready to submit?

Congratulations! Submit your manuscript and all accompanying materials (figures, tables, repository form, and other supporting files, as applicable) for consideration using our step-by-step online submission system at <https://compass.morageology.com>.

You may refer any questions on the submission process to the National Editor at editor@sgeearth.org.

Next Steps:

The National Editor will contact you by email to confirm receipt of your submission and begin the peer-review process. In general, peer review takes approximately 1–2 months, depending on the complexity of the manuscript and reviewer availability.

After peer review, you will receive the reviewers' comments and an editorial decision. If revisions are requested, you will be asked to submit a revised manuscript addressing those comments. Additional review may be requested when substantial revisions are necessary.

Once your manuscript is accepted, it will proceed to copy editing and publication formatting. You will receive a proof for final review before publication. After any final corrections are completed, the article will be published in *The Compass*.