

# SUBMITTING MANUSCRIPTS TO THE *JOURNAL OF CAVE AND KARST STUDIES*

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## OVERVIEW OF THE PROCESS

Over the past two years that I have been Editor of the *Journal of Cave and Karst Studies* it has become apparent to me that many individuals do not know to whom they should submit their manuscript or in what form to submit it. Generally speaking, the simplest and the most effective manner in which to submit a manuscript and to whom are not the same.

Most often, authors of manuscripts will want to submit their manuscripts directly to the Associate Editor whose listed area of expertise on the *Journal* masthead appears to most closely match the manuscript subject matter. If an author is unsure to whom a manuscript should be submitted, a request can be e-mailed directly to me for my opinion, or the manuscript can be sent directly to me. Either way will entail a minor delay in the review process as I make the necessary inquiries and/or send the manuscript on to the appropriate Associate Editor.

## PREFERRED SUBMISSION APPROACH

The best approach for an author to use when submitting a manuscript to the *Journal of Cave and Karst Studies* is to contact the appropriate Associate Editor directly by e-mail to inquire as to how the Associate Editor prefers to have the manuscript submitted (e.g., e-mail, hardcopies, and/or CDROM). Such an approach will facilitate a smooth transmission procedure. Based on the description of the paper (e.g., size of files, special symbols contained, etc.) the Associate Editor can provide the prospective author with the necessary guidance to facilitate transmission of the manuscript in question to the Associate Editor who will in turn send it out for reviews. It is here recommended that all future authors of manuscripts communicate directly with the appropriate Associate Editor prior to actually submitting their manuscript to the *Journal of Cave and Karst Studies*. After communicating with an Associate Editor, it is expected that one of two methods for manuscript submission will be suggested.

## SUBMISSION METHOD NO. 1

The first, and perhaps simplest, method to submit a manuscript to the *Journal of Cave and Karst Studies* is as an attachment to an e-mail message. The *Journal of Cave and Karst Studies* requires that all prospective manuscripts be submitted as single column, double-spaced MS Word files with tables and figures included in separate files. In most instances these can be downloaded and saved to the hard drive of an Associate Editor's computer from a received e-mail message, but not always. Often the files are too large, especially figure files, for sending and receiving by e-mail. In addition, there are times when computer operating systems are incompatible, which causes additional problems. However, for foreign authors e-mail may be the best method available.

Unfortunately, problems with e-mail submission may, at times, arise. For example, very large files may not be easily transferred by e-mail. Also, unusual characters, fonts, or symbols that are readily available on the author's computer may not be available on the Associate Editor's or reviewer's computer, which leads to confusion and delays.

## SUBMISSION METHOD NO. 2

A second and reasonably effective method for submitting a manuscript to the *Journal of Cave and Karst Studies* is to use the U.S. Postal Service to deliver the manuscript in question. Specifically, three hardcopies of the actual manuscript, figures, and tables along with a CDROM of the manuscript, figures, and tables in separate files would be necessary.

Problems may still arise with the files on the CDROM. Specific fonts, special characters, etc., may still not be readable on the Associate Editor's computer. However, the submission of a hard copy should alleviate the problem of incompatible computer files.

## SUMMARY

The easiest and most effective way to ensure a smooth manuscript submission process for the *Journal of Cave and Karst Studies* is to communicate directly with the appropriate Associate Editor. Through discussions between the manuscript author and the Associate Editor, the best method for efficient manuscript submission will likely emerge.