Making proof corrections and adding funding information to Geological Society of London proofs

The Corresponding Authors of articles in our journals or books will receive electronic proofs of their typeset work in PDF format.

Making proof corrections

When you have opened your proofs using Adobe Reader, locate the Commenting tools that will enable you to annotate the text. In order to answer your queries, and when spotting errors or omissions in the text, there are certain things you will want to do.

If you need to supply revised figures with your proof corrections, please supply your revised figures separately – see the proof cover page for instructions on how to do this.

Deleting text		You can drag your cursor over the text you want to delete and then click the 'strikethrough text' icon or press the delete button on your keyboard. Or you can click the 'strikethrough text' icon and then drag your cursor over the text to be deleted. The affected text has a red line through it.
Inserting text		Place your cursor at the point where you want to insert new text and then click the 'insert text at cursor' icon. Or click this icon and then place your cursor at the point in the text where you want to make the insertion. Type your new text into the comment box or cut and paste in your new text from another document. To style your new text, right click brings up 'Text Style' with which you can apply italic, bold, superscript etc.
Adding a note to replace text		This is preferable to deleting a word with the deletion icon and inserting a replacement word with the insert text at cursor icon. Place your cursor over the text you want to replace, click the icon and type your new text into the comment box. Or click the icon first and then drag your cursor over the text you want to replace and then type your new text into the comment box.
Adding a note in the text		The sticky note icon is useful for adding an explanatory note to the page. If you want to explain something at a particular point in the text, the 'Add note to text' icon is better because it highlights the exact point to which your note refers, e.g. a font problem with a single word, a point where you want to begin a new line.
Highlighting		Click the 'highlight text' icon and drag your cursor over the relevant text to highlight or use your cursor to locate the text first and then click the icon. This is useful if you want to highlight all instances of an incorrect word on the page and

| | | then add a sticky note to explain what is wrong with that word. |
| Attaching a revised table | | If the file size of your PDF is small enough, click on the 'add a new attachment' icon and take the pin to the position on the page where you want to attach a new table. You can then locate the file name of the replacement table that you're supplying. |

When you have made your corrections, you can find a list of all the changes, the number of changes and the author of the changes in the Comments List. We would expect no more than 2-3 corrections per page in addition to the author queries. Remember, this is not an opportunity to rewrite your paper but a chance to spot any errors, answer the queries generated by the copy-edit and supply any missing information.

Adding funding information

- Only funding information supplied at submission will be transmitted to CrossRef, assuming the two mandatory fields (funding agency and funding agency ID) are complete.
- It is possible to provide additional information at the proof correction stage if required.
- Please note that providing additional funding information does not alter the text in the Funding section: if you have any changes to this section, please provide as part of your corrections.

If you need to provide additional or missing funding information, please follow these instructions.

Finding funding agency name

1. Search CrossRef's funder database.
2. Insert the funding agency name not the project name, e.g. 'National Research Foundation' not 'NRF Scarce Skills Scholarship'.
3. The system uses the native language name of the agency, e.g. 'Norges forskningsråd' not 'Norwegian Research Council'.
4. Choose the correct funding agency name from the drop-down list and click enter.
5. Use the name that appears in the search box at the top of the page.
6. If the name in the search box if different to the name on the proof coversheet, please include the updated name with your corrections.
7. If the funding agency name is not available in CrossRef's funder database we are unable to transmit your funding information to CrossRef.
8. If a funder name is not listed, let us know so that we can improve CrossRef's database.

Funding agency ID

A. Follow steps 1-4 above.
B. After step 4, copy the number after 'funding?q=' from the URL bar at the top. The number, e.g. '501100000270', is the funding agency ID.

Further information on why we are collecting this data.