IODP SHIPBOARD WRITING GUIDE
International Ocean Discovery Program 2014

Resources

Primary resources
- Use American spelling: first entry in Merriam Webster’s Collegiate Dictionary.

Helpful links
- IODP Dictionary (http://iodp.tamu.edu/publications/resources/IODP_dictionary.pdf)
- IODP Depth Scales Terminology v.2 (http://www.iodp.org/former-program-documents)

IODP sample identifiers

What is a Sample Identifier?
Complete sample identifiers should be used whenever possible in text, tables, and figures. A full sample identifier includes “Expedition-Site+Hole-Core+CoreType-Section+SectionHalf, interval cm”: (324-U1356A-5R-3W, 0–10 cm).
- **Expedition**: official expedition number (300 series)
- **Site**: incremental site number prefaced with “U” (USIO), “C” (CDEX), or “M” (mission-specific platform/ECORD)
- **Hole**: incremental hole letter starting with “A” at each new site
- **Core**: incremental core number, starting with “1” at the top of the hole
- **Core type**: what drilling system took the core: H = APC, F = half-APC, X = XCB, R = RCB, 1 = drilled interval
- **Section**: incremental 1.5 m section number starting with “1” at the top of the core (numeral or “CC”)
- **Section half**: “W” working or “A” archive half (this is sometimes omitted)
- **Interval**: top and bottom offset (in cm) from top of section where sample or measurement was taken
- **Piece**: hard rock core pieces numbered from the top of the section; sub-pieces are given capital letters (Piece 3B)

How to use a Sample Identifier
- **Hard Rock**: 345-U1415J-3R-1W, 117–120 cm (Piece 17B)
- **Sample**: extracted from a section (including whole rounds and thin section billets), indicates where the sample was taken: Sample 350-U1436A-4H-3W, 21–23 cm.
- **Interval**: nondestructive measurements and photographs: Interval 350-U1436A-4H-3W, 21–45 cm.
- **Section**: (biostrat results are usually referenced to the core catcher “CC”): Section 350-U1436A-4H-CC; (core descriptions may reference a point in a section): Section 350-U1436A-4H-3A, 10 cm.
- **Core**: Core 350-U1436A-4H
- **Site**: Site U1436
- **Hole**: Hole U1436A
- The first time a core, section, interval, or sample is mentioned in a paragraph, include the complete identifier. Subsequent references in that paragraph can drop Expedition, Site, and Hole: Section 5H-1, Core 5H
- Discussions of cores, sections, intervals, or samples within a heading that is a hole label can omit Expedition, Site, and Hole as well.
Capitalization

**Capitalize the following**

- “Expedition,” “Site,” Hole,” “Core,” “Section,” “Sample,” and “Piece” when referencing IODP material.
- Designations that precede a letter or numeral: Figure F5, Run 1, Line XL2052, Reflector C, Unit IV.
- Formally named features, water masses, underwater features, and geologic features: Ridge, Trough, Deep, Plateau
- Formally defined geological events: Last Glacial Maximum, Laschamp Event, Marshall Paraconformity
- Formally defined geological features and geologic/geographic names: Equator, Northern Hemisphere, North Pole
- Supragenus names (phylum, class, subclass, order, family), zones, and genus names but not species names
- Common nouns when an essential part of a proper name: Pacific Basin, Atlantic Ocean, Straight of Gibraltar
- “Earth” when used as a formal name
- Early, Middle, Late/Lower, Middle, Upper when formally defined as a division by ICS/IUGS (e.g., Middle, Late/Upper Pleistocene; Early/Lower, Late/Upper Cretaceous) [www.stratigraphy.org/ICSchart/ChronostratChart2014-02.pdf]
- Official titles of persons with or without personal names: Co-Chief Scientist, Operations Superintendent

**Do NOT capitalize the following**

- Structural features, even when preceded by a proper name: plate, fault, arc, nappe, shelf
- Subdivisions of series/epochs or subdivisions of units of lower rank: early, middle, late/lower, middle, upper
- Genus names used as common nouns: discoasters, heterohelids
- Proper names used as measurement units: faraday, newton, pascal, tesla, watt

Geologic strata and time

- Early, middle, and late refer to geologic time or age
- Upper, middle, and lower describe location in the stratigraphic column
  - Upper Pleistocene sediment contained Late Pleistocene nanofossils.
- Express geologic ages/dates using units giga-annum (Ga, 10⁹ y), mega-annum (Ma, 10⁶ y), or kiloannum (ka, 10³ y)
- Express duration of time similarly in years (Gy, My, or ky)
  - The Cretaceous Period lasted 80 My, from 144 to 65 Ma.

Units, numbers, and symbols

General unit conventions

- Use singular forms with units: lb not lbs, kg not kgs.
- Do not use periods within or after units except at the end of a sentence: am, pm, my, ky, PhD, Jr
- Do not hyphenate units that are part of a compound modifier: a 5 mm wide vein.
- Leave a space between a numeral and a letter unit: 16 km.
- Close up the space between a numeral and a symbol unit: 34.5%, 36°C, 3.2‰, 0.2°2θ, 2σ.
- Spell out the unit “inch” to avoid confusion with the word “in.”
- Use standard or derived SI units whenever possible and SI unit style for non-standard units: klb, counts/s.
- Drill pipe and BHA measurements are by industry custom in US API units.

General number conventions

- Start decimal fractions with a zero: 0.78 m.
- Follow a decimal with a zero only to represent precision: 27°C and 27.0°C are not interchangeable.
- Express numerical ranges using “from...to,” “between...and,” or using a dash to indicate a range.
**Grammar**

**Verb tenses**

- Procedures that took place during the expedition are described in past tense: We preserved microbiology samples for shore analysis.
- Observations and results are described in present tense: Ba reaches a maximum at 57.25 mbsf.
- Discussion/conclusions are in present or past, subject to consistency: We place(d) the Zone NN11/NN12 boundary in Core S2X.
- Results obtained at a specific time in the past use past tense: Howe et al. analyzed samples from Site 1134.
- Actions that took place at an indefinite time in the past use present perfect: Several investigators have observed the same result.

**Collective nouns**

Collective nouns may take either singular or plural verb forms:

- Singular verb emphasizes the group: A total of 15 m of sediment was recovered.
- Plural verb emphasizes individual members of the group: A total of 15 samples were analyzed.
- If a definite article (the) precedes the noun, it takes a singular verb: The number of tests run in the lab was 256.
- If an indefinite article (a, an) precedes the noun, it takes a plural verb: A large number of tests were run in the lab.

**In-text citations**

Within-volume citations will be linked in the publication:

- Any level of heading can be linked within the same or other chapters: see Lithostratigraphy in the Methods chapter
- Citations to other chapters in the same volume are linked: see the Site U1436 chapter
- Figure and table callouts are linked: see F2; T3
- Citations to prime data (Core descriptions) are linked to the Core descriptions list on the TOC: see Thin sections in the Site U1436 Core descriptions
- Citations to supplementary material are linked to the supplementary material list on the TOC: see hand drawn core descriptions in DRAWLOG in Supplementary material.

**Table guidelines**

Consider the following when preparing tables:

- Define blank spaces in data tables or designate meaning using a dash or abbreviation: ND, NA, BD, BDL.
- Check the number of decimal places reported for reasonable precision with analysis method.
- Make sure measurement units are included in table headers.
- Use symbols (*, †) to indicate meaning in tables rather than bold, italics, or color (make tables csv-friendly).
- All volume tables will be available in csv format; non-data tables will also be typeset in the chapter.

**Figure guidelines**

Check each figure for the following:

- Axis labels and units, symbols, text, placement of data points, and legend or key.
- Core numbers should be accompanied by a core letter.
- Add “U” before IODP hole and site numbers.
- Identify unit columns as Lith., Logging, Basalt, Igneous, Seismic, Physical properties, etc.
Permissions to use published figures

It is the authors’ responsibility to obtain permissions to use figures from other sources in IODP publications. Use the following terminology when attributing a figure to the original source.

- “From...” means figure reprinted from another publication (permissions needed; attribution required).
- “After...” means possible redrafting but no changes to information in figure (permissions needed; attribution required).
- “Modified from...” means there have been minor changes made to the original figure (permissions may be needed; attribution required).
- “Adapted from...” means substantial changes have been made (no permission needed; attribution required).

File naming

- Text files: “Text Chapter-Section letter-Section name”:
  - Text Meth-G-Geochem.doc, Text U1436-D-Biostrat.doc, Text U1415J-C-Lith.doc
- Figures: “Fig Chapter-Section letter-Figure number”:
  - Fig Meth-G-F1, Fig U1436-C-F5, Fig U1415J-D-F7
- Tables: “Table Chapter-Section letter-Table number”:
  - Table Meth-C-T1, Table U1436-E-T2, Table U1415J-G-T5
- Plates: Plates are treated as figures, and so are numbered with the “F” series.