

Information for Authors of IODP Data Reports

Data Reports are included as chapters in the Expedition Research Results section of the *Proceedings of the International Ocean Discovery Program* volume for a specified expedition. Data reports present shore-based analyses of samples from cores collected during or after the expedition and generally contain tabular data set(s) and supporting graphics but do not contain interpretation of results. Data reports can be submitted up to 30 months post-moratorium and are published within 2–3 months after acceptance.

IODP publications are Gold Open Access; therefore, data and information from Data Reports can be reproduced, shared, and reused for any purpose.

Data Report organization

Abstract: Include an abstract of <250 words that objectively conveys the main point of the data report. The abstract cannot contain callouts to figures, tables, text, or references and should be understandable without reading the entire manuscript. “International Ocean Discovery Program (IODP)” must be included in the abstract.

Introduction: Include a clear, succinct statement of the purpose and objectives of the research. The Introduction should not review the subject extensively or contain data results.

Materials and/or Methods: Include a brief description of analytical methods or reference to methods if published elsewhere. Include place of study, sample size, sampling technique, analytical technique, and data inclusion/exclusion criteria.

Results: Summarize results in text with reference to tables and/or figures. Supplementary data or materials and technical details can be referenced and included in Supplementary Material associated with the manuscript.

Acknowledgments: Acknowledge receipt of samples and/or data from IODP and the funding agency that supported the research (include grant or award number, if applicable). Contributors who are not authors can be acknowledged, such as technical help or other persons who contributed materially but are not included in the authorship.

References: Submit a reference for every citation in the text, tables, and figures and ensure reference information is complete and current at the time of initial submission. Organize references in alphabetical order by first author’s last name. If the reference has a DOI or URL, please include it.

Tables: Number tables consecutively in the order of their first mention in text. Final table submissions should be in Microsoft Word, Excel, or CSV/TXT. Each table should contain a short caption and notes that define any abbreviations included in the table.

Figures: Number figures consecutively in the order of their first mention in text. Each figure should contain an explanatory caption that defines any abbreviations used on the figure.

Appendix/Supplementary material: Supporting data or other supplementary material may accompany data reports. If there are size limitations or if the data are provided in proprietary file formats, the information will be included in Supplementary material. These materials are author prepared and should

be accompanied by a readme.txt file that described the contents of the supplementary material and defines the file types.

Figure information

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Figure formats:

- Final submissions of line art and graphs should be in a vector format (.eps).
 - o Save in RGB color mode
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 - o Lines should be >0.5 point after reduction in size
- Image files (.tif and .jpg) should be at a resolution so that they will be 600 ppi at final size.
 - o Save in RGB color mode
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- PDF graphics saved from PowerPoint or Excel
 - o Use PDF “Press Quality” settings

Figure sizes:

- The width of figures in the chapter will be ~90 mm (1 column) or ~180 mm (2 columns).
- Lettering should be large enough to be legible after reduction (~6–7 pt after reduction).
- Avoid wide variation in type size within a single figure.
- Maximize space given to presentation of data; avoid wasted white space and clutter.
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- Keys to symbols should be kept as simple as possible and be positioned so they do not needlessly enlarge the figure. Details can be put into the captions.
- Use solid symbols for plotting data if possible.
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- Set panels close to each other, and do not repeat common axis labels.
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- Do not use colors that are close in hue to identify different parts of a figure.
- Avoid using grayscale.
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Labels

- Use a sans-serif font (Arial or Helvetica) whenever possible.
- Avoid the use of light lines and screen shading.
- Capitalize the first letter in a label only, not every word (and proper nouns).

- Include units in parentheses using SI notation. Write out variables – e.g., Pressure (MPa), Temperature (K).
- Avoid using color type.
- When figures are assembled from multiple micrographs, use a line or space to indicate the border between two original images.
- Use leading zeros on all decimals – e.g., 0.3, 0.55 – and only report significant digits.
- Use capital letters for part labels in multipart figures – A, B, C, etc. Place part labels at the upper left-hand corner of each figure part; set labels inside the perimeter so as not to waste space.