GENERAL STYLE GUIDELINES

For general editorial rules (compound modifiers, capitalization of non-geographic features, punctuation, etc.) consult *The Chicago Manual of Style* (14th edition). For spelling, word breaks, and usage, follow Merriam Webster's *Collegiate Dictionary* (10th edition). For frequently used ODP descriptors and terms, consult the ODP Dictionary or the *Glossary of Geology* (4th edition).

Lists

Lists that run directly into the text use Arabic numerals enclosed by parenthesis. For example:

> The distribution of methane isotopic composition can be attributed to two causes: (1) the degree of organic matter transformation with depth in oceanic deposits is smaller than in the deposits of a continental profile and (2) oceanic basalts retain generated gas better than do deposits of a continental profile.

Lists set off from text can be numerical, alphabetical, or unlabeled. These lists are tagged in FrameMaker using the list tag. See "Lists."

Capitalization

Geographic names are capitalized (e.g., Southern Hemisphere, Atlantic Ocean, and Panama Canal). Consult *Webster's New Geographical Dictionary* for guidance.

Names of water masses are captitalized (e.g., Antarctic Bottom Water and North Atlantic Deep Water).

Underwater features are capitalized (Detroit Seamount and Japan Trench). Consult the *Gazetteer of Undersea Features* for guidance on correct capitalization and usage.

Formal geologic divisions, chronologic or stratigraphic, are capitalized (Cenozoic, Mesozoic). Do not capitalize "lower," "middle," "upper," "early," or "late" unless designating a formally defined rock-stratigraphic or time-stratigraphic, or time unit (this includes only the Jurassic and Cretaceous). Note, there is no formal Middle Cretaceous designation.

Designations are initial cap if they precede a letter or numeral (Anomaly M-O, seismic Line 2, Reflection C, lithologic Unit IV).

Stratigraphic Terms

The American and International stratigraphic codes have drawn a very clear theoretical distinction between time terms and time-rock and rock terms. The adjectives early, middle, and late refer to geologic time. Their use is restricted to discussions in terms of time (a late Eocene eruptive phase, Early Cretaceous sedimentation patterns). Use upper, middle, and lower for discussions of the sediments themselves (Upper Cretaceous sediments). Many scientists use these terms in an inconsistent fashion.

If the Editor suspects misuse, the author should be queried. Unauthorized changes should be made with extreme care.

Numbers, Symbols, and Abbreviations

SI (metric) units should be used whenever possible. Where usage in a chapter is inconsistent, the Editor should query the author. SI units are not followed by a period and are unaltered in the plural when used with numerals. For example:

5 mm

2.5 cm/yr

5.3 g/cm^3

The SI unit system does not normally allow two denominators in a unit; however some authors prefer it. Either of the following is allowable:

3.5 g/m^2/yr

3.5 g/m^2 per year

Insert commas only in numbers of five or more digits, unless a table or figure contains numbers with both four and five digits. In these cases, insert commas in the four-digit numbers also.

Do not repeat units in number ranges. For example:

140–150 mm, not 140 mm to 150 mm or 140 mm–150 mm

Use en-dashes for ranges of numbers, but do not use for ranges preceeded by "from" or "between." Use "to" or "and" instead. For example:

140–150 mm.

...from 140 to 150 mm.

...between 140 and 150 mm.

When a unit comprises letters, a full space is left between the number and symbol (e.g. 45 kg), but a symbol directly follows a number. For example:

45 kg

13.2%

Operational signs are equispaced when they are preceeded and followed by nonoperational terms (e.g., $x = y + z$). When the operational sign is not preceeded by a nonoperational term, it is set with no space between it and the term it modifies. For example:

$x = y + z$

...with an error of ±3...

...contains <5 m of sediment.

Always place a zero before a decimal point that is preceded by a blank (e.g., 0.03, not .03). Some authors may use a comma instead of a decimal. These should be changed to decimals.

ODP Sample Designations

When referring to information derived from or associated with several holes drilled while the ship was positioned over a single acoustic beacon, the term "site" is used. "Site" may also be used loosely in generalizations about an area, irrespective of the number of holes drilled there. When referring to a site as yet undrilled, use "proposed" site. When referring to information derived from or associated with a particular drilled hole, "hole" is used. We drill holes, not sites.

Cores, sections, and samples are identified by sequences of numerals. For example:

Core = leg number + site number + hole letter + core number + core-type letter: Core 197-1206A-15R.

Section = leg number + site number + hole letter + core number + core letter + section number: Section 197-1206A-15R-2.

Sample = leg number + site number + hole letter + core number + core letter + section number + interval from top of section in centimeters: Sample 197-1206A-15R-2, 12–15 cm.

Rock pieces = leg number + site number + hole letter + core number + core letter + section number + interval from top of piece inside parentheses: Sample 197-1206A-15R-2 (Piece 1A, 50–52 cm).

Core catcher section = leg number + site number + hole letter + core number + core letter + CC: Section 197-1206A-15R-CC.

Core catcher sample = leg number + site number + hole letter + core number + core letter + CC + interval from top of core catcher in parentheses: Sample 197-1206A-15R-CC (8–9 cm).

The above numerical identifiers are always preceded in text by "Hole, Core, Section, or Sample." Numerals alone should occur only in tables and charts.

The term "interval" can be used to specify a length in centimeters other than a sample interval, but this term is informal and thus is not capitalized.

In descriptive or repetitive text, the complete core or section identifier does not have to be repeated within the same sentence if the hole number is the same, or within text sections with a hole identifier as a heading if all references to core or section are from the same hole. For example:

Within the text section with the subheading Hole 1149A, Core 1H or Section 1H-3 is acceptable.

...from Section 180-1108B-1R-3 through Core 3R.

...in Cores 181-1122C-64X and 68X.

...in Cores 181-1127A-1H and 181-1122C-64X.

...in Samples 181-1127A-1H-1, 0–2 cm, and 2H-1, 8–10 cm.

...in Samples 181-1127A-1H-1, 0–2 cm, and 181-1122C-64X-1, 0–2 cm.

Preferred Spellings and Miscellaneous Usage Rules

Change all British spellings to American (when in doubt, use the first entry in Merriam Webster's *Collegiate Dictionary*).

"While" and "Since" are reserved for expressions of time. Use "whereas" or "although" for while and "because" or "as" for since..

e.g. and i.e. are reserved for parenthetical explanations and are always followed by a comma.

The ODP Dictionary contains frequently misspelled and misused terms that are commonly found in the *Proceedings* volumes.

Species Listings and Systematic Paleontology

Species listing or systematic paleontologies may be in the main body of the chapter or may be treated as an appendix by the author; either is acceptable. All species lists and systematic paleontologies are tagged with the Tax text tags. See "Other Paragraph Tags" in "Tagging Text."

Species Nomenclature

The full, formal species designation consists of four parts. The Latin genus name, the Latin species name, the surname of the "author" (discoverer and/or namer), and the official date on which the species was "published" (named). Genera and species names are always italicized, the the name and date of the species author, whether or not it is in parentheses, is set in Roman. For example:

   Coccolithus radiatus Kamptner, 1955.

Be sure to retain the author's use of parentheses; they tell the reader that the species was originally included in a different genus. For example:

   Reticulofenestra minutula (Gartner, 1967) Haq and Berggren, 1978

   Actinocyclus ingens f. *nodus* (Baldauf) Whiting and Schrader, 1985.

The four-part species description need not always be used in the text of the chapter or in tables, figures, or plates, especially if there is an alphabetized systematic description or species listing included. The date, or the date and the name, may be dropped. If there is no list, it is preferable that the full four-part designation be used for the first occurrence, but not all authors will do so, nor does ODP require it in chapters.

The author and date that often follow the Latin genus and species name do not constitute a bibliographic reference proper, but are part of the formal nomenclature. A corresponding bibliographic entry in the reference list is required only if the author of the chapter has added page, plate, or figure references.

Genus Name Abbreviation

In text, use only the first letter of the genus, italicized and followed by a period, for each mention of the same genus with each particular species after the first. The genus name should be spelled out at first mention. In

tabular and graphic material in which species are listed alphabetically by genus name and when the author has provided a full species list to accompany the chapter, the genus name may be abbreviated. The species name is never abbreviated.

Other Abbreviations

A variety of abbreviations will be found attached to species names (s.l., s.s., aff. f., var., sp., ssp., or spp.) These should not be italicized. Question marks after a species or genus name should also be in Roman.

Species Lists

Whether included in the body of the chapter or as a chapter appendix, a simple species list is formatted as follows. The first line of the entry is set flush left, with carryover lines indented (hanging indent). There is no space between successive entries, and all Genus names are spelled out. For example:

Actinocyclus ehrengergii Ralfs in Pritchard, 1861; Hustedt, 1929, p. 525, pl. 1, fig. 298.

Actinocyclus ellipticus var. *javanica* Reinhold, 1937; Barron 1985a, pl. 7, fig. 12

Actinocyclus tennellus (Jorgensen) Andrews, 1976, p. 14, pl. 3, figs. 8, 9; as *Actinocyclus ehrenbergii* var. *tenella* (Jorgensen) Hustedt, 1929, p. 530, pl. 1, fig. 302.

Extended Species Description

This type of list is used if an author submits species lists that include extensive descriptive material in addition to the usual one- or two-line entry. Usually, the author includes headings such as "Remarks" or "Description." These are set in bold on a new line under the Genus species name and paragraph indented. List entries should be separated by space. For example (first line is not indented in tax text):

Crucidenticula nicobarica (Grunow) Akiba and Yanagisawa, 1986, p. 486, pl. 1, fig. 9, pl. 2, figs, 1–7, pl. 5, figs. 1–9; Akiba, 1986, pl. 26, figs. 1–4; Yanagisawa and Akiba, 1990, p. 232, pl. 1, figs. 23–29.
   Remarks: *Crucidenticula paranicobarica* vars. described by Akiba and Yanagisawa (1986) are tabulated together.

Denticulopsis dimorpha (Schrader) Simonsen, 1979, p. 64; Akiba 1986, pl. 27, figs. 1–13; Akiba and Yanagisawa, 1986, p. 488, pl. 15, figs. 1–25, pl. 16, figs. 1–11; Yanagisawa and Akiba, 1990. p. 254–257.
   Remarks: The two varieties, var. *dimorpha* and var. *areolata,* are included here, so no effort was made to tabulate them separately.

Denticulopsis paedimorpha Barron ex Akiba, 1982a, p. 46, pl. 11, figs. 9–16, 18–27; Akiba and Yanagisawa, 1986, p. 489, pl. 13, Figs. 1, 2, 5–15, 17–23, 25–28, pl. 14, figs. 1–12; Yanagisawa and Akiba, 1990, p. 249–254.
   Remarks: The four varieties and *D. barronii* are difficult to distinguish from one another in the light microscope, so no effort was made to tabulate them separately.

Systematic Paleontology

The systematic paleontology is a section containing an extended, formal description of anything from two or three to a hundred species, usually including levels of subheads above the species level (Genus, Class, Order, etc.) and subheads within the species description itself. All entries down to and including the species designation should be marked for bold, centered. For example:

<div align="center">

Subclass RADIOLARIA Muller, 1858
Order POLYCYSTINA Ehrenberg, 1838; emend. Riedel, 1967
Suborder SPUMELLARIA Ehrenberg, 1875
Family COLLOSPHAERIDAE Muller, 1858
Genus *POLYSOLENIA* Ehrenberg, 1872; emend. Nigrini, 1967

***Polysolenia murrayana* (Haeckel)**
(Pl. **P2,** fig. 2)

</div>

Choenicosphaera murrayana (Haeckel) Benson, 1966, p. 120, pl. 2, fig. 3.
Polysolenia murrayana (Haeckel) Nigrini and Moore, 1979, p. 517, pl. 2, figs. 4a, 4b.

<div align="center">

Subfamily ARTISCINAE Haeckel, 1881, emend. Riedel, 1967
Genus *OMMATARTUS* Haeckel, 1881, emend. Riedel, 1971

***Ommatartus avitus* Riedel**
(Pl. **P1,** figs. 9–11)

</div>

Ommatartus avitus riedel, Riedel and Sanfilippo, 1971, p. 1588, pl. 4, fig. 6; Zachariasse et al., 1978, p. 105, pl. 2, fig. 9.
Remarks: The polar caps of this species frequently are broken, so it is sometimes difficult to distinguish this species from *O. penultimus. O. avitus* is, however, characterized by its tuberculate (knobby) cortical shell. In this study, the extinction of *O. avitus* (~3.2 Ma) is considered a chronostratigraphic datam level.

Note that within the Remarks section, abbreviation of genus names is allowed.

IN-TEXT CITATIONS

Except for reference citations, references to multiple sources (e.g., see "Lithostratigraphy" sections in all site chapters), and HTML figure and table caption callouts to text sections, all in-volume citations in the electronic file will include a hypertext link that, when selected, will take the reader directly to the cited text, table, or figure. Hypertext links will be characterized by bold blue type.

Production will create the hypertext links at the earliest possible stage. In-text links to tables or figures will take the reader directly to the full-page image. Hypertext links to other text will take the reader directly to the order heading identified in the citation. Text links can be made to Order1, Order2, or Order3 headings (see examples below).

In almost all cases, PDF (Web and CD-ROM) links will be set up as cross references to include page numbers. See exceptions in text below. During editing, use the temporary placeholder "p.xx," which will be replaced with the appropriate page number when the cross reference link is created. There is no space between the "p." and the "xx" in the placeholder. For example:

(see **"Composite Depths,"** p.xx)

(see **"Magnetostratigraphy,"** p.xx, in "Paleomagnetism")

(see **"Hard Rock Cores,"** p.xx, in "Magnetostratigraphy" in "Paleomagnetism)

Note: the "p.xx" must be immediately followed by a period, comma, or close parens.

Do not include references to "this chapter" in IR or SR volumes.

Do not include references to "this volume" in IR volumes.

Always keep "text symbols" turned on when editing in FrameMaker to prevent inadvertent deletion of a link marker (shown as a "T") or anchor (shown as a "⊥").

Citing a Section within a Chapter

Highlight the section name and surrounding punctuation and tag with the "blue type" character tag. The hypertext link within the blue type does not have to include the punctuation, but should include all of the words in blue type.

List the page number after the section name (use the p.xx placeholder until Production makes the link with the correct page number). For example:

The bands were used as an aid in constructing composite sections (see **"Composite Depths,"** p. 99).

The scientific objectives for Leg 178 are outlined in **"Background and Objectives,"** p. 6.

DEFINITIONS

Hypertext link: Hypertext commands let the reader navigate through the document. When the reader clicks an active area, Acrobat will execute the command to go to the specified marker.

Cross reference: Cross references are used to navigate the reader to a marker. In *Initial Reports* volumes, cross references will always contain a page number. The page number will update if the marker moves to a different page.

Link marker (the "T" text symbol in FrameMaker): These markers indicate a cross reference or hypertext command.

Anchor (the "⊥" text symbol in FrameMaker): These anchors indicate that a graphic is anchored to a specific location.

Citing Figures, Plates, and Tables within a Chapter

Figure, Plate, and Table numbers will always be preceded by an "F," "P," or "T." These letters will be added by the Editor or Assistant Editor before galley review. For IR volumes, they do not need to be added until after the postcruise meeting.

Highlight figure, plate, and table numbers and adjoining punctuation and tag with the "blue type" character tag. This tag will leave the font, size, and angle of the selected text as is, but will change the weight to bold and the text color to blue. The citations will be linked to the full figure/plate/table pages. Do not use page numbers when referring to figures, plates, and tables within chapter text. For example:

   (Fig. F10)

not

   (Fig. F10, p. 55).

   Details of bathymetry at site locations appear in Figures F1, F2, and F9.

   Eight standard samples containing opal amounts were run for calibration, and opal contents were estimated from the maximum peak height of the broad opal hump in the X-ray diffractograms (Figs. F3, F4, F6).

   Age assignments of the zones and species follow Berggren et al. (1992a) (Fig. F10).

   The need for a composite section to verify stratigraphic continuity is illustrated in Figure F1.

   Three holes were drilled, representing a combined 223.4-m section (Table T2).

   Figure F8A shows the relative stratigraphic position of the tephra sequence in standard ODP mbsf in the four cores, and Figure F8B shows the position of the tephra sequence.

Note: when tagging multiple figure, plate, and table citations, do not tag the spaces between them. Tag each figure, plate, or table number with its associated punctuation separately.

There is one exception to the figure/table callout page number rule. In captions, include the page number when referring to another figure or table in the same chapter. For example:

   Figure F4. Lithologic summary from Site 1099. Keys for symbols are presented in Figure F1, p.xx.

Links to text from captions will be removed when the HTML file is generated. Page numbers for figure callouts will also be removed from the HTML file. For example:

   Figure F35. Downhole logs from the hostile environment natural gamma-ray sonde (HNGS) tool on the triple-combo tool suite (see Fig. F40, p.xx, and "Lithostratigraphy," p.xx).

will be converted to the following in the HTML version:

Figure F35. Downhole logs from the hostile environment natural gamma-ray sonde (HNGS) tool on the triple-combo tool suite (see Fig. **F40** and "Lithostratigraphy").

For more details on links in HTML chapters, see "Conditional Text."

If a text reference refers to a figure in another volume, lowercase the figure number. For example:

(see fig. F2 in Shipboard Scientific Party, 1998a)

Figure callouts to parts of figures should be uppercase A, B, C, etc.

If all parts of a figure are cited, cite the entire figure. For example: cite (Fig. **F2**) instead of (Fig. **F2A, F2B, F2C**) if this figure has only A, B, and C parts.

Citing Plates

Plates can be cited by plate or by figure number within a plate. To distinguish plate figures, "fig." is not capitalized in plate call-outs. For example:

This radiolarian structure was observed in several samples (Pl. **P1,** figs. 1, 2, 5, 7).

Several example species can be seen in Plate **P5,** figs. 1–4.

Citing ASCII Tables

Each IR volume will have an contents page index called "ASCII Tables." This index will list all the ".TXT" files and their locations, and will include links to the files.

For each IR volume, the Staff Scientist will identify which volume tables should appear in ASCII. The Editor should make suggestions or prompt the Staff Scientist if this was not done on the ship. All volume tables that appear in ASCII will also be reproduced in PDF as part of the chapter. In general, full tables should always be prepared in PDF. The only exception is when the Editor or scientist determines that a table is extremely long and an abbreviated version should appear in the chapter file. In such cases, set one page of the table in the chapter and add the following footnote:

Note: Only a portion of this table appears here. The complete table is available in **ASCII format**. [up to 194 IR and 178 SR]

Note: Only a portion of this table appears here. The complete table is available in **ASCII**. [195 IR and beyond and 176 SR and 179 SR and beyond]

Production will build a link from the words **"ASCII format"** or **"ASCII"** to the corresponding ASCII table file.

In the Frame (or PDF) version of each table that is presented in its entirety in both text and ASCII, there will be a footnote that says the following:

Note: This table is also available in **ASCII format**. [up to 194 IR and 178 SR]

Note: This table is also available in ASCII. [195 IR and beyond and 176 SR and 179 SR and beyond]

For tables that extend over multiple Frame pages and are also presented in ASCII, add the phrase "See table note(s)." to the end of the table caption. This will be a link to the table note, which will in turn link to the ASCII table. For example:

Table T2. Major element analyses of dolerite by X-ray fluorescence. (See table note. Continued on next two pages.)

Citing Other Chapters in the Volume

In most cases, it is possible to narrow down a chapter citation to a specific Order 1 or Order 2 heading within the chapter. However, in some cases, there will be general references to another chapter in an IR. Do not list a page number with a generic chapter reference. For example:

The methods used during Leg 177 are detailed in the "Explanatory Notes" chapter.

At galley prep, mark the text with a note to Production providing the chapter number for the link.

SR volumes may refer and link to other chapters within the volume. For example [up to 179 SR]:

(see Acton et al., submitted, this volume)

(see Acton et al., in press, this volume)

(see Acton et al., Chap. 4, this volume)

In the above examples, the Editor must update the in-text reference before web publication of the chapter and again when the CD-ROM is made to ensure that all "this volume" links are current.

For "this volume" citations for 180 SR and beyond, do not specify the publication status and link the authorship directly. For example:

(see Acton et al., this volume)

If Acton et al. wrote two or more chapters, list as many author names as are necessary to distinguish the paper. For example:

(see Acton, Gerbaudo, et al., this volume)

(see Acton, Gerbaudo, and Testa, this volume)

For in press and submitted papers, use the same language as for a published paper. The blue link will go to a placeholder file for the chapter that says "This paper has not yet been published." When the chapter is published, this file is deleted.

Citing a Specific Part of Another Chapter

When referring to a specific identifier in the text (e.g., section header or something more specific) or a figure/table caption located in another IR chapter, the identifier should be a blue link. Highlight the identifier and adjoining punctuation and tag with the "blue type" character tag. The hypertext link within the blue type does not have to include the punctuation, but should include all of the words in blue type. See

"Conditional Text" for specific tagging for HTML, PDF, CD-ROM, and Print citations.

List the page number after the identifier. In-text page numbers will be generated by cross references. During editing, use the temporary placeholder "p.xx" which will be replaced with the appropriate cross reference. There is no space between the "p." and the "xx" in the placeholder. For example:

> The scale is taken from the intensity scale as described in **"Structural Geology,"** p. 23, in the "Explanatory Notes" chapter.
>
> Site 1088 is located on the Agulhas Ridge (Figs. **F1,** p.xx; **F5,** p.xx; both in the "Leg 177 Summary" chapter).
>
> The key for all lithology figures is located in Figure **F5,** p. 89, in the "Explanatory Notes" chapter.
>
> Operating conditions are given in **"X-Ray Diffraction,"** p.xx, in "Inorganic Geochemistry" in the "Explanatory Notes" chapter.
>
> See **"Appendix,"** p.xx, in the "Leg 176 Summary" chapter.

At galley prep, mark the text with a note to Production providing the chapter number and location of the link (e.g., Order2 under 1, Chapter 3). Production will link the callout to the Order # heading you have identified.

Generally, SR chapters do not refer to specific sections within other chapters, but rather to the chapters themselves. See examples in "Citing Other Chapters in a Volume."

Citing Multiple Headings/Chapters within a Volume

Links are not added when referring to multiple sources. For example:

> XRD data are compiled in separate tables in the "Lithostratigraphy" sections of each chapter.
>
> See text and individual site chapters for a more detailed explanation of the profiles.

Citing Prime Data Sections from Chapters

Each IR volume will have a prime data contents page index called "Core Descriptions." This page will contain links to the material for each site.

Whenever possible, the VCDs, smear slide tables, and thin section tables for each site will be in a single PDF file. If the file is too large, the VCDs will be in the initial PDF file and separate files will be created for the smear slide tables and thin section tables.

If a particular site is referred to, the link will go to the first page of the specific prime data type for that site. For example:

> The lithostratigraphic characteristics of the sediments are defined on the basis of visual core descriptions and sediment smear slide analyses (**"Site 1088 Smear Slides,"** p.xx).

If a particular site is not identified in a citation, the link will go to the contents page index. For example:

For tables summarizing data from smear slide analyses, see the "Core Descriptions" contents list.

A second chert layer was recovered in Section 177-1090B-38X-1 at ~340 mbsf (see "Lithostratigraphy," p.xx, and "Site 1090 Core Descriptions," p.xx, for core images).

The core description forms, or "barrel sheets" (Figs. F3, F4; see the "Core Descriptions" contents list), summarize the data obtained during a visual inspection of the core.

Specific characteristics are recorded on the VCDs (see "Site 1101 Visual Core Descriptions").

Citing Papers in Other *Proceedings* Volumes

Citations to papers in other volumes should be treated the same as journal citations. When the HTML version is built, link from the reference list or notes page to the specific chapter (do not link from the text). Use the HTML citation when updating citations on the notes page.

Citing "Submitted" Papers (Other Than "This Volume")

"Submitted" citations (which includes papers that are "in review") are allowed only in the SR volumes. In IR volumes, papers that are "submitted" or "in review" are included as "unpubl. data" or "pers. comm."

Submitted citations should be listed in text as follows, but not listed in the reference list:

"...in sediments from all three holes at Site 1036 (Andersson et al. [N1])."

For more information on chapter notes, see the "Chapter Notes" section.

Citing "In Press" Papers (Other Than "This Volume")

In press citations should be listed in text as follows:

"...using the procedure described by Wheat et al. (in press)."

and in the reference list as follows:

Wheat, C.G., Elderfield, H., Mottl, M.J., and Monnin, C., in press. Chemical composition of basement fluids within an oceanic ridge flank: implications for along-strike and across-strike hydrothermal circulation. *J. Geophys. Res.*

If the author updates an in press reference after the paper is published, a note will be added to the reference list. For example:

Wheat, C.G., Elderfield, H., Mottl, M.J., and Monnin, C., in press. Chemical composition of basement fluids within an oceanic ridge flank: implications for along-strike and across-strike hydrothermal circulation. *J. Geophys. Res.* [N2]

For more information on chapter notes, see the "Chapter Notes" section.

Punctuation for Multiple Callouts in Text

When cited in sentences:

Write out the words "Figure," "Plate," and "Table."

Use regular sentence structure.

For example:

This zonation and the individual species' ranges cover a time interval spanning the early Oligocene to Pleistocene as presented in Figures **F6** and **F9.**

When cited parenthetically:

Abbreviate "Figure" as "Fig." and "Plate" as "Pl.," but always write out "Table."

Use a semicolon between table and figure listings.

Use a comma instead of "and" when referring to two or more figures or two or more tables.

For example:

Where datums used by Martini (1971) and Okada and Bukry (1980) were not identifiable, additional data were used from the Paleogene–lower Neogene zonal schemes of Wise (1983), Wei and Wise (1990), and Crux (1991) (Table **T1;** Figs. **F6, F7, F8**).

Site 1088 is located on the Agulhas Ridge (Figs. **F1,** p.xx; **F5,** p.xx; both in the "Leg 177 Summary" chapter).

...have not been identified (Tables **T3, T4**).

For more information on HTML style for figure linking, see "Conditional Text."

If multiple parts of a single figure are cited, "figure" is singular. For example:

Plagioclase can be seen filling fissures (Fig. **F8A, F8C**).

If there is parenthetical information that directly relates to the figure or table being cited, the information and the figure or table callout can be placed inside the same set of parenthesis, separated by a semicolon. For example, the following would be acceptable if the interval mentioned is shown in Figure F2:

(interval 190-1173A-3H-2, 10–35 cm; Fig. **F2**)

Citing References

All works cited must appear in the references. Citation is by the last name of the author and date. For three or more authors, list the first author followed by et al. An exception is in citing an entire volume of the *Proceedings*. These citations include the exact authorship of the volume (including co-chiefs and staff scientist). For more than one parenthetical citation, separate citations by semicolons. For example:

(Walker, 1970; Walker and Schott, 1972; Walker et al., 1976)

(Barker, Camerlenghi, Acton, et al., 1999)

Example of identifying columns repeated on multiple pages of a long, wide range chart:

Core, section, interval (cm)	Depth (mbsf)	Depth (mcd)	Abundance	Preservation

In the reference list, references are ordered alphabetically, then by date of publication (oldest first). If an authorship is identical to the one immediately preceeding, delete the second mention and insert a 4-em dash baseline followed by a comma. If authors' names and year of publication are identical in two or more successive references, identify them as a, b, c, and so on.

TABLE FORMATTING GUIDELINES

General Formatting Guidelines

Most general formatting for IR tables should be completed before the postcruise meeting. Editors are responsible for marking formatting notations on the hard copy of the table. Production Editors will follow these notations. Editors don't need to mark the two standard rules above and below the headers, or the one at the bottom of the table, but should mark any other rules or specific formatting instructions. All content changes should be made by the Editor. If special circumstances warrant Production adding any text, the Editor needs to write out exactly what they want Production to add.

SR tables go through preliminary formatting by the Production Assistant; however, the Editor should confirm the data presentation for consistency and ODP style and mark any changes for the production department.

Consistency from Table to Table

It is important that similar tables in each IR site chapter are formatted the same (e.g., wording of captions and footnotes, how headers are stacked, wording in headers, spacing between columns, etc.). The best way to check for consistency is to review all similar tables at once during editing before the postcruise meeting. If this can't be done, make copies of specific tables to use as a template.

Both Editors and Production Editors should watch to make sure similar tables are formatted consistently from site to site, but it is ultimately the Editor's responsibility.

Compare tables across sites and watch for inconsistencies such as genus names spelled out vs. genus names abbreviated, use of terms like "first appearance" vs. "first occurrence," column headers "datum" vs. "event," and so on.

Standardize abbreviations throughout the volume: BD = below detection (not BDL), NA = not applicable or not analyzed (not N/A) (note: if NA is used for not applicable in one table, you may want to suggest the author use NM = not measured (not N.M.) instead of using NA = not analyzed in other tables).

Refer to the "Tables" notebook for sample tables formatted correctly to ODP style. Most of the standard IR table formats are covered in this notebook. The Editor should use this notebook as a guide when editing tables before the postcruise meeting.

Captions

Use the same style of wording in all table captions. The following captions are inconsistent, for example (the first example is our preferred style):

Table T1. Splice tie points, Site 1122.

Table T1. Significant foraminifer datum levels at Site 1123.

Explanatory material should be kept to a minimum in table captions. Explanatory material can be moved to the table notes.

Make sure all captions end with a period.

Compare site-to-site to standardize captions, column headings, and table notes. Each of the following pairs of captions describes identical tables for different sites. The captions need to be standardized across all sites:

> **Table T1.** Radiolarian levels, Hole 1169A.

> **Table T1.** Calcareous nannofossil datum levels used, Site 1168.

> **Table T2.** Radiolarian datums recognized, Hole 1170A.

> **Table T2.** Calcareous nannofossil datum levels, Hole 1171A.

> **Table T3.** Radiolarian datums recognized, Hole 1168A.

> **Table T3.** Numeric ages and core depths for datums as recorded, Hole 1170A.

Standardize caption wording so the Hole or Site number appears at the end of the caption. Use the most concise term that applies to a particular table. For example, change the captions as follows:

> **Table T1.** Site 1169 calcareous nannofossil datum levels.

> **Table T1.** Calcareous nannofossil datum levels, Site 1169.

> **Table T2.** Radiolarian range chart, Holes 1170A, 1170B, and 1170C.

> **Table T2.** Radiolarian range chart, Site 1170.

Columns

Follow the Typesetter's Style Guide rules to determine if column contents should be set centered or flush left. In general, the following rules apply to formatting table columns:

Single-entry numbers without decimals:	Align on right.
Single-entry numbers with decimals:	Align on decimal.
Numbers that indicate ranges:	Center on hyphen/dash.
Sample identifiers:	Flush left (table text indent).
Mixed numbers and letters:	Align numerically.
Multiple values with common symbol:	Align on symbol.
Multiple values; no common symbol:	Align on decimal.

Following are additional comments about formatting table columns and table body text:

> Zeroes should be added before the decimal point (if blank) but cannot be added following the decimal point without the author's approval. Query the author if decimal places (significance) are inconsistent (see below).

> If using decimal alignment, align on decimal regardless of how much the column varies because of the number of digits on either side of the decimal. Decimal-aligned material should be centered in the column, based on the widest entry.

Sample ID numbers are set flush left and indented 1 pica under the leg-site-hole identifier (table text indent paragraph tag).

Sample designations should always begin with leg and hole information.

If a column of data has a combination of data where some have operational signs and some do not, then align on the decimal.

If a column of data has data in which every item has an operational sign, then align on the operational sign.

If a column of range data includes other numbers, all are centered instead of decimal aligned.

Roman numerals should be set flush left.

Within-column entries in tables are first word initial cap, although abbreviated words in the body of the table (e.g., tr for "trace") should be lower case. The only other exception relates to time- and rock-stratigraphic terms, which must be edited exactly as they appear in the text, following the rules for formal and informal nomenclature. Thus, in the entry "lower Eocene," lower is not capitalized, even when it is the first word in the column.

Dashes and blanks in tables: blanks should be left blank, not filled with dashes, and the author should be queried if a table presents an unexplained mixture of blanks and dashes. Dashes should be defined in the table note.

Editor's markings for a specific column alignment should supersede any of these guidelines.

When the first (far left) table header entry is wider than the widest point of the data in the column, center the data under the header. When the first column of data at its widest point is wider than the table header, set the data flush left and center the header entry over the column.

If there are numerals in a column that go out varying places past the decimal point, query the author about this. For example: In the "Depth" column, generally all measurements should be expressed to the same precision (number of decimal places). If you see entries of 10, 12.3, and 19.29 in a depth column, query the author. Be sure to word the query clearly if you want the author to check values in more than one column. For example:

[**Author: Do you want to express all depth values (or data) to the same precision?**]

[**Author: Do you want to carry all depth, density, and velocity measurements two places past the decimal?**]

[**Author: Do you want to carry all measurements within the depth column and the density column to two places past the decimal?**]

When a number in a table is greater than 9999, all numbers in the table that are 1000 or greater should contain a comma.

Whenever the table body (not units in headers) contains abbreviations, define them in the table note. See the "Table Notes" section below for more information.

If multiple tables contain the same abbreviations, repeat the note that defines them rather than referring or linking to another table note. Remember to check each table to see if all abbreviations are used and add or delete when necessary.

Keep columns as narrow as possible (but avoid taking this to an extreme). Two things to look for are (1) is the column header making the column really wide? If so, stack the header, and (2) is there one line that contains a lot more information that is forcing the column to be wide? If so, see if you can move some of the information into a footnote, wrap the text, or make the table landscape. For example:

Age (Ma)
~0.8 in subarctic
5.2
6.5

Consider adding a "*" after ~0.8 and move the rest to a table note: "Note: * = in subarctic."

Check that en-dashes are used for all negative signs.

Balance the column heading width based on the width of the column. It is fine to put the unit information on the same line as the column heading text if this is the best way to balance the width of the heading.

Check that all headers have units, where appropriate, and that units are in agreement with ODP style preferences.

Never use units in the body of a table if they are defined in the column header.

When using symbol designations to reference note information, use this order: asterisk (not superscript), dagger (superscript), double dagger (superscript), double asterisk (not superscript). Do not superscript symbols in the table notes.

In column headings, use the singular instead of the plural. For example: Age (Ma) vs. Ages (Ma) or Unit vs. Units.

Starting with 195 IR and 176, 179, and 180 SR, en-dashes will be used in tables to designate a range of values as well as negative numbers.

Use an em-dash when a hyphen is used in a table cell to indicate that there is no data. Do not insert an em-dash if the cell was left empty. If em-dashes are used in table cells, the symbol must be defined in the table notes.

Column Headers

When making corrections in table headers for multipage tables after the table has been imported into Frame, it is necessary only to make the corrections on the first page of the table. The headers are locked to repeat on the rest of the pages (however, check each page because certain table formats cannot have locked headers, particularly side-header tables).

Coring Summary Tables

To standardize the presentation of dates in the IR coring summary tables, the following formats are used for the "Date" column.

If all dates are within the same month, use Date (Month year) as the column header. Abbreviate all months to three letters: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. Do not use periods after the month abbreviations. In the body of the table, do not repeat the month or use zeros as place holders for one-digit dates. For example:

Date (Apr 1997)
1
1
1
2
3
4
4

If the dates in a coring summary table span more than one month, use Date (year) as the column header. In the body of the table, place the date before the month. Abbreviate all months to three letters: Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, Dec. Do not use periods after the month abbreviations. For example:

Date (1997)
28 Oct
28 Oct
29 Oct
31 Oct
1 Nov
1 Nov
4 Nov

ASCII Tables

If a table will also be included in ASCII, the Editor should add the slug that will appear as part of the table caption and the standard table note for ASCII tables. See "Citing ASCII Tables" in "In-Text Citations."

The ASCII table will be created by the Editor at the Galley Prep or Galley Review stage so the tables can be included with the Author's Galley.

For SR chapters through volume 179, the ASCII table page for an SR chapter should include the following header:

    Scientific Results, Volume 178
    P.F. Barker et al., Ms 178-214
    Chapter 5, Table T1. Color reflectance results.

For SR 180 and beyond, the ASCII table page should include the following header (no chapter number):

Scientific Results, Volume 180
P.F. Barker et al., Ms 180-150
Table T1. Color reflectance results.

The ASCII table page for an IR chapter should include the following header:

Initial Reports, Volume 196
Ms 196-103
Chapter 3, Table T1. Color reflectance results.

The table notes should be moved from the bottom of the table and inserted between the header and the table itself (leave a blank line before and after the table notes).

Quote marks that may be inserted by the text editor on ASCII conversion should be removed from the ASCII file.

Stacked headers should be unstacked and each column should be separated by a single tab. (Note: the columns may appear on screen as if they do not line up correctly. This can be checked by importing the text file into Excel.)

Save the file with the CD-ROM volume naming convention (05_01.TXT [chapter number, table number, extension in all caps]) in a directory called "CD Tables" in the "Tables" directory.

Multiple-Page Tables

See "Range Charts" below for special handling of oversized multi-page tables.

If a table is long but not wide, it runs top to bottom. Narrow tables can be set so that two or three parts of the narrow table are shown on a single page in two or three columns. Editors need to mark this for Production if this applies. See examples in "Long, Wide Tables," and "Long, Thin Tables" below.

Expanded Coring Summary Tables

These tables should be formatted consistently from volume to volume. Use the table examples provided in the table sample binder for an example of how to format these tables.

All months on coring summary tables should be abbreviated to three letters. [195 IR and beyond]

Range Charts

For species information, a vertical rule should be set after every five columns. Vertical rules should also be placed after sample identifier, depth, age, zone, abundance, and preservation columns. At the end of a page or the end of the table, do not add the last rule if there are six or seven columns remaining but do add the rule if there are eight or nine columns

(this rule is subject to the editor's judgement if it makes more sense to do this slightly differently at the end of a page).

Use horizontal rules across either the zone column(s) or the entire table width to delineate top and bottom of zones (if the author has specified this on the original table), but do not add table spaces above and below the rules (new 3/12/02).

Always abbreviate terms in the "Abundance" and "Preservation" columns and run the column headers vertically. Define the letters used in the body of the table in the table note. See "Table Notes" below for examples. Center the abbreviation letters in each column.

In cases where abbreviations denote a first/last occurrence or a range of size, preservation, or abundance but appear in a random order within the table, group the abbreviations by type and list them from largest to smallest, rather than in the order they appear in the body of the table.

Check headers carefully to make sure all genus and species names are in italics but terms like "acme," "ssp.," and "cf." are not.

If a range chart is more than one page wide, repeat the identifying information on each page. For example: repeat Age; Zone; Core, section, interval; Depth; Abundance; and Preservation columns on every page.

Very large range charts will not be included in the chapter but will have a link to an oversize PDF table that can be printed either in oversize or multi-page formats. See "Oversized Materials" for instructions on how to handle these cases.

In Zone/Subzone columns: center the zone names vertically and horizontally (new 3/12/02).

Splice Tie Point Tables

Use the term "Tie to" instead of "Tie."

Proofing Author Corrections at Postcruise Meetings

Whenever authors use nonstandard editing symbols or notations on IR tables, clarify the intended meaning before sending tables upstairs to be corrected (this holds true for text and figures, too).

Table Layout

During Frame formatting, each table is set in a separate FrameMaker file. When the galley is made, all tables are copied to the chapter file. The page is 41 picas wide by 56 picas high, set 6 picas from the top of the page and 7 picas from the left of the page. The table is set flush left on the page, hanging from the top left corner. If a table does not fit on one page, it will be separated into as many pages as necessary.

Each table has one caption and one table note(s) section (if applicable). The caption is flush left, and the table note is a hanging left indent. See "Placement, Width, and Tagging of Notes" in "Table Notes" for more in-

formation. If the table is less than 20 picas wide, however, the caption and note are 20 picas wide and the table is flush left.

Long, Wide Tables

If a table is more than two pages wide, set as an oversized table. In this case, only the caption will be contained in the chapter. See "Oversized Materials" for more details.

If a table is too wide to fit on a single page, the table should be formatted so that the table rows align when printed copies of corresponding pages are placed next to each other. Identifying columns should be repeated on all succeeding table pages. The sequence of pages should be across the table and then down.

The bottom table rule should be applied below the last row of data for each section of the table. The table note should be placed below the first occurrence of the table bottom rule. Note that this will not necessarily be on the last page of the table.

HTML versions will not be created for large range charts or coring summaries (larger than one PDF or HTML page).

From the table callout in the text and thumbnail column in the HTML version, the link will go to an HTML table page that only contains the caption and the words "(See **PDF version.**)" For example:

> **Table T1.** Calcareous nannofossils range chart, Hole 1051A. (See **PDF version.**)

The "PDF" link will launch a replicate of the PDF table pages extracted from the full PDF chapter file.

Long, Thin Tables

Long, thin tables should be set with multiple columns on one page. Note: Production will not set multiple columns onto one page until the Galley Prep stage, so do not mark this at earlier stages. For example:
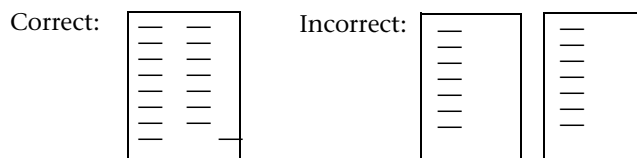
Landscape Tables

When authors submit tables in a landscape orientation, try to keep the same orientation to maintain legibility in the final presentation.

Pages containing landscape images are built on landscape master pages in FrameMaker. When viewed in FrameMaker and PDF, these pages should appear already rotated to the landscape position. Regardless of

width, tables should be placed flush left in the upper right-hand corner on the page.

Table caption and notes run the full width of the page for all landscape tables.

Table Type Sizes

Table Caption Text

Caption text is set in Stone Serif 10 pt.
Caption superscripts and subscripts are set in Stone Sans 8 pt.

Table Text

Table text is set in Stone Sans 7 pt.
Table superscripts and subscripts are set in Stone Sans 6 pt.

Table Note Text

Table note text is set in Stone Sans 8 pt.
Table note superscripts and subscripts are set in Stone Sans 7 pt.

Table Captions

Table Identifiers

Table identifiers (e.g., "Table T8.") should be character tagged "bold." (Do not use the "Bold" button on the tool bar). For example:

Table T8. Coring summary, Site 1094. (Continued on next page.)

Table T8 (continued).

Placement, Width, and Tagging of Captions

The following guidelines apply to all table captions:

All captions are set flush left.

For landscape tables, captions should run the width of the page.

For portrait tables greater than 20 picas wide, captions should run the width of the table.

For portrait tables less than 20 picas wide, captions should run 20 picas wide.

Tag caption with the "Captions: Tables" paragraph tag (Stone Serif 10 pt.).

Tag blue hyperlink citations within captions (references to other tables or figures within chapter) with "Blue type" character tag.

Tag caption subscripts with the "Subscript 8 pt. (Body)" character tag.

Tag caption superscripts with the "Superscript 8 pt. (Body)" character tag.

Tag table note subscripts with the "Subscript 6 pt. (Table)" character tag.

Tag table note superscripts with the "Superscript 6 pt. (Table)" char-
acter tag.

Captions for Multipage Tables

If a table is two pages long, use the following sample wording in the
caption:

[Page 1] **Table T8.** Coring summary, Site 1094. (Continued on next
page.)

[Page 2] **Table T8 (continued).**

If a table is more than two pages long, use the following sample word-
ing in the caption:

[Page 1] **Table T8.** Coring summary, Site 1094. (Continued on next
five pages.)

[Pages 2 and beyond] **Table T8 (continued).**

If a table is more than two pages long and has table notes at the end,
use the following sample wording in the caption:

[Page 1] **Table T8.** Coring summary, Site 1094. (**See table notes.**
Continued on next five pages.)

[Pages 2 and beyond] **Table T8 (continued).**

Be sure that "table note" or "table notes" matches "Note" or "Notes" at
the end of the table.

Table Notes

Table note information should be placed in the order in which it appears
in the body of the table (see one exception in "Range Charts").

If there are identical tables that appear in every site chapter, watch to see
if the author has just copied and pasted the same note into each table;
eliminate any information that doesn't appear in a specific chapter.

For multiple tables using the same footnotes, duplicate the footnotes
for each table. Do not use "Symbols as in Table T#" wording. However,
make sure any specific differences in table content are reflected. For ex-
ample, if there are no "C" in a range chart from one site, delete "C =
common" from the note for that table.

Use commas to separate table note items when describing things that
can be conceptually grouped together. Use periods between table note
items that are not grouped. See the example below.

Use "Note" for one concept; use "Notes" for two or more concepts. For
example:

Note: APC = advanced hydraulic piston corer, XCB = extended core barrel, RCB = rotary
core barrel.

Notes: IC = inorganic carbon, $CaCO_3$ = calcium carbonate, TC = total carbon, TOC = total
organic carbon, TN = total nitrogen, TS = total sulfur. TOC concentrations are calcu-
lated from the difference between IC and TC concentrations. C/N ratios are calculated

from TOC and TN concentrations and are given as atom/atom ratios.

Table note symbols should be used in the following order: *, †, ‡, **, ††, ‡‡.

Range Chart Table Note Exception

Table notes for range charts are the single exception to the rule that definitions are given in the order that the symbol is found in the table. When abbreviations denote a range of size, preservation, or abundance but appear in a random order within the table, group the abbreviations by type and list them from largest to smallest. Note to editors: use "Abundance" not "Group abundance" in the footnote if the terms relate to species as well as to the "Group abundance" columns. Also, check definitions used in table notes against what is listed in the Explanatory Notes chapter or site chapters. For example:

> Notes: Abundance: A = abundant, C = common, F = few, R = rare, T = trace. Preservation: VG = very good, G = good, M = moderate, P = poor. For more specific definitions, refer to **"Biostratigraphy,"** p.xx., in the "Explanatory Notes" chapter.

Placement, Width, and Tagging of Notes

The following guidelines apply to table notes:

- Table notes are set flush left at the bottom of the table, beneath the first occurrence of the table bottom rule.

- For landscape tables, table notes should always run the width of the page, regardless of the width of the table.

- For portrait tables greater than 20 picas wide, table notes should run the width of the table.

- For portrait tables less than 20 picas wide, table notes should run 20 picas wide.

- Tag table note text with the "Table note" paragraph tag (Stone Sans 8 pt.).

- Tag not superscripts and subscripts with 7-pt. character tag.

- Tag blue hyperlink citations within table notes (references to **"ASCII,"** "Table **T1,** p.xx," or **"Lithostratigraphy,"** etc.) with "Blue type" character tag. (Also see example given in **"Citing Other Chapters in a Volume"** and **"Conditional Text"** sections.)

FIGURE FORMATTING GUIDELINES

The page dimension is 41 picas wide by 56 picas high, set 6 picas from the top of the page and 7 picas from the left of the page. Figures (portrait and landscape) are set flush left on the page, hanging from the top left corner.

General Editing Guidelines

In column headings, use the singular instead of the plural. For example: Age (Ma) vs. Ages (Ma) or Unit vs. Units.

If you have a heading such as "Lithologic Unit," be consistent with how the author used similar nomenclature in text. If the author is inconsistent, query at initial edit and advise the lead illustrator of the correct volume style. For example, the author may have referred to "lithostratigraphic unit" rather than "lithologic unit" in text.

By convention, chemical names that have parentheses and/or commas are closed up without spaces. For example:

bis-2-(ethylhexyl)phthalate

4,4'-DDT

Edit figures only for errors in grammar or science, including the following:

N, S, E, W orientation and/or scale bars on maps;

Misspellings and typos;

Incorrect or inconsistent units;

Italic genus and species names and undersea features (seamounts, buyots, ridges, fracture zones, etc.)

Italic ship names (remove R/V, H.M.S., and other prefixes);

Change British spelling to American;

Incomplete or incorrect core, section, or sample identifiers;

Upper and lowercase corrections when a figure is internally inconsistent or like figures are inconsistent across an SR chapter or IR volume;

Make sure all acronyms and symbols shown on the figure are defined either on the figure or in the caption; and

Close up zone letters/numbers: NN10, CN7, etc.

Full-Page Figures

Seismic profiles, bathymetry maps, and figures with extensive detail should be reduced as little as possible. If the illustrator or Production Editor has indicated that the figure needs to be set at full-page size, run the caption at the top of the preceding page and indicate that the figure is shown on the next page. For example:

[Page 1] **Figure F19.** Variation in oxygen isotopic ratios of deep-sea benthic foraminifers from the Atlantic Ocean relative to the global

sea-level curve inferred from seismic stratigraphic analysis (after Barrett, 1994). (**Figure shown on next page.**)

[Page 2] **Figure F19 (continued).** (**Caption shown on previous page.**)

Production will add a link from the caption to the figure.

Do not add a "**Figure F19 (continued).**" line at the top of the figure if the full space is needed to present the figure.

Landscape Figures

When authors submit figures in a landscape orientation, try to keep the same orientation to maintain legibility in the final presentation. In particular, seismic profiles, bathymetry maps, and figures with extensive detail should be reduced as little as possible.

If the caption is so large that the figure will need to be reduced significantly, place the caption on the previous page in portrait orientation and use the wording provided in the "Full-Page Figures" guideline above.

Pages containing landscape images are built on landscape master pages in FrameMaker. When viewed in FrameMaker, these pages should appear already rotated to the landscape position.

Captions

The Illustrators size images relative to the size of the corresponding figure caption provided after initial formatting (pre-postcruise). If revisions to a figure caption increase or decrease its depth by one or more lines, flag the page for Illustration/Production to adjust the image size and position accordingly.

Figure Identifiers

Figure identifiers (e.g., "**Figure F8.**") should be in bold. For example:

Figure F17. Downhole variations of percent blue reflectance (450–550 nm), volume-specific magnetic susceptibility, bulk density determined by gamma-ray attenuation at Site 1094. Keys for symbols are presented in Figure **F1,** p.xx. (Continued on next page.)

Figure F17 (continued).

Placement, Width, and Tagging of Captions

The following guidelines apply to figure captions:

All figure captions are set flush left.

Figure captions should always run the maximum width of the page.

Tag caption with the "Captions:Figures" paragraph tag.

Tag blue hyperlink citations within captions (references to other tables or figures within chapter) with "blue type" character tag.

Tag caption subscripts the "Subscript 8 pt. (Body)" character tag.

Tag caption superscripts with the "Superscript 8 pt. (Body)" character tag.

Tag bold characters with the "Bold" character tag.

Captions for Multipage Figures

If a figure is two pages long, use the following wording in the caption:

[Page 1] **Figure F13.** Percent blue and red reflectance at Site 1090. (Continued on next page.)

[Page 2] **Figure F13 (continued).**

If a figure is more than two pages long use the following wording in the caption:

[Page 1] **Figure F13.** Percent blue and red reflectance at Site 1090. (Continued on next two pages.)

[Pages 2 and beyond] **Figure F13 (continued).**

If a figure is more than two pages long and has a very long caption that will not fit onto the first figure page with the figure, use the following wording in the caption:

[Page 1] **Figure F31. A.** The Nb/Y vs. Zr/Y plot (Fitton et al., 1997) has been used to distinguish between basalts derived from the Icelandic plume (data within the diagonal lines labeled "Icelandic plume") and mid-ocean-ridge basalt (MORB) derived from the North Atlantic asthenosphere. Fields for pre-Leg 183 sampling of basaltic basement from the Kerguelen Plateau are shown in the second panel. Fields for pre-Leg 183 sampling (dredges) of basaltic basement from Broken Ridge (Mahoney et al., 1995) and data for basalts from Sites 1141 and 1142 are shown in the third panel. (**Figure shown on next two pages.**)

[Page 2] **Figure F31 (continued).** (**Caption shown on previous page.**)

[Page 3] **Figure F31 (continued).**

Captions for Multipart Figures

The Illustrators will label multipart figures with "A," "B," "C," etc.

If the caption for each part of the figure is a complete sentence or thought, the letter designating the figure part will be set in bold and followed by a period, preceding the figure part description. For example:

Figure F2. A. The bathymetry of the eastern New Zealand region, with the positions of major fronts at the ocean surface and the Antarctic Circumpolar and Pacific Deep Western Boundary currents indicated. **B.** Meridional salinity cross section through the Pacific Ocean (data after Levitus, 1982), with location of the Leg 181 sites projected onto the plane of the section.

Figure F8. Interstitial water inorganic geochemistry profiles. **A.** Chloride. **B.** Magnesium. **C.** Salinity. **D.** Lithium. **E.** Barium. **F.** Sulfate.

If the caption for each part of the figure is only a part of a complete sentence or thought, put the letter designating the figure part in parenthesis and set the letter (only) in bold. For example:

> **Figure F4.** Geologic cross sections (**A**) through the eastern South Island and adjacent shelf and (**B**) from the shelf edge across the Campbell Plateau to the Southwest Pacific abyssal plain.

> **Figure F8.** Interstitial water inorganic geochemistry profiles for (**A**) chloride, (**B**) magnesium, (**C**) salinity, (**D**) lithium, (**E**) barium, and (**F**) sulfate.

For multipart figures that are also multipage figures, set caption parts on the same pages as the corresponding figure parts.

If figure is two pages long:

> [Page 1] **Figure F4. A.** Variation of vein intensity with depth in Hole 735B. (Continued on next page.)

> [Page 2] **Figure F4 (continued). B.** Variation of vein dip with depth in Hole 735B.

If figure is more than two pages long:

> [Page 1] **Figure F4.** Variation of vein intensity with depth. **A.** Hole 1088A. (Continued on next two pages.)

> [Pages 2 and beyond] **Figure F4 (continued). B.** Hole 1088B.

> **Figure F4 (continued). C.** Hole 1088C.

THUMBNAIL FIGURES/PLATES/TABLES

Thumbnail images and captions are provided for each figure/plate/table in the chapter. The thumbnails are placed in the column on the right side of the page, anchored as closely as possible to the first text callout for the figure/plate/table. The thumbnail image is a reduced version of the linked full-page image. For multipage figures/plates/tables, the image of the first page of the figure/plate/table will appear in the thumbnail column beneath the thumbnail caption. Each thumbnail caption includes a cross-reference link to the first page of the corresponding figure/plate/table.

Cropping Art for Thumbnail Placement

Art should be cropped very close to the edge of the image to allow placement of more thumbnails on the page.

Caption Content

Thumbnail captions should be abbreviated versions of full-figure or full-table captions. They will also appear as the bookmarks in the electronic file.

Avoid using too much detail in thumbnail captions. For example:

F17. Hole 1088A vertical profile measurements, p. 118.

not

F17. Vertical profiles of interstitial (**A**) sulfate, (**B**) magnesium, (**C**) ammonium, and (**D**) calcium in Hole 1088A, p. 118.

Keep the cross reference page link on one line. For example:

F8. Temperature and salinity at
water depths of Leg 177 sites,
p. 46.

not

F8. Temperature and salinity at
water depths of Leg 177 sites, p.
46.

Caption Formatting

Length

Maximum length = ~95 characters, so that the full thumbnail captions will fit as bookmarks whenever possible.

Tagging of Captions

Thumbnail captions should be tagged as follows:

Tag figure thumbnail captions with the "Caption thumbnail" paragraph tag (Stone serif 9 pt.).

Tag plate thumbnail captions with the "Caption thumbnail" paragraph tag (Sonte serif 9 pt.).

Tag table thumbnail captions with the "Caption T-thumbnail" para-graph tag (Stone serif 9 pt., with top and bottom borders.)

Placement of Thumbnails

Spacing

Adhere to these thumbnail spacing standards beginning with the 178 IR:

Between thumbnail caption and thumbnail image: 0.5 pica.

Between one thumbnail caption/image and another: 2.0 pica (ideal); 1.0 pica (minimum).

Always have more space between the separate thumbnails than be-tween individual thumbnail captions and their associated images.

Make space between thumbnails even.

Alignment

Whenever space allows, align the first line of thumbnail captions with the line of body text that contains the callout for the corresponding fig-ure/table.

If there is a callout near the bottom of the page, the thumbnail figure/table should sit at the bottom of the column box instead of being aligned with the last line of text. Text flow could change slightly after galleys are made, and we want to avoid repositioning after this stage.

Figure/Table Callouts on First Page

If there are figures or tables called out on the first page of a chapter, use the entire right-hand column for thumbnail placement as needed.

Multiple Callouts on a Page

When there are multiple callouts on one page, place as many thumb-nails on the page as possible. Thumbnail captions may not all align with their corresponding text callout. In cases where there isn't enough space on a page for thumbnails of all figures/plates/tables first cited on that page, some thumbnails may need to be placed on the next page.

Thumbnails Beyond Body of Text

If there are multiple callouts on the last page of chapter text and not enough space on the page for all corresponding thumbnails, the re-maining thumbnails should be placed on a subsequent blank page in the thumbnail column of the standard master page format. The refer-ences should begin on a new page after the last thumbnail.

If there are many thumbnails to be placed on the last page after the text is completed, they may be placed into two or three columns to fit on a single page. There are master pages created for this purpose.

EQUATIONS

Equations are generally not numbered unless the author refers to any equation in text. In that case, all equations in that chapter are numbered.

Font

Use Stone Sans font for all equations. Single-letter variables in equations should be in italics, both in the equation and in the text referring to the equation. Note that subscripts to variables are not italicized. For example:

A measure of resistivity (R_0) is then obtained through the relationship:

$$R_0 = V/I \times C, \tag{3}$$

where V is the voltage, I is the current, and C is an empirically derived "cell constant" that is a function of the cross-sectional area and length of sample through which the current passes.

The above example could also be expressed as follows:

A measure of resistivity (R_0) is then obtained through the relationship:

$$R_0 = V/I \times C, \tag{3}$$

where

V = voltage,
I = current, and
C = cell constant.

The cell constant is empirically derived and is a function of the cross-sectional area and length of sample through which the current passes.

Insert spaces around all numerator operators (except division slashes):

$$R_0 = R_t \times [1 + 0.025 \times (T - 20)]. \tag{4}$$

Do not insert spaces around operators in a denominator:

$$R_0 = R_t \times [1 + 0.025/(T–20)]. \tag{4}$$

Insert thin spaces around punctuation or italics if type looks too close. For example:

Without thin spaces before slash and comma:

$$F = R_0/R_w, \tag{6}$$

With thin spaces before slash and comma:

$$F = R_0/R_w, \tag{6}$$

SI UNITS

Do not insert spaces around operators in SI units in text. For example, use:

kg·m/s², <u>not</u> kg · m/s²

Extra spaces in SI units could result in the SI unit being separated on two lines of text.

See additional information about SI units in "Numbers, Symbols, and Abbreviations" in "General Style Guidelines."

FOOTNOTE BOXES

The footnote box must align with the bottom of the vertical rule (align the bottom of the manuscript number with the bottom of the vertical rule).

In the final page layout, Editors must confirm that the footnote numbers and footnotes are on the same page.

Page 1

The text box is 12 picas in width. The Assistant Editor will insert IR footnote information and the Editor will insert SR footnote information, and the Production Editor will confirm the placement.

The footnote box for the electronic file will use a generic format with links to specific information. See the footnote boxes on this page for examples of the Page 1 footnote for (top to bottom) print version of SR volume, electronic version of SR volume, print version of IR volume, and electronic version of IR volume.

A thin space should be inserted between the superscripted footnote number and the footnote text.

The footnote for the printed booklet must be modified to replace the blue hypertext links with specific page information. Editors must proof the footnotes for both the electronic and printed versions very carefully.

For more information on creating footnotes for Print, CD, PDF web, and HTML chapter versions, see "Conditional Text."

Subsequent Text Pages

If footnotes are needed on subsequent pages, these footnote text boxes should align with the bottom of the rule, not the last line of text. The Editor must draw a 12-pica-width text box and insert the footnote information, and the Production Editor will confirm the placement and spacing.

MASTER PAGES

Running heads will be two lines deep and set in Stone Serif Bold type, 10 pt., with "Small Caps" applied. All chapters will start with p. 1.

Running Heads

Chapters: Right Master Page

Left side

The top line will list shortened authorship.

The second line will list chapter number and chapter title (including "Data Report," if applicable.

Right side

Page number will be located on the second line.

For example:

SHIPBOARD SCIENTIFIC PARTY
CHAPTER 3, SITE 1088   ##

J.D. MILLER ET AL.
DATA REPORT: WHOLE-ROCK PHYSICAL PROPERTIES   ##

G.D. ACTON AND A. KLAUS
MAGNETOSTRATIGRAPHY OF CRETACEOUS SEDIMENTS   ##

Core Description Pages

Left side

First line will say "Core Descriptions."

Second line will identify type of description (Visual Core Description, Smear Slides, or Thin Sections).

Right side

Page number will be located on the second line.

For example:

CORE DESCRIPTIONS
VISUAL CORE DESCRIPTIONS, SITE 1088   ##

CORE DESCRIPTIONS
SMEAR SLIDES, SITE 1088   ##

Master Page Usage for Electronic Volume

Master pages will be applied to electronic volume pages as follows:

Page 1: "Page 1"

Subsequent Text Pages: "Right"

Reference Pages: "No blue box"

Appendixes without figures or tables: "Right"

Appendixes with figures or tables: "Right"

Portrait Figure/Table Pages: "No blue box"

Landscape Figure/Table Pages: "Landscape page, no blue box"

When more than one column of thumbnails is left after text is complete: "Thumbnail right"

For chapter note(s) page: "Chapter notes"

Master Page Usage for Printed Booklet

The printed Leg Summary chapter will be created for galley review and subsequent production steps. The filename for the printed chapter will be PRINT.FM. Page contents and line breaks should mirror the electronic chapter.

The "Page 1" footnote for the printed booklet must be modified to include specific information that is available by hypertext link in the electronic file version. Please see the footnote box in "Footnote Boxes" for examples of print IR and SR footnote boxes. Editors must proof the footnote very carefully to confirm that it has been modified correctly for the printed booklet version.

For more details on the footnotes of printed vs. electronic chapters, see "Conditional Text."

Master pages are applied to the printed booklet chapter as follows:

Page 1: "Page 1"

Subsequent text pages: "Left/Right" alternating (page 1 is always a "right" page, so page 2 will always be a "left" page.

Appendixes without figures or tables: "Right/Left"

Appendixes with figures or tables: "Right/Left"

Portrait figure/table pages: "No Blue Box" and "No Blue Box Left"

Landscape Figure/Table Pages: "Landscape page, no blue box" and "Landscape page, no blue box left"

Chapter notes pages: "Chapter notes"

LISTS

Use the standard lists in the Paragraph Catalog. If you feel there is a reason to create a special list for a manuscript, check with the Senior Editor first.

Numerical Lists

For a better understanding of the applied lithologic terminology, we give three examples:

1. An unconsolidated sediment containing 80% nannofossils, 13% silty clay, and 2% volcanic glass shards is termed "mud-bearing nannofossil ooze" (with minor volcanic glass shards).
2. A sediment containing 60% silty clay, 30% nannofossils, and 10% diatoms is termed "diatom-bearing nannofossil mud."
3. A friable sediment consisting of 50% nannofossils, 30% diatoms, and 20% foraminifers is referred to as a "foraminifer-bearing diatom nannofossil chalk."

Alpha Lists

The core was composed of

a. Mixed biogenic components with an abundance range of 7%–78%;
b. Siliciclastic components with an abundance range of 5%–34%; and
c. Volcaniclastic components with an abundance range of 0%–9%.

"Plain" Lists

Overall diatom abundance was determined based on smear slide evaluation at 400×, using the following convention:

A = abundant, >300 valves per traverse of microslide (>10 per field of view).
C = common, 100–300 valves per traverse of microslide (3–10 per field of view).
F = few, 30–100 valves per traverse of microslide (1–3 per field of view).
R = rare, 5–30 valves per traverse of microslide.
T = trace, <5 valves per traverse of microslide.
B = barren, no diatoms in sample.

The principal name of biogenic and siliciclastic sediments is preceded by major modifiers and followed by minor modifiers that may refer to mixed biogenic, siliciclastic, and volcaniclastic components:

25%–50%: components in this range modify the principal name.
10%–24%: components in this range are added with the suffix "-bearing" (e.g., foraminifer-bearing).
0%–9%: components with these abundances are not named, unless they are very important for interpretation.

SUPERSCRIPTS AND SUBSCRIPTS

All superscripts and subscripts should be 2 points smaller than regular type except:

Title: body = 18 pt., superscript/subscript = 11 pt.

Footnote on page 1: body = 8 pt., superscript = 7 pt.

Table text: 7 pt., superscript/subscript = 6 pt.

All superscripts and subscripts should be set in Stone Sans type. For example:

Chloride was measured by titration with $AgNO_3$. Na and SO_4 were measured by ion chromatography.

To obtain radiolarians from CC samples, ~10 cm³ of sediment was disaggregated and boiled with 10% H_2O_2 and 1% Calgon solutions.

Initial wet bulk mass (M_b), dry mass (M_d), and volume (V_d) were measured after drying the samples in a convection oven for 24 hr at temperatures of 105°C.

The pattern of C_{org} MAR at Hole 893A reflects the pattern of percent C_{org} with the exception of high-frequency variability in the Holocene.

$F = a\Phi^{-m}$

T_{max}

TITLES AND HEADERS

Line Breaks

In multiline titles and headers:

> If possible, keep the top line longer than the other lines.

> Try to keep prepositional phrases intact.

> Break on either side of "and" and "the" to best balance the title.

Capitalization

Capitalize everything except articles, conjunctions, and prepositions (no matter how many letters are in the preposition), unless the preposition is part of a compound noun (Leg 198: Logging While Drilling).

CHAPTER APPENDIXES

Page Style

Apply the "right" master page to an appendix to allow for placement of thumbnails as needed.

Placement of Appendixes

Appendixes should be placed at the end of the main chapter text, after the references and before the full tables and figures. Start the first appendix on a new page. All other appendixes should run in after the first appendix.

Labeling Appendixes

If there is one appendix, label it "Appendix."

If there is more than one appendix, label them alphabetically: "Appendix A," "Appendix B," and so on.

If there is more than one volume appendix, each receives a Roman numeral.

Figure/Table Identifiers

Table and figure identifiers in an appendix will be preceded with the letter "A." For example:

Table AT8.

Figure AF1.

If there are multiple appendixes in a chapter, identify the specific appendix by letter in the citation. For example:

"...see Appendix A, Table AT1."

Tags for Appendixes

Beginning with Leg 177, the first appendix heading will be tagged with an "Order1-REFERENCES" tag to force it to a new page. All subsequent order headings should use the same paragraph tags as would be used in the regular body of the chapter. Taxonomic appendixes should use the Tax Text tags, which are 1 point size smaller than regular body text.

For multiple appendixes, each subsequent appendix identifier should be tagged as an Order1 heading.

OVERSIZED MATERIALS

Oversized figures and tables can either be presented in (1) PDF only (on the Web and volume CD-ROM) or (2) in PDF and as a printed foldout placed in the book pocket.

The book pocket that contains oversized foldouts, volume CD-ROMs, and user cards is affixed to the inside of the FRONT cover. Do <u>not</u> refer to oversized materials as "back-pocket material." Always use the terms "oversized figure" or "oversized table" when referring to such material in the *Proceedings*.

Oversized Figures

A PDF version of each oversized figure is produced as a separate file and placed in the VOLUME\OVERSIZE directory when the volume CD-ROM is prepared. Within the PDF chapter file, a reduced version of each oversized figure is produced and placed on the appropriate figure page as a full-page thumbnail view. This allows readers to print a small but complete version of the figure to a standard printer. In addition to the oversized version, the Art department also prepares a multipage version that can be printed in 8.5 in $\times$ 11 in sections. The sections can be pieced together to make a full-sized oversized figure if a reader does not have access to a plotter. Both versions of the figure are presented within the same PDF file, with the oversized version as the first page of the file.

The following style of caption will be placed in the chapter:

> **Figure F2.** Site survey MCS data showing the position of sites drilled. The data are presented as migrated time sections. (This figure is also available in an **oversized format.**)

If a figure is too large to be legible in thumbnail form on an 8.5 in $\times$ 11 in page, the chapter figure page should contain only a caption with a hyperlink to the oversized PDF figure file. For example:

> **Figure F8.** Site survey MCS data showing the position of sites drilled. The data are presented as migrated time sections. This figure is available in an **oversized format.**

Oversized Tables

A PDF version of each oversized table is produced as a separate file and placed in the VOLUME\OVERSIZE directory. Range charts and other tables wider than two typeset pages will be treated as oversized tables. Oversized tables will not be split onto multiple pages within the chapter. However, each oversized table will have a caption in the appropriate chapter with a hyperlink to the oversized PDF table file. In addition to the oversized version, Production also prepares a multipage version of the table that can be printed to a standard printer. In these cases, each in 8.5 in $\times$ 11 in sections. The sections of the table can be pieced together to make a full-sized oversized table. Both versions of the figure are presented within the same PDF file, with the oversized version as the first page of the file.

Because an oversized table would not be legible if reduced to a standard page size, the table page within the chapter contains only a caption with a hyperlink to the oversized PDF table file. For example:

> **Table T2.** Radiolarian range chart, Site 1156. (This table is available in an **oversized format.**)

Slug/Caption Formatting Guidelines

In most cases, oversized figures and tables are prepared as separate PDF files. Captions are paired with the appropriate figure or table and arranged on an oversized sheet. A slug prepared by the Editor will be placed by the illustrator/production editor in the upper left corner of the page. For foldouts with more than one table or figure, the slug lists the *Proceedings* series name and volume number and lists the individual figures an/or tables featured on the oversized sheet. The slug is placed on the FRONT side of the sheet only. If only one oversized figure or table is presented, delete the colon after the volume number and only list the chapter and figure number as part of the caption. See below for examples of both types of presentations.

Slug Formats for One Table or Figure on a Sheet

ODP *Proceedings, Initial Reports,* Volume ###

Chapter #, Figure F#. Caption text goes here. (Each caption is placed above the appropriate table or figure. Caption width is to be determined by the illustrator.)

ODP *Proceedings, Scientific Results,* Volume ###

Chapter #, Figure F#. Caption text goes here. (Each caption is placed above the appropriate table or figure. Caption width is to be determined by the illustrator.)

Slug Formats for Two or More Tables or Figures on a Sheet

ODP *Proceedings, Initial Reports,* Volume ###:
   Chapter #, Figure F#
   Chapter #, Table T#

Chapter #, Figure F#. Caption text goes here. (Each caption is placed above the appropriate table or figure. Caption width is to be determined by the illustrator.)

ODP *Proceedings, Scientific Results,* Volume ###:
   Chapter #, Figure F#
   Chapter #, Table T#

Chapter #, Figure F#. Caption text goes here. (Each caption is placed above the appropriate table or figure. Caption width is to be determined by the illustrator.)

Foldout Dimensions

Standard sizes for black-and-white foldouts are as follows (all measurements are in inches):

17 × 22, 22 × 35, 25 × 38, and 28 × 40

If a larger sheet is needed, Production will need to know what size the image is, what will be supplied (camera-ready copy or file [and what type of file]), and if additional copies (beyond standard 1700 that we print) will be needed. The maximum paper size Friesens has available for foldout prints is 36 in × 44 in. Any cost incurred beyond the regular charge for standard size sheets must be paid by the shipboard party. There is always an additional charge for color. The Senior Production Editor should be consulted during the postcruise meeting for cost estimates.

Publications staff members should ensure that scientists understand these standard foldout sizes are the paper size, not figure size, and that they need to allow for 1-in margins, slugs, and captions when calculating the maximum figure size. Illustrators will handle the figure layouts, but all staff members should watch out for problems.

Text Callouts

Callouts to oversized figures and tables should read as follows in text:

...(see Fig. F6; Table T2).

or

... in Figure F6 and Table T2.

Do not use the following callout style:

...(see Fig. F6, an oversized figure that accompanies this volume).

or

... in Figure F6, an oversized figure that accompanies this volume.

CHAPTER NOTES

Chapter notes are appended to the end of the CD or web version of a chapter and may be used to update references that were "submitted" or "in press" at the time of publication or to enter corrections to errors in the chapter.

A Chapter Notes page will be added before publication to an SR chapter that contains "submitted" references. This page will be updated after publication with publication information on the submitted manuscript. For example:

>   Datums were counted using the procedure developed by Swart et al. (submitted [N1]).

If chapter notes are added to a chapter after publication, the page range should be updated in all citations and in the bibliography.

If there is one chapter note on the chapter notes page, the heading should read "Chapter Note." If there are two ore more chapter notes, the heading should read "Chapter Notes." The Production Editor is responsible for changing the "Note" to "Notes" on the page heading, in the bookmark, and in the HTML contents frame.

For technical notes, the heading and bookmark should read "Note" or "Notes" (not Chapter Note/Notes).

In-text corrections and associated notes (such as updates to "in press" citations) should be formatted as follows. "[N#]" should be inserted at the end of the section of text that has been corrected. (For tables and figures, do not add "[N#]" to the thumbnail captions. For example:

>   **Table T9.** Significant diatom datum levels. [N3]
>   **Table T10.** Identification and abundance of radiolarians. [N3]

Chapter notes text should be tagged with the "Chapter Notes" paragraph tag.

The "Appendix" contains a sample chapter notes page.

TAGGING TEXT

After the current template is imported into the chapter, the text should be tagged using only the tags shown on the "PARAGRAPH CATALOG" list provided by Production (V:\SHARE\tutor\tag list.doc). If you are editing a chapter that contains any outdated tags (the tag identifier will include an asterisk), retag the text and delete the outdated tags from that chapter's paragraph catalog.

Whenever possible, use an existing tag without modification rather than modifying or creating new tags. This makes coversion to HTML through WebWorks more efficient. If a new tag must be created for a special situation, notify the Senior Production Editor for instructions.

Order Heading Tags

ORDER1

Use the Order1-FIRST tag for the first Order1 heading in the chapter. This tag will be used later for the HTML conversion.

Use the Order1-REFERENCES tag for the Order1 heading for the "References" section of the chapter. This is an Order1 tag modified to include a forced page break, so the references section will begin on a new page.

The ORDER1 tag will automatically convert the characters to upper case, but the letters also must be swiped and tagged with the "AB" tag on the tool bar to ensure proper Acrobat thumbnail extraction.

Order2 under 1

Order2

Order3 under 2

Order3

Order4 under 3

Order4

Order5 headings should run into the text. Do not use a paragraph tag to identify Order5 headings. Highlight the words to be included in the heading and select the "Order 5" character tag from the font catalog. The font, size, weight, and angle of the Order4 and Order5 text are identical.

The heading tags do not automatically convert words to the correct upper and lower case. The Editor must check the headings to make sure that upper and lower case is used correctly. One exception is Order 1 headings. The tag will convert text to all caps, but the Editor must also tag the text and apply the "AB" upper-case text button from the Frame tool bar to ensure proper conversion to PDF.

Order 1: all caps

Order 2: initial caps
Order 3: initial caps
Order 4: initial caps
Order 5: initial caps

Other Paragraph Tags

Body: chapter text;

Body space above: chapter text directly below a list;

Equations: equations (in Stone Sans font) set off from body text;

Units: unit identification data in "Lithostratigraphy" sections of site chapters;

References: all text within the chapter reference list (placed on a "no blue box" page); and

Site: site identification text in "Leg Summary" chapter.

See "LISTS," p. xx, for examples of the various list paragraph tags that are available for use.

See the appendix materials for examples of various paragraph tags.

Character Tags

Tags from the character catalog are used to tag individual characters within a paragraph. Character tags are used for blue type tagging, superscripts and subscripts of appropriate sizes, and symbols.

Bold Tag

The "Bold" character tag should be used for any text that needs to be bold in the final PDF version of the chapter. Use the bold character tag rather than the "**B**" button on the tool bar.

Emphasis Tag

The "Emphasis" character tag is used for all italics type text. Search for character format angle italics and tag each instance with the Emphasis tag. Use the Emphasis tag rather than the "*I*" button on the tool bar.

CONDITIONAL TEXT

IR and SR chapters are prepared in several publication formats: CD-ROM, Web PDF, Web HTML, and, sometimes, print versions. Multiple versions of the same document can be created and stored in a single file using FrameMaker's conditional text option.

Conditional text is specific to one version of the document. Unconditional text is common to all versions. Any unit of text can be made conditional, from one character to entire sections. Graphics, tables, cross-references, footnotes, markers, and table rows can be conditional.

To make text conditional, tags are applied using the Conditional Text window. The text's condition tags appear in parentheses in the Tag area of the status bar at the bottom of the Frame screen.

In any conditional document, text can be tagged with multiple conditions if the exact wording is the same for each condition.

The following conditional tags are used to create the different versions of IR and SR chapters:

C-Print (for text unique to the printed version of the IR Leg Summary chapter or the SR Synthesis or Synopsis chapter),

C-CD (for text unique to the CD-ROM version of a chapter),

C-WWW PDF (for text unique to the Web PDF version of a chapter), and

C-HTML (for text unique to the Web HTML version of a chapter).

Footnotes

Every IR and SR chapter contains footnotes for CD-ROM, PDF, and HTML versions. In addition, Leg Summary, Synthesis, or Synopsis chapters also contain a Print version of footnote 1. The CD-ROM, PDF, and Print footnotes are located in the lower right text box of the "Page 1" master page. The HTML footnotes are located in the text flow at the end of the first Order1 section.

Cross References

Links to Figures/Tables in Other Chapters

In text, CD-ROM and PDF versions, links to figures or tables in another chapter contain the page number of the figure or table and link directly to the figure or table.

HTML version links do not contain page numbers and link to both the figure or table and the chapter. For example:

PDF/CD-ROM: See Figure F3, p.xx, in the "Explanatory Notes" chapter.

HTML: See Figure F3 in the "Explanatory Notes" chapter.

PDF/CD-ROM: See Figure F2, p.xx, and Table T1, p.xx, both in the "Leg 197 Summary" chapter.

HTML: See Figure **F2** and Table **T1,** both in the **"Leg 197 Summary"** chapter.

Links to Text in the Same Chapter

In text, CD-ROM and PDF versions, links to sections within the same chapter contain the Section header with page number, listing headers back to the original Order1 heading (if linking outside the current Order1 heading). The link will go directly to the referenced heading. HTML version links will be made from the CD-ROM PDF language during Web translation. Therefore, links to sections within the same chapter should not be tagged as conditional text.

Links to Text in Other Chapters

For CD-ROM and PDF versions, the callout links directly to the Order1, Order2, or Order3 heading and includes the page numbers.

For HTML versions, the callout links to the correct chapter and the Order1 heading is in bold to facilitate finding the correct section. Page numbers are not included in the link. Order2 and Order 3 headings are listed in default font.

For example:

PDF/CD-ROM: See **"GRA Density,"** p.xx, in "Physical Properties" in the "Explanatory Notes" chapter.

HTML: See "GRA Density" in **"Physical Properties"** in the **"Explanatory Notes"** chapter.

PDF/CD-ROM: See **"Site 1206,"** p.xx, in the "Leg 197 Summary" chapter.

HTML: See **"Site 1206"** in the **"Leg 197 Summary"** chapter.

Links from Figure Captions/Table Notes

For CD-ROM and PDF versions, links to text, figures, or tables from figure captions or table notes include page numbers and are formatted like links from text (above).

HTML versions do not contain links to text from figure captions or table notes. Order1 headings and/or chapter names are given in bold type. Other figures or tables can be linked in HTML from figure captions and table notes, however.

If a table or figure within the same chapter is linked from a figure caption or table notes, no conditional text is tagged.

PDF/CD-ROM: See **"GRA Density,"** p.xx, in "Physical Properties" in the "Explanatory Notes" chapter.

HTML: See "GRA Density" in **"Physical Properties"** in the **"Explanatory Notes"** chapter.

PDF/CD-ROM: See **"Magnetostratigraphy,"** p.xx, in "Paleomagnetism" for details on the calculation method.

HTML: See "Magnetostratigraphy" in **"Paleomagnetism"** for details on the calculation method.

PDF/CD-ROM: See Figure F1, p.xx, in the "Explanatory Notes" chapter for methodology.

HTML: See Figure F1 in the **"Explanatory Notes"** chapter for methodology.

PDF/CD-ROM/HTML: See Table T2, p.xx, for data contained in this figure. (Note: No conditional text is tagged.)

PRELIMINARY PAGES (FRONT MATTER)

Printed Booklet

All pages are set 40 picas wide. See the printed front matter templates and check sheets in the "Appendix."

The preliminary pages (front matter) will include:

    Frontispiece (optional)
    Title page
    Title verso (citations and publication dates)
    Publisher's Notes
    JOI Foreword
    ODP Members (at time of publication)
    Leg Participants
    ODP Shipboard Personnel and Technical Representatives
    ODP Publications Staff
    Acknowledgments (optional)
    Dedication (optional)
    Table of Contents
    CD-ROM Directory Structure

The table of contents for the printed volume will have a different layout than the CD-ROM version. The TOC for the booklet lists only order 1 headings for each chapter, along with a summarization of the contents of the "Core Descriptions," "ASCII Tables," "Oversized Materials," and "Supplementary Materials" directories.

In the printed booklet, pagination is as follows:

    i.   Frontispiece (right)
    ii.   Second page of Frontispiece or blank (left)
    iii. Title page (right)
    iv.   Title verso (left)
    v.   Publisher's Notes (right)
    vi.   JOI Foreword (left)
    vii. ODP Members (right)
    viii. Leg Participants (left)
    ix.   Leg Participants, p. 2 (right)
    x.   Leg Participants, p. 3 (left)(number of pages may vary)
    xi.   Publications Staff (right)
    xii. Acknowledgments (left)
    xiii. Table of Contents (right)(number of pages may vary)
          CD-ROM Directory Structure (left or right)

If there is a dedication, place Publications Staff on the bottom of the Leg Participants, p. 3 page and follow with Acknowledgments (right) on p. xi and Dedication (left) on p. xii.

If there is no frontispiece, the Title page should be p. i.

Never set page numbers on frontispiece, title, or verso pages.

CD Version

For the CD version, all preliminary page material will be in one PDF file titled ###IR.PDF (### is the volume number). The order of the contents will mirror the printed booklet, but pagination will differ and a splash page will be at the beginning of the CD file. The layout for the CD preliminary pages will be different from the booklet. Pages will be designed for screen viewing, and the contents of each "contents page" will begin on a new page.

Frontispiece

Consider the frontispiece art as a "showpiece" for the volume. As such, the Editor should provide the author(s) with input on design, font selection, etc. and impose ODP style regulations to the same level as for an oversized figure/table.

Authors are allowed one double-sided page at no charge for use as a frontispiece. They must pay for color images in the printed booklet (see the Senior Production Editor for costs).

Check layout of design and recommend changes if the design is awkward or unappealing.

Use all sans serif type in figures.

Captions

Frontispiece Identifiers

A single frontispiece image should be labeled "Frontispiece."

If there are two separate frontispiece images with separate distinct captions, they should be numbered. For example,

> **Frontispiece 1.** Seismic line AGSO169/05 showing the spectacular prograding clinoforms and bryozoan mounds comprising Sequence 2. This extraordinarily thick succession is almost entirely of Pleistocene age, indicating very high accumulation rates.

> **Frontispiece 2.** An aerial view of the Nullarbor Plain, showing erosional sea cliffs facing the Southern Ocean (photograph courtesy of Nel P. James).

Placement, Width, and Tagging of Captions

The following guidelines apply to frontispiece captions:

> Set the caption below the figure.

> Use "Captions" paragraph tag.

> Use "Blue type" character tag for any hypertext links within the caption.

> Captions should run the width of the page, whether portrait or landscape.

> If a reference is required on the frontispiece, place it at the bottom of the page as a footnote with a rule above (see the 197 IR frontispiece, for example).

Captions for Multipage Frontispieces

If a single frontispiece is more than one page, treat it like a multipage figure (see "Captions for Multipage Figures" in "Figure Formatting Guidelines"). For example:

> **Frontispiece. A.** Core photo of conglomerate from Site 1137 containing rare clasts of garnet-biotite gneiss. **B.** Photomicrographs of garnet gneiss clasts from conglomerate and crystal-vitric tuff at Site 1137. **C.** Photomicrograph of crystal-vitric tuff at Site 1137. **D.** Formation MicroScanner image showing internal structure of a basaltic lava flow at Site 1137. (Continued on next page.)

> **Frontispiece (continued). E.** Photomicrograph of spheroidal perlitic fractures in devitrified and altered felsic volcanic glass from Site 1139. **F.** Core photo of highly to completely altered sanidine-phyric trachyandesite from Site 1139. **G.** Core photo of glassy pillow rind at Site 1140. **H.** Compositions of volcanic rocks from all Leg 183 basement recovery sites.

See the 197 IR frontispiece for an additional example of a multipage frontispiece with a very long caption.

TABLE OF CONTENTS: IR Volumes

Page ranges of chapters and files will be listed on the TOC.

There will be no section dividers or section titles in the TOC. Instead, the TOC will be divided into the categories listed below.

Order 1 headings will be listed under chapter titles in a run-in format.

All preliminary pages material, including the TOC, will be in one PDF file, and there will be two versions: one for print and one for CD. See "Preliminary Pages (Front Matter)" for details.

Order of TOC Categories

TABLE OF CONTENTS
> Volume ### *Initial Reports*
> Preliminary Pages
> Chapters
> Core Descriptions
> ASCII Tables
> Oversized Figures and Tables
> QuickTime Movies
> SUPPLEMENTARY DATA CONTENTS
> Supplementary Material
> Drilling Location Maps
> Related Leg Data
> Compiled Electronic Index
> List other things as needed.

Notes: Under "Related Leg Data," include only a general statement explaining what data is located on the other CD that is in the front pocket (and available on the World Wide Web).

Contents of TOC Categories

Preliminary Pages

The page range for the Preliminary Pages will be shown on the TOC, but the contents will not be itemized. See "Preliminary Pages (Front Matter)" section for a list of the material included in the preliminary pages file.

Chapters

Chapters will be numbered and listed, with page ranges provided for each chapter. All chapters will begin with p. 1. Although Order 1 headings will be run in under the authorship, only the chapter names will be links in the electronic file.

Core Descriptions

Page ranges will be provided for each site's core descriptions file. There will be links in the electronic file to the first page of each type of core description identified under the site name. This section will contain

text explaining the contents of this section, followed by a list of the individual site files. For example:

> Digital images and visual core descriptions (VCDs) are included in this section. VCDs, smear slide data tables, and thin section data tables are combined into one PDF file for each site. Smear Slide data tables in an ASCII format are also included in the TABLES directory.

Because the core description contents vary for each volume and each site, it is the Editor's responsibility to work with the Assistant Editor, lead Illusrator, and lead Production Editor to accurately list the correct contents for this section of the table of contents.

ASCII Tables

In the printed booklet, this section will contain only the following text:

> Some chapter-related data tables and all smear slide data tables are also available in ASCII format. The data tables are provided in addition to the tables in each chapter. The smear slide tables are also available in PDF format in the CORES directory. For a complete list of ASCII tables, see the *Initial Reports* CD-ROM table of contents **XXXIR.PDF**.

All ASCII tables will be listed in the CD-ROM table of contents (but not the printed booklet TOC), and all of the file names will be links. For example:

> Chap_03 (Chapter 3, Site 1088):
>
> > **03_01.TXT**: Table 1. Expanded Site 1088 coring summary.
> > **03_14.TXT**: Table 14. Index properties measurements for Site 1088.

Supplementary Data Contents

Related Leg Data

The "Related Leg Data" section of the TOC will include the following text:

> A second CD-ROM is included with this volume. The "Log and Core Data" CD contains Leg XXX depth-shifted and processed logging data and ODP shipboard core logging data (gamma ray attenuation bulk density, moisture and density, magnetic susceptibility, *P*-wave velocity, natural gamma, and color reflectance). The logging data are provided by the Borehole Research Group at the Lamont-Doherty Earth Observatory, Wireline Logging Operator for ODP. Also included on the "Log and Core Data" are... (Editor adds any additional materials that have been earmarked for inclusion on the LDEO CD).

> Most of the logging and core data included on this CD-ROM are available on the World Wide Web at **www.ldeo.columbia.edu/ BRG/ODP.** If you cannot access this site or want to order the CD, please contact the ODP Logging Services Operator at Lamont-Doherty Earth Observatory, Columbia University, Route 9W, Palisades NY 10964, USA; Tel: (845) 365-8341; Fax: (845) 365-3182; E-mail: **borehole@ldeo.columbia.edu.**

> The majority of the core data on the CD-ROM are available on the World Wide Web at **www-odp.tamu.edu/database.** If you cannot

access the ODP database or need additional data, please contact: ODP Data Librarian, Ocean Drilling Program, Texas A&M University, 1000 Discovery Drive, College Station, TX 77845-9547, USA; Tel: (979) 845-8495; Fax: (979) 458-1617; **E-mail: database@odpe-mail.tamu.edu.**

Note: It is the Editor's responsibility to verify the ODP data sets that will be included for each volume. Content does vary.

Drilling Location Maps

The "Drilling Location Maps" section of the TOC will include the following text:

A site map showing the drilling locations for this leg and maps showing the drilling locations of all Ocean Drilling Program (ODP) and Deep Sea Drilling Project (DSDP) drilling sites are available on the volume CD-ROM in PDF format.

Compiled Electronic Index

The "Compiled Electronic Index" section of the TOC will include the following text:

The Compiled Electronic Index of the Proceedings of the Ocean Drilling Program included on the volume CD-ROM contains individual indexes of Volumes 101–XXX. The indexes are contained in the directory titled ODPINDEX and are named ###NDX.PDF (XXX = the leg number). These indexes can be searched individually or collectively.

DIRECTORY STRUCTURE

A graphical representation of the directory structure will be included in the printed booklet and the CD-ROM and may be put on the World Wide Web.

Initial Reports

Level 1	Level 2	Level 3
185IR.PDF (Preliminary pages and table of contents)		
README.PDF (Information about the volume CD-ROM)		
README.TXT (Information about the volume CD-ROM in ASCII)		
ACROREAD (Acrobat Reader installation software and instructions for different platforms)	**MAC** **WINDOWS** **UNIX** **README.TXT**	
MAPS (Drilling location maps)	**185_MAP.PDF** (Leg 185 site map) **ODPMAP.PDF** (ODP map, Legs 100 through 185) **DSDPMAP.PDF** (DSDP map, Legs 1 through 96)	
VOLUME (Leg 185 *Initial Reports* volume)	**CHAPTERS** (Volume chapters)	**IR185_01.PDF** (Leg 185 Summary) **IR185_02.PDF** (Explanatory notes) **IR185_03.PDF** (Site 801) **IR185_04.PDF** (Site 1149)
	CORES (Visual core descriptions, smear slide and thin section data tables, core images, and digital photomicrographs)	**COR_801.PDF** (Site 801) **COR_1149.PDF** (Site 1149) **IMAGES** (PDF files of core images) **PHOTOMIC** (PDF files of photomicrographs)
	TABLES (ASCII tables of selected coring summary, biostratigraphy, geochemistry, physical properties, smear slide and thin section data and alteration and vein logs)	**IR185_03** (Site 801 files) **IR185_04** (Site 1149 files) **S_SLIDES** (Smear slides for Site 1149) **ALT_LOG** (Alteration logs for Sites 801 and 1149) **VEIN_LOG** (Vein logs for Sites 801 and 1149) **README.TXT**
SUPP_MAT (Supplementary Material)	**IGN_MIN** (Igneous mineralogy descriptions in Microsoft Excel 97/98 format) **PHOTOLOG.XLS*** **ICP_DATA.XLS*** **T_SECT*** **COM_SAMP*** **README.TXT**	**801_MIN.XLS** (Site 801)
ODPINDEX (Compiled Electronic Index of the *Proceedings of the Ocean Drilling Program*)	**101NDX.PDF through 171BNDX.PDF** (Index files) **NDX.PDX** (Acrobat file used to enable Acrobat Search of the Compiled Electronic index)	

Notes: * = example of a supplementary materials directory.

TABLE OF CONTENTS: SR VOLUMES

Legs 169 through 179

For these volumes, the main TOC will not include thematic section headings. However, if the ERB has requested it, a link from the TOC goes to a listing of the papers categorized under thematic sections. The wording in the paragraph at the top of the Web TOC says:

"Chapters are listed in order of acceptance. To view volume contents organized thematically see the link below."

Following is an example of a thematic TOC (before 180 SR):

Contents (Chapter List)

SYNTHESIS

The Rift-to-Drift Development of the West Iberia Nonvolcanic Continental Margin: A Summary and Review of the Contribution of Ocean Drilling Program Leg 173 (PDF)
R.B. Whitmarsh and P.J. Wallace
Publication date: 22 May 2001

MICROPALEONTOLOGY

4. Eocene Calcareous Nannofossil Biostratigraphy and Sediment Accumulation of Turbidity Sequences on the Iberia Abyssal Plain, ODP Sites 1067-1069 (PDF)
Kirsten L. McGonigal and Sherwood W. Wise Jr.
Publication date: 30 April 2001

5. Calcareous Nannofossil Biostratigraphy of Upper Cretaceous to Paleocene Sediments from Leg 173, Iberia Abyssal Plain, Sites 1067-1069 (PDF)
Bryan C. Ladner and Sherwood W. Wise Jr.
Publication date: 16 May 2001

7. Jurassic Calcareous Nannofossils from Prerift Sediments Drilled during ODP Leg 173, Iberia Abyssal Plain, and Their Implications for Rift Tectonics (PDF)
Andrea Concheryo and Sherwood W. Wise Jr.
Publication date: 18 May 2001

9. Campanian to Miocene Planktonic Foraminifers from the Iberia Abyssal Plain (PDF)
Elspeth Urquhart
Publication date: 6 June 2001

SEDIMENTOLOGY

6. Data Report: Lithology and Microfacies of Late Cretaceous to Early Tertiary Turbidites from Sites 1068 and 1069 (PDF)
Hans-Joachim Wallrabe-Adams
Publication date: 1 May 2001

1. Data Report: Downcore Variation of Site 1068 Breccia Matrix Mineralogy (PDF)
Kristen E.K. St. John
Publication date: 3 October 2000

PALEOMAGNETISM

8. Data Report: Paleomagnetic and Rock Magnetic Characterization of Rocks Recovered from Leg 173 Sites (PDF)
Xixi Zhao, Brent D. Turrin, Mike Jackson, and Peter Solheid
Publication date: 25 May 2001

IGNEOUS PETROLOGY/GEOCHEMISTRY

10. Whole-Rock Geochemistry of Amphibolites and Metagabbros from the West Iberia Margin, Leg 173 (PDF)
Susan Smith Nagihara and John F. Casey
Publication date: In Press

2. Occurrence and Composition of Tochilinite and Related Minerals in Site 1068 Serpentinites (PDF)
James S. Beard
Publication date: 13 October 2000

GEOPHYSICS

3. Data Report: Measurements of Radiogenic Heat Production on Basement Samples from Sites 1067 and 1068 (PDF)
K.E. Louden, R.B. Whitmarsh, and J.-C. Mareschal
Publication date: 20 December 2000

Leg 180 and Beyond

Thematic Section Headings and Chapter Order

After the second postcruise meeting or when the first paper is submitted to the SR, whichever comes first, the Senior Publications Coordinator will contact the ERB and ask them to submit a list of the thematic section headings and the order of all proposed SR papers.

HTML TOC

When the first paper is ready for publication the Electronic Publications Specialist will build the HTML TOC and list all thematic sections. (Note: "Synthesis" will no longer be a heading at the same level as "Chapters"; it will always be the first thematic section heading under "Contents: Chapters." The synthesis chapter will be numbered Chapter 1.)

The word "Pending" will be inserted below each thematic section heading where the chapter titles will eventually be listed.

The manuscript number will be added below the publication date for each chapter.

(Example: Manuscript number: 180SR-###)

(Note: The publication date and the manuscript number will be tagged as size two [smaller type than title and authorship].)

The following information will no longer appear at the top of the TOC: "Chapters are listed in order of acceptance. Preliminary Pages (in PDF) will be available when the volume is completed."

Publication Order

Papers will be published in order of acceptance on the Web.

Papers are placed in the prescribed order based on the list received from the ERB.

Chapter Numbers

Papers will be published in HTML and PDF formats without chapter numbers while the volume is in progress.

When the volume closes or when the booklet/CD is produced, whichever comes first:

Assign chapter numbers in the order proposed by ERB to Web and CD versions. (Note: The synthesis paper will be assigned a chapter number; it should always be Chapter 1.)

Add chapter numbers to the HTML TOC on the Web.

Add a chapter number to the title page of each HTML and PDF chapter file on the Web.

Include chapter numbers on the TOC and on the title pages for each chapter for the booklet/CD.

File Names

File names for Web and CD publications will use manuscript numbers. Examples of Web citations:

PDF: 180_SR/VOLUME/CHAPTERS/###.PDF (where ### is the manuscript number)

HTML: 180_SR/###/###.htm (where ### is the manuscript number)

Example of CD-ROM citation:

VOLUME\CHAPTERS\###.PDF (where ### is the manuscript number)

CD Graphic TOC

Thematic section headings will not be listed in the graphic TOC. Chapters will be listed in chapter order. Place the file name first with the abbreviated title in parenthesis; add "Chapter #:" in front of the title. For example:

222.PDF (Chapter 1: Overview of Leg ###)

219.PDF (Chapter 2: Bacterial Profiles in Hydrothermal Sediments)

233.PDF (Chapter 3: Sulfide Mineral Chemistry and Petrography)

240.PDF (Chapter 4: Pliocene-Pleistocene Paleoceanography)

217.PDF (Chapter 5: Calcareous Nannofossil Biostratigraphy)

241.PDF (Chapter 6: Diatom Biostratigraphy from Leg ###)

See the example SR TOC structure immediately following this section for more information.

Scientific Results

Level 1	Level 2	Level 3
172SR.PDF (Preliminary pages and table of contents)		
README.PDF (Information about the volume CD-ROM)		
README.TXT (Information about the volume CD-ROM in ASCII)		
ACROREAD (Acrobat Reader installation software) and instructions for different platforms)	**MAC** **WINDOWS** **UNIX** **README.TXT**	
MAPS (Drilling location maps)	**173_MAP.PDF** (Leg 173 site map) **ODPMAP.PDF** (ODP map, Legs 100 through 173) **DSDPMAP.PDF** (DSDP map, Legs 1 through 96)	
VOLUME (Leg 173 *Scientific Results* volume)	**SYNTH** (Leg synthesis chapter)	**SR173SYN.PDF** (Leg 173 Synthesis: Development of the West Iberia Continental Margin)
	CHAPTERS (Volume chapters)	**SR173_01.PDF** (Data Report: Variation of Breccia Matrix Mineralogy) **SR173_02.PDF** (Occurrence and Composition of Tochilinite and Related Minerals) **SR173_03.PDF** (Data Report: Measurements of Radiogenic Heat Production) **SR173_04.PDF** (Eocene Calcareous Nannofossil Biostratigraphy) **SR173_05.PDF** (Calcareous Nannofossil Biostratigraphy) **SR173_06.PDF** (Data Report: Lithology and Microfacies of Turbidites) **SR173_07.PDF** (Jurassic Calcareous Nannofossils) **SR173_08.PDF** (Data Report: Paleomagnetic and Rock Magnetic Characterization) **SR173_09.PDF** (Campanian to Miocene Planktonic Foraminifers) **SR173_10.PDF** (Geochemistry of Amphibolites and Metagabbros) **SR173_11.PDF** (Magnetostratigraphy of Cenozoic Sediments)
	OVERSIZE* (Large-format tables)	**SR173_04** (Chapter 4 files)
	MOVIES* (QuickTime movies)	**SR173_07** (Chapter 7 QuickTIme movies) **README.TXT**
ODPINDEX (Compiled Electronic Index of the *Proceedings of the Ocean Drilling Program*)	**101NDX.PDF through 173NDX.PDF** (Index files) **101NDX.PDF through 173NDX.PDF** (Index files)	
QUIKTIME* (QuickTime 4.1.2 installation software and instructions for different platforms)	**MAC** **WINDOWS** **README.TXT**	

Notes: * = examples of a directories.

BOOKMARKS

See sample pages for examples of the bookmark hierarchy. A brief description of the main bookmark categories for chapter files and core description files follows:

Chapters:

SITE 1088 (All Order 1 through Order 3 heads listed but minimized)

FIGURES: Full-page (All figures listed but minimized)

FIGURES: Thumbnails (All figures listed but minimized)

TABLES: Full-page (All tables listed but minimized)

TABLES: Thumbnails (All tables listed but minimized)

CHAPTERS (goes to "Chapters" contents page)

CORE DESCRIPTIONS–SITE 1088 (goes to first page of the PDF file)

CORE DESCRIPTIONS (goes to "Core Descriptions" contents page)

ASCII TABLES (goes to "ASCII Tables" contents page)

Core Description Files:

CORE DESCRIPTIONS–1088

VISUAL CORE DESCRIPTIONS (Bookmark goes to first page of VCDs in the "Core Descriptions–Site ####" file; all VCD files are listed in the bookmark column but minimized)

SMEAR SLIDES (Bookmark goes to first page of smear slide tables in the "Core Descriptions–Site ####" file; all smear slide tables are listed in the bookmark column but minimized)

THIN SECTIONS (Bookmark goes to first page of thin section tables in the "Core Descriptions–Site ####" file; all thin section files are listed in the bookmark column but minimized)

CHAPTERS (goes to "Chapters" contents)

CORE DESCRIPTIONS (goes to "Core Descriptions" contents page in TOC)