

SUGGESTIONS TO AUTHORS FOR PRODUCING *GEOLOGY* TABLES

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TABLE 1. RESULTS OF 1993 FIELD SEASON

Sample number	Age (Ma)	Weight (kg)*	Location		Description
			Lat (°N)	Long (°W)	
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

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Parts of a typical table.
Numbers in dark circles are explained by numbered items in the text.

TITLE

1. Number tables in the order in which they are cited in the paper. Follow the number with a period, then the title. Capitalize all lettering in the title, except the symbols for chemical elements (e.g., Na) and abbreviations for years before present (e.g., Ma and ka). Do not use a period after the title. Center the table number and title on one or more lines at the top of the table.
2. Separate the title from the rest of the table with a double horizontal line.

HEADINGS

3. Start all column headings just below the double horizontal line. Make the heading for the first column flush left; center all other column headings. Use only an initial capital letter for each heading, unless other capital letters are required (e.g., formal names or chemical symbols).
4. Abbreviate units of measurement and place them in parentheses on a separate line just below the rest of the heading.
5. Separate the headings from the body of the table with a single horizontal line.

BODY

6. Start all columns just below the single horizontal line at the base of the column headings. Make the first column flush left and center all other columns. Do not show units of measurement in the column if they can be abbreviated and placed in parentheses just below the column heading.
7. Align columns of numbers on the decimal. Use a zero before the decimal point for values less than one.
8. Align text entries on the left and indent each line after the first. Use only an initial capital letter for each entry, unless other capital letters are required.

9. Separate sections of the table body with line spaces. Label these sections with an underlined heading that is flush left.
10. Do not leave blank spaces in the body of the table. These should be marked "N.D." (no data), "N.A." (not applicable), or otherwise as appropriate, and the abbreviations should be marked with a footnote for explanation.
11. Follow the body of the table with a single horizontal line.

FOOTNOTE SYMBOLS

- If several items in a table require footnotes, use relative position in the table to determine the order in which footnotes are assigned. Start at the top of the table, work from left to right, then from top to bottom.
- Use the following sequence for footnotes: * (asterisk), † (dagger), § (section mark), # (pound symbol), ** (double asterisk), †† (double dagger), §§ (double section mark), ## (double pound symbol), and so on.
- If asterisks already appear in the table, do not use them in footnotes; start footnotes with a single dagger (†).
- If you are unable to generate daggers and section marks with your computer, use only asterisks and pound symbols.

FOOTNOTES

12. Treat each footnote as a separate paragraph: Indent the first line three spaces and end the footnote with a period. Place general information about the table in the first footnote. Precede this entry with "Note:" in italics rather than with a symbol.
13. Footnotes should appear in the same order as the symbols were used in the table. Use only an initial capital letter for each sentence in each footnote.
14. Follow the footnote section with a single horizontal line.