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# EXCEPTIONS TO THE GPO STYLE MANUAL

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**A**UTHORS OF SURVEY reports should comply explicitly with the rules and directions of the U.S. GPO Style Manual except for a few deviations that better fill the Survey's particular needs. Some exceptions of greater concern to editors than to authors are not given here. The exceptions below are keyed to chapters and paragraph or page numbers of the U.S. GPO Style Manual (1984).

## Chapter 5. Spelling

- 5.2. Gauge: The traditional Survey spelling is "gage," not "gauge."

## Chapter 6. Compound Words

- 6.11. Words ending in "-field," or "-bed":  
The terms "coal field," "coal bed," "oil field," and the like are to be shown as two words. "Saw teeth" is written as two words in Survey reports. "Caprock" is written as one word; so is "wallrock."
- 6.51. X-ray: Use capital "X" followed by a hyphen.

## Chapter 7. Guide to Compounding

Compounding geologic terms: Use the third edition of the American Geological Institute's "Glossary of Geology" (Bates and Jackson, 1987) as a guide for compounding geologic terms.

## Chapter 8. Punctuation

- 8.51. In Survey reports a comma is put between superior figures or letters in footnote references:

Numerous instances may be cited.<sup>1,2</sup>  
Data are based on October production.<sup>a,b</sup>

## Chapter 9. Abbreviations

- 9.7. "Abbreviations and initials of a personal name with points [periods] are set without spaces. However, abbreviations composed of contractions and initials or numbers will retain space." The Survey generally will follow the GPO Style Manual, but particular design requirements such as large displays and titles may require deviation.

- 9.13. The Postal Service style of two-letter State and Province abbreviations will be used only in postal addresses. The standard abbreviations of States and Provinces will be used in texts. These abbreviations are listed in the section on "Abbreviations, Signs, and Symbols" (p. 105).

- 9.38. For parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, synonymies, tables, and leaderwork, and followed by figures, letters, or Roman numerals, the following abbreviations are used:

no., nos. (number, numbers). Lowercase "n" is used in Survey reports except in column heads.

- 9.51. "The words 'latitude' and 'longitude,' followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up." No periods are used after "lat" and "long" in illustrations, tables, or text.
- 9.53. Temperature is expressed in figures. Following the practice of the American Society for Testing and Materials "Standard for Metric Practice," STA recommends no space before or after the degree sign (100°C, 212°F).

## Chapter 13. Tabular Work

- 13.3. "Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In the judgment of the Government Printing Office down rules are required for clarity; (2) the agency has indicated on the copy they are to be used." The Survey will use vertical down rules where clarity demands them, especially between vertical headings.
- 13.36. Where column consists of single decimal, the Survey will not add ciphers to the right of decimal numerals without the author's approval.
- 13.46. The abbreviation "Do." for ditto: The Survey prefers not to use "Do." If "Do." must be used, follow the rules of the Style Manual and define the abbreviation in a headnote. Use "Do." in first and last columns; "do." elsewhere.

### Physiographic Terms (p. 227, 228)

The terms "province" and "section" used with other proper terms are parts of names for specific physiographic entities and are therefore capitalized (Robert C. McArtor, Chairman, GPO Style Board, oral commun., 1990).

## U.S. GPO Style Manual (1973). 13.58–13.68.

### Date Columns

The 1984 GPO Style Manual has no rules on date columns. Follow the 1973 Style Manual for guidance.

- 13.88. "If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; if there are footnotes to the text and none to the table, the 50-point rule is still used (50 points equals about 0.7 inch)."

Follow the GPO Style Manual. It is better, however, to design the page with tables or illustrations at the top, above the text, to avoid confusion between text and table footnotes. Do not bury text footnotes above a table or any place inside a page. Readers naturally look to the foot of the page to find footnotes.

- 13.97. "All fractions are set flush right to the bear-off." The Survey aligns number columns on the unit or the decimal. Do not set fractions or mixed decimal fractions flush right.