



# *Manuscript Guidelines for Authors*

*2009*



**Yukon Exploration and Geology (YEG)**

# Table of Contents

<i>Manuscript Guidelines for Authors</i> .....	1
Author’s Responsibilities.....	2
FORMAT AND LAYOUT.....	3
<b>TITLES</b> .....	3
<b>ABSTRACT</b> .....	3
<b>BODY OF PAPER</b> .....	3
FIGURES, MAPS, PHOTOGRAPHS AND TABLES .....	4
<b>FIGURES AND MAPS</b> .....	4
<b>PHOTOGRAPHS</b> .....	5
<b>TABLES</b> .....	5
<b>REFERENCES</b> .....	5
APPENDIX 1.....	10
<b>ABBREVIATIONS</b> .....	10
<b>NUMBERS</b> .....	11
<b>HYPHENS</b> .....	12
<b>CAPITALIZATION</b> .....	14
<b>COLONS</b> .....	16
<b>SPACING</b> .....	16
<b>QUOTATIONS</b> .....	16
<b>SPELLING</b> .....	17
<b>WORD USAGE</b> .....	17
<b>NON-WORDS</b> .....	18
<b>REDUNDANCY</b> .....	19
<b>ACTIVE VS. PASSIVE</b> .....	19
<b>PARALLEL CONSTRUCTIONS</b> .....	19
<b>PREPOSITIONS AND IDIOMATIC EXPRESSIONS</b> .....	19

# *Manuscript Guidelines for Authors*

These Yukon Exploration and Geology (YEG) annual volumes are the main vehicles for disseminating the results of current geological research in Yukon. Authors may be in government, university and industry, or may be private individuals, but the content must be scientific, not promotional. Short (approximately 4000 words) reports of fieldwork and subjects of interest to the exploration community are welcome.

The volumes are meant for a Yukon audience and serve as a repository of the latest geological fieldwork. The volumes begin with an overview of mineral exploration in the previous year. They present provocative (but not yet tested) ideas and data on mineral properties - the articles become especially valuable if a property slips into temporary obscurity. The articles may also provide inexpensive, high-quality publicity for a mineral property; the costs of editing, layout and publication are paid by the Yukon Geological Survey.

The main editors are:

**Karen MacFarlane**

Yukon Geological Survey

Box 2703 (K-102)

Whitehorse, Yukon Y1A 2C6

Tel: Karen (867) 667-8519

Email: [karen.macfarlane@gov.yk.ca](mailto:karen.macfarlane@gov.yk.ca)

**Leyla Weston**

Yukon Geological Survey

Box 2703 (K-10)

Whitehorse, Yukon Y1A 2B5

Tel: Leyla (867) 667-8508

Email: [leyla.weston@gov.yk.ca](mailto:leyla.weston@gov.yk.ca)

**DEADLINE for abstract: November 16, 2009.**

**DEADLINE for complete manuscript: November 30, 2009.** Authors presenting a paper at the Whitehorse Geoscience Forum may submit their paper by December 5<sup>th</sup>.

Our editors must receive the entire paper in digital format by the deadline noted above. **Authors employed by the Yukon Geological Survey must provide a paper copy of the entire paper (text, figures, photographs, etc.).**

We have an ftp site for file transfer if you live out of town. Please let us know if you would like login information for this site.

# Author's Responsibilities

**Manuscripts must be scientifically reviewed prior to first submission to the editors.** The main review needs to be completed by a qualified professional, from outside the paper (*i.e.*, not a co-author). It should also have been checked by your co-authors, in-house, or by your superiors, as appropriate. **Please fill out the attached form, have your main reviewer sign the form and send it in with your manuscript.** Have your reviewer check for scientific quality and make suggestions to improve its relevance for our readers.

Please be sure the manuscript includes coherent text, completed figures, tables and digital files (see below for acceptable digital formats), that is, the manuscript must be **COMPLETE** (*e.g.*, new figures will not be accepted after the paper has been laid out). The manuscript must not exceed 30 pages.

Editing of your manuscript will be done digitally. The digital file we send back to you will have been edited on-screen. We edit in Microsoft Word using the Tools/Track changes option from the menu. You can go into this menu and choose Accept or Reject Changes and return the revised copy to us. Please leave the Track Changes highlight button on so that we can quickly find what you have done.

**Following submittal of the manuscript, authors must make themselves available to thoroughly review editorial comments, suggestions and questions over the following week.** Authors must make appropriate changes before resubmitting to the editors.

**Since the YEG deadline is so tight, please do everything possible to accommodate this phase of the production process. This may mean you have to submit earlier than the deadline (if you are going away).** Please allow at least a week for this part.

Authors also have the opportunity to review their paper in layout version, and again will have limited time to offer suggestions for changes.

## **YOUR COOPERATION IS ESSENTIAL.**

These guidelines standardize the way manuscripts are processed and help streamline the work of the editors and designers. If you want to try something different, please check with the editors first.

## FORMAT AND LAYOUT

Plan your digital files using basic formats. Preferred format for text is MS Word for Windows. Adobe Illustrator CS3 is preferred for diagrams since it is used by the designers. **It is your responsibility to ensure your digital files are readable by the editor and transferable to the designer.**

Use last year's YEG as a guide for the style of title, authors, citation and abstract.

### TITLES

Title should be in lower case letters, except for the first word and proper nouns.

If it contains any field data, the title of the paper must specify the general area and the word Yukon. If you want to include the NTS number it should be after the area, *e.g.*, "Little Hjoie Lake area (105M/3), Yukon."

NTS number should appear exactly as on the government map, always a forward slash and the number with no zeros in front *e.g.*, 105K/13.

**"Yukon" rather than "Yukon Territory" is preferred in the title.**

Type the name(s) of the author(s) underneath the title and their affiliation on the next line.

### ABSTRACT

**THE ABSTRACT MUST NOT EXCEED 150 WORDS.**

The abstract is a very brief overview of your **entire** study. It tells the reader **what** you did, **why** you did it, **how** you did it, **what** you found, and **what** it means. The abstract should briefly state the purpose of the research (introduction), how the problem was studied (methods), the principal findings (results), and what the findings mean (discussion and conclusion). It is important to be **descriptive** but **concise** - say only what is essential, using no more words than necessary to convey meaning.

### BODY OF PAPER

- Text should be a separate file with a list of captions for figures and tables appended at the end of the file. Do not embed figures in the text file, or use self-extracting formats.
- Do not indent paragraphs; use only **one space** after periods, semicolons and colons, and only one hard return between paragraphs.
- Headings need to be distinguishable between the levels (*e.g.*, head 1, head 2, head 3) and avoid using all capital letters for more than the first level.
- Keep the number of levels of heads to a minimum (3 or less, we have gone up to 5 tiers, but too many levels can be confusing for the reader).

- On the accompanying paper copy, the text must be **double spaced**. Use a highlighter pen to flag first references to figures and any special characters or symbols.
- Supply a list of headings (*e.g.*, a table of contents without page numbers) in simple numerical sequence to guide the designer. This should show the hierarchy of headings, by indentation.
- Let us know if you have specific instructions for the layout of your figures. This includes placement and preferred sizing (*e.g.*, same spread, facing page, sideways with top toward hinge, *etc.*). Unfortunately, we cannot always accommodate your desires due to standard YEG formatting and layout limitations.
- For instructions on measurements, see Appendix 1.

**Refer to Appendix 1 for style preferences.**

## **FIGURES, MAPS, PHOTOGRAPHS AND TABLES**

Keep in mind the YEG manuscript will have no colour in the printed version; however, a pdf version of YEG will be available in colour on our website.

### **FIGURES AND MAPS**

- Please keep to less than one page size.
- Avoid landscape layout on figures if possible.
- Submit figures as close to final size as possible, *i.e.*, do not submit a page-sized figure if it is intended to be published at column width, reduction should be no greater than 70%. The maximum size is 7 x 9 in (17.7 cm x 23 cm) and a single column is 3.5 in (9 cm) wide.
- All lettering should be at least 6 point (2 mm high) at final size, and preferably 10 point. The largest letters on a diagram should be no more than three times the size of smallest (this is different from posters).
- All line widths should be at least 0.15 mm or 0.5 points. Do not use hairlines; hairlines disappear in patches during the printing stage.
- Do not use borders, **except for maps**, as these are inserted during layout. When using borders, please avoid double borders.
- Please no company logos and other promotional/commercial features.
- Screens (shades) can be used in place of some patterns so that the maps look less busy. Recall that YEG is printed in black and white, so when using screens, please provide unit labels for your polygons on map figures and cross-sections. Some patterns cause layout problems. To avoid these difficulties please use patterns from the suggested fill sheet (.pdf file).
- If you have specific desires for fills let us know; provide coloured polygons and suggest the type of fill you would like.
- Keep text in lower case unless it is a header, or you are using complete sentences or proper nouns; most text on legends will be lower case except for proper nouns (even if it is the first word after a bullet).

- Keep legend descriptors consistent, *i.e.*, if you are including age, Group/Formation name and lithology for one unit, try to describe all other units in the legend in the same manner.
- Legends should be ordered oldest to youngest, bottom to top.
- Do not show the grid on mineral claims because it is an impermanent feature, unless a real location is linked to it (*e.g.*, UTM coordinates, or lat/long).
- Streams are good reference points on a map; however topographic lines can make a map too cluttered, so you may need to thin out your topography.
- Make sure the legend inside a figure is consistent with its mention in the text.
- Please provide a real scale bar on all maps.

## PHOTOGRAPHS

- Mark areas to be cropped; the designer can do this to the digital image.
- Delineate features you want to see highlighted.
- When submitting an annotated photo image in Illustrator, please ensure that the image and line-work are on separate layers.
- Save as a .tif or .jpg file (not embedded in a file), however, if it is an annotated image, save it in Illustrator. If you are using another software, save your file as an .eps so we can make changes to the figure if needed. The final image should be about 200 dpi after cropping and resizing.
- The design team may have to convert colour to black and white to enhance the contrast if needed.

## TABLES

- Spacing between columns must be **delimited by tabs**.
- Save Microsoft Excel tables by saving as Text (Tab delimited - \*.txt). Note only the table must be highlighted and saved. Please do not save anything outside of the table, *e.g.*, empty cells.
- Provide the original table which includes the data in which the graph was constructed from.
- Please keep justification consistent within the table.

## REFERENCES

Note the following when referencing:

- **Follow the reference format of last year's YEG**, *e.g.* "vol. 12, issue 3" and not "12:3", or "12-3"
- Always cite the title as it appears on the original work.
- Use parentheses when citing in the text: (Murphy, 1999 a,b,c; Murphy and Piercey, 2000), (Murphy, in press).
- If citing a reference in this volume, it should appear in the text as (Murphy, this volume), and in the reference list as: Murphy, D.C., 2009 (this volume)...

- In the reference list, only include work that is, or will eventually be available to the public. Internal company reports and term papers do not qualify. Assessment reports are okay if in the public domain, others should not be cited as this compromises the confidential status. If the information is okay for distribution, but only in a confidential report, use (Author's name, pers. comm., date).
- Websites should only be cited within the body of the report or as a footnote, but not in the reference list due to their ephemeral nature.
- Put all citations in past tense (Lewis (2002) provided evidence that...)
- **Pers. comm.:** Personal communication, used *only* when you have had direct verbal communication with the researcher, (D.C. Murphy, pers. comm., 2008); not cited in the reference list.
- **In press.:** If it is accepted by a journal but not yet published, cite within text as: (Murphy, in press). In the reference list, try to give the volume number or likely year of publication.
- **In prep.:** Cite within the text as follows: (D.C. Murphy, pers. comm. (*if you have spoken to the author*), 2008, *or* D.C. Murphy, unpublished data, 2008). No mention required in the reference list.
- **Unpublished Data:** Data obtained from another researcher, but which has not been published may be cited as (D.C. Murphy, unpublished data, 2008). No mention required in the reference list.
- **Written Communication:** Used when there has been a written exchange of data with another researcher. Cite within the text as follows (D.C. Murphy, writ. comm., 2008). No mention required in the reference list.

**NOTE: Please use published rather than unpublished sources wherever possible.**

- **MINFILE: Please note the following new referencing style for Yukon MINFILE:** Yukon MINFILE is now referenced as a footnote as follows: "Yukon MINFILE – A database of mineral occurrences ([www.geology.gov.yk.ca/databases\\_gis.html](http://www.geology.gov.yk.ca/databases_gis.html))" When MINFILE occurrences are mentioned in the text, they should be cited as follows: (Yukon MINFILE 105M 001). If only one or two digits are used, it could be confused with an NTS map number. If many MINFILE occurrences are used and cited, you need only use the footnote once at the first citation.
- **Figure References:** In the text, when figure references are not in parentheses, cite as "Please see Figure 1", when within parentheses as "(Fig.1), (Figs. 2-4, 6, 8a,b)".
- **Referencing digital information:** References to digital information should be treated similarly to references for traditional hard-copy books, journals, maps, etc. In order for a reader to find the information being referenced, a lot of the same information is needed:
  - a) name of author (or information provider);
  - b) date of document creation or publishing;
  - c) document title;
  - d) title of complete work if the document is a chapter or a paper in a larger work;
  - e) journal or publication series name, volume number, number of pages or map scale (if applicable);

- f) name of publisher or hosting organization (Web page owner) URL;
- g) citation number (if applicable);
- h) the date accessed by the author; and, if applicable,
- i) the DOI (Digital Object Identifier).

**The following are several examples of YEG references:**

*Article within a YEG*

*If after April 1, 2003*

Colpron, M., 2005. Preliminary investigation of the bedrock geology of the Livingstone Creek area (NTS 105E/8), south-central Yukon. *In: Yukon Exploration and Geology 2004*, D.S. Emond, L.L. Lewis and G.D. Bradshaw (eds.), Yukon Geological Survey, p. 95-107.

*If before April 1, 2003*

Diment, R. and Craig, S., 1999. Brewery Creek gold deposit, central Yukon. *In: Yukon Exploration and Geology 1998*, C.F. Roots and D.S. Emond (eds.), Exploration and Geological Services Division, Yukon Region, Indian and Northern Affairs Canada, p. 225-230.

*Article within a journal*

Reid, R.P. and Tempelman-Kluit, D.J., 1987. Tethyan-type Upper Triassic reefs in Yukon. *Bulletin of Canadian Petroleum Geology*, vol. 35, no. 3, p. 316-332.

*Book*

Miall, A.D., 1996. *The Geology of Fluvial Deposits: Sedimentary Facies, Basin Analysis, and Petroleum Geology*. Springer-Verlag, New York, 582 p.

**MINFILE**

***NEW – Referenced as a footnote as follows:***

Yukon MINFILE – A database of mineral occurrences  
([www.geology.gov.yk.ca/databases\\_gis.html](http://www.geology.gov.yk.ca/databases_gis.html))

*Thesis*

Gordey, S.P., 1977. Stratigraphy, structure and tectonic evolution of the southern Pelly Mountains in the Indigo Lake area, Yukon Territory. Unpublished PhD thesis, Queen's University, Ontario, Canada, 200 p.

*Conference Abstract*

Rhodes, D., 1991. Application of exploration techniques to Sedex deposits at the Macmillan Pass Camp, Yukon Territory, Canada. *In: Gac-Mac joint annual meeting with the Society of Economic Geologists. Geological Association of Canada; Mineralogical Association of Canada; Canadian Geophysical Union, Program with Abstracts, J.J. Fawcett (chairman), vol., 16, p. 104.*

## YGS Map

*If after April 1, 2003*

Hart, C.J.R., 2003. Geology of Thirty-seven Mile Creek map area, southern Yukon Territory (NTS 105 D/13). Yukon Geological Survey, Geoscience Map 2003-4, 1:50 000 scale.

*If before April 1, 2003*

Hart, C.J.R., 1997. Geology of Thirty-seven Mile Creek map area, southern Yukon Territory (NTS 105 D/13). Exploration and Geological Services Division, Yukon Region, Indian and Northern Affairs Canada, Geoscience Map 1997-4, 1:50 000 scale.

## YGS Open File

*If after April 1, 2003*

Devine, F., Murphy, D.C., Carr, S.D., Kennedy, R. and Tizzard, A., 2005. Geological map of southern Campbell Range (105H/3 SW), southeastern Yukon (1:20 000 scale). Yukon Geological Survey, Geoscience Map 2005-1.

*If before April 1, 2003.*

Murphy, D.C., 2000. Preliminary geological map of part of 'Tuchitua River north' area (105 H/4), southeastern Yukon (1:50 000 scale). Exploration and Geological Services Division, Yukon Region, Indian and Northern Affairs Canada, Open File 2000-16, 1:50 000 scale.

## GSC reference

***Note the following new reference style for GSC publications:***

Gordey, S.P., 1977. Stratigraphy, structure and tectonic evolution of the southern Pelly Mountains in the Indigo Lake area, Yukon Territory. Unpublished PhD thesis, Queen's University, Ontario, Canada, 200 p.

## Web document references (from GSC style guide)

Trepmann, C.A., Götte, T. and Spray, J.G., 2005. Impact-related Ca-metasomatism in crystalline target-rocks from the Charlevoix Structure, Quebec, Canada. *The Canadian Mineralogist*, vol. 43, p. 553–567.

*(No change from print article reference, even though it was on the Web)*

---

Rusmore, M.E., Woodsworth, G.J. and Gehrels, G.E., 2005. Two-stage exhumation of midcrustal arc rocks, Coast Mountains, British Columbia. *Tectonics*, vol. 24, no. 5, cit. no. TC5013, <<http://www.agu.org>> [accessed January 29, 2006]. doi:10.1029/2004TC001750

*(This gives the URL, the citation number, and the DOI)*

---

Edwards, B.R., Russel, J.K. and Anderson, R.G., 2002. Subglacial, phonolitic volcanism at Hoodoo Mountain volcano, northern Canadian Cordillera. *Bulletin of Volcanology*, vol. 64, no. 3, p. 254–272, <<http://www.springerlink.com>> [accessed December 10, 2005]. doi:10.1007/s00445-002-0202-9

*(URL and DOI)*

Massey, N.W.D. (comp.), 2000. Sedimentary hosted exhalative deposits of British Columbia. British Columbia Geological Survey, Open File 2000-22, scale 1:2 000 000, <<http://www.em.gov.bc.ca/mining/Geolsurv/MetallicMinerals/sedex/ofmap.pdf>> [accessed May 26, 2006].

*(URL but no DOI)*

---

Here is an example for a page that is updated frequently (version date is given at the bottom of the Web page).

United States Geological Survey, 2006. Latest earthquakes — last 7 days. United States Geological Survey, <<http://eqwebback.wr.usgs.gov/index.php>> [accessed January 31, 2006].

---

Here is an example of an undated page reference (no publication date apparent for the page):

University of Delaware Mineralogical Museum, undated: Kurnakovite; University of Delaware Mineralogical Museum, <[http://www.museums.udel.edu/mineral/mineral\\_site/collection/alphabetical/K/kurnakovite.html](http://www.museums.udel.edu/mineral/mineral_site/collection/alphabetical/K/kurnakovite.html)> [accessed January 4, 2006].

# APPENDIX 1

The following style guide is used for Yukon Exploration and Geology:

Grant, B., 2003. Geoscience reporting guidelines. Victoria, BC, Canada, ISBN 0-9687693-1-4, 356 p.

Below are some examples of the style usage we follow.

## ABBREVIATIONS

### **Note the absence of periods in the following abbreviations:**

m, cm, km, ft, oz, g, kg

oz/ton and g/t (not gpt)

Mt - million tonnes

Ma, ka (million years and thousand years, respectively)

USA, NWT - not U.S.A., N.W.T.

BC, ON, AB, *etc.*

BSc, MSc, PhD

AMT Canada

Avoid less common abbreviations, *e.g.*, dm (decimetre).

For chemical elements, write the name of the element out the first time it is used in a paper; after that, it may be abbreviated.

Use abbreviations for units where possible (*e.g.*, 5 m, 1-3 cm, 6 km), unless used in a general sense: "...it extended several kilometres."

### **Some common Latin words and phrases:**

*ca. (circa)* – about, denoting approximate time

*cf. (conferre)* – confer, compare

*e.g. (exempli gratia)* – for example

*et al. (et alii)* – and others

*etc. (et cetera)* – and so forth

*i.e. (id est)* – that is

*in situ* – in original place

*op. cit. (opera citato)* – in the work cited

*vs. (versus)* – against

**Latin terms are always italicized and fully punctuated; most of these terms are followed by a comma.**

## NUMBERS

**Metric units are required (please provide).** We will retain original imperial units if important (*e.g.*, reserve calculations) but their metric equivalent will also be shown (see conversion below).

**All metric numbers and numbers in general >5 digits are written without commas in accordance with the conventions of the International System of Units; one exception is that Imperial numbers are written with commas.**

- 4 digits, no spaces (*e.g.*, 2500 km)
- >5 digits, spaces (*e.g.*, 255 000 km)
- Use spaces for scales (*e.g.*, 1:100 000 scale)
- No commas in ppm since ratio similar to scale (*e.g.*, 11 200 ppm)
- No commas in money (*e.g.*, \$50 000)
- No commas in years (*e.g.*, 100 000 years)
- Canadian Dollars - \$500
- American Dollars - US\$500
- Spell out anything under 10, unless other higher digits are used in the same sentence, then use digits for both.
- Use numerals in all cases where decimal places are used to show significant figures.
- Spell out numbers when they begin a sentence.
- Dates and pluralized abbreviations should be written without apostrophes (*e.g.*, 1980s and 1990s; PGEs).
- Avoid mixing prepositions and hyphens for numbers:  
**Incorrect:** between 1998-2001                      **Correct:** between 1998 and 2001  
**Incorrect:** from 1968-1977                        **Correct:** from 1968 to 1977
- p. 23-25 means from pages 23 to 25 inclusive, 270 p. means the total number of pages is 270.
- Yukon MINFILE format: **105K 040**
- NTS format: **105K/5**

Helpful conversion figures (see Yukon Placer volume 95-97):

- **troy oz to g - multiply by 31.1035**
- **oz/short ton to g/tonne - multiply by 28.22**
- **1 long ton = 1.01605**
- **1 metric tonne = 1000 kg**

## HYPHENS

### Compound Words

**Many compound words, especially with nouns are evolving from two words, to hyphenated, and finally combined into a single word:**

comagmatic	drillhole
metasedimentary	footwall
crosscut	headframe
downcut	byproduct
downhole	

### Compound Modifiers

**Compound adjectives that come before nouns should be hyphenated to prevent ambiguity:**

Fort Knox-type deposit	150 tonne-per-day mill
17-hole diamond-drill program	a 1 m-wide vein
open-pit mine	high-grade metamorphism
year-round permafrost	freeze-thaw cycles

**When compound adjectives come after a noun, they do not take hyphens if they no longer function as compound adjectives:**

The mill capacity was 150 tonnes per day.  
The vein is 1 m wide.  
The mine is an open pit.  
The granite is fine grained.

**In the following, the modifiers still function as compound adjectives:**

The permafrost is year-round.  
There are a number of cycles of freeze-thaw.  
The metamorphism is high-grade.

**Hyphenate compound adjectives made up of an adjective and a noun to which *d* or *ed* has been added when they precede the noun they modify:**

an acute-angled triangle  
a limonite-stained outcrop  
a fine-grained granite

**Hyphenate compound adjectives comprising a noun, adjective, or adverb and a present or past participle:**

northwest-striking fault  
gold-bearing vein  
grey-weathering dolomite  
fining-upward sequence

**However, if the first word in compound is modified, leave out the hyphen:**

fine-grained granite *but* very fine grained granite  
well-managed program *but* remarkably well managed program  
metal-mining industry *but* precious metal mining industry

**Hyphenate when a noun is compounded with a colour or two colours are combined:**

olive-green mineral  
coal-black shale  
grey-green siltstone

Adjectives modifying a colour (*e.g.*, light, dark, pale, intense, greenish) are not connected to it with a hyphen, *i.e.*, *light grey siltstone*.

**Do not hyphenate a compound adjective in the following situations:**

- a) **when it follows the noun it modifies**
- b) **it contains an adverb that could not be misread as an adjective modifying the noun, *e.g.*, adverbs ending in *ly***  
*partially weathered surface*
- c) **the first element in the compound is a comparative or superlative**  
*better drained soil*                      *larger sized grains*
- d) **it is preceded by an adverb modifying the first word in the compound**  
*very coarse grained sandstone*

**Hyphenate compound adjectives comprising a cardinal number and a noun or adjective:**

two-mica granite                      six-sided polygon

**Avoid using hyphens when there are multiple compound adjectives incorporating numbers, measures and dimensions:**

Try to use

*a trench 30 m long* rather than *30 m-long trench*  
*a bed 10 m thick* rather than *10 m-thick bed*

**Several commonly used phrases are hyphenated, especially when used in an adjectival sense:**

west-side-down normal fault  
basin-and-range topography  
scour-and-fill structures

**Most words with prefixes or suffixes are written without a hyphen unless the addition forms a double vowel or consonant:**

bimodal	interlayered
multiphase	postglacial
subrounded	pre-tectonic

<i>but,</i>	multi-element	post-tectonic
	meta-andesite	sub-bituminous

**Do not hyphenate following a suspended component common to two compound adjectives:**

pre and post-Triassic events  
fine, medium and coarse-grained granite

<i>not</i>	pre- and post-Triassic events
	fine-, medium- and coarse-grained granite

## CAPITALIZATION

*Formations, Groups, Supergroups* and *Suites* are capitalized only if they are formally accepted terms. Follow the **North American Stratigraphic Code** (<http://ngmdb.usgs.gov/Info/NACSN/Code2/code2.html>).

Wernecke Supergroup	Earn Group
Rabbitkettle Formation	Klondike Schist
Keno Hill Quartzite	Simpson Range Plutonic Suite

### **Igneous and metamorphic terms**

Lithodemic terms are generally not capitalized even when preceded by a proper name. However, where an adjective and common noun are combined to form a proper name, both are capitalized, *e.g.*:

Whitehorse batholith	<i>but</i>	Great Whin Sill in northern England
----------------------	------------	-------------------------------------

*Complex* is defined as an assemblage of rocks of two or more genetic classes. Although it is unranked, it is commonly comparable to suite or supersuite and is named in the same manner, i.e., capitalized when accepted as a formal unit.

	Coast Plutonic Complex	Bushveld Complex
<i>but,</i>	igneous complex	metamorphic complex
	volcanic complex	ophiolite complex

### **Geological Terms Describing Regional Features**

*Cordillera*: The generic term *cordillera* is always capitalized when linked with a proper name.

North American Cordillera

*Province, Subprovince*: These terms are capitalized when used in a geological sense and preceded by a proper name.

Grenville Province

*Belt*: When the generic term *belt* is used as part of a formal tectonic or orogenic entity, it is capitalized as part of a proper noun; otherwise it is not, even when used with a proper name.

Insular Belt	<i>but,</i>	Tombstone gold belt
--------------	-------------	---------------------

*Terrane*: Informally, a region where a particular rock or group of rocks predominates; it is usually fault-bounded. These are treated as informal and so are written with a lower case.

Yukon-Tanana terrane	Alexander terrane
----------------------	-------------------

*Note*: The terms *Stikinia*, *Quesnellia* and *Wrangellia* are preferred terms so as to avoid confusion with the assemblages of the same name, i.e., *Stikine terrane* and *Stikine assemblage*.

### **Structural and Depositional Terms**

*Fault, syncline, anticline, klippe, nappe, caldera, pipe, diatrema, etc.* are generic structural terms and should not be capitalized, even when preceded by a proper name.

Tintina fault	Richardson anticlinorium
---------------	--------------------------

*Basin, trough, allochthon, arch, dome, arc, etc.*, are generic terms applied to large-scale structural and depositional features and are only capitalized where there is established usage in a geographical sense as opposed to a geological sense.

	Tintina Trench	Wellesley Basin
<i>but,</i>	Selwyn basin	Whitehorse trough

## Geologic Time

Terms denoting geological time (*i.e.*, eons, eras, periods, or epochs) are always capitalized as proper nouns.

Precambrian                      Neoproterozoic                      Ediacaran

Age modifiers are capitalized down to the epoch - *Lower, Middle, Upper* for rocks, *Early, Middle* and *Late* for time periods, except where there are no formal divisions.

Upper Cretaceous                      *but,*                      mid-Cretaceous

*Note:* See the latest International Stratigraphic Chart at <http://www.stratigraphy.org/> and “A Geologic Time Scale 2004” by F.M. Gradstein and J.G. Ogg.

## COLONS

- Colons are used to introduce lists:

The rock contains the following minerals: quartz, feldspar and plagioclase.

- Do **not** use a colon between a verb or preposition and its direct object:

**Incorrect:** The minerals in the rock include: quartz, feldspar and plagioclase.

**Correct:** The minerals in the rock include quartz, feldspar and plagioclase.

- For titles containing colons, use upper case on the first word after the colon.

## SPACING

- we put a space before and after certain symbols, *e.g.*, ‘quartz ± feldspar’
- no spaces after >, <, °C and % (*e.g.*, >1 m)

## QUOTATIONS

- Single quotes are used for informal terms and for emphasis.  
*‘Alpine-type’ deposit                      ‘crinkle chert’*
- Double quotation marks are used to enclose a direct quotation. *e.g.*,  
*Murphy (1998) notes, “Yukon-Tanana Terrane in Grass Lakes map area south of Finlayson Lake consists of highly deformed through regionally mappable metasedimentary and metavolcanic rocks.”*
- Commas and periods always go inside double quotation marks. Semicolons and colons always go outside the quotation marks.

- Question marks, exclamation marks, and dashes go inside quotation marks when they are part of the quotation, and outside when they do not. When more than one punctuation mark is called for, the stronger punctuation mark wins:  
*What are the implications of Sebert’s suggestion that “samples from the Lake Zone, Outfitter’s Creek and Kona Bowl areas are similar to arc-related tholeiitic rocks”?*
- For single quotes, all punctuation goes outside the quotation marks.

## SPELLING

- We use Canadian spellings *e.g.*, **dyke, metre, centimetre, colour, sulphide, mineralize, etc.**
- Please note the Canadian spelling for **analyse**.
- *Fire* Lake for the lake name, *Fyre* Lake for the property name

## WORD USAGE

**With** – The word ‘with’ has a strong spatial connotation. It should not be used if the reader might misinterpret it.

*e.g., The rocks have been faulted and folded, **with** disseminated mineralization.*

**Should read:** *The rocks have been faulted and folded **and contain** disseminated mineralization.*

**Since and While** – The words ‘since’ and ‘while’ are conjunctions with strong connotations of time. Make sure they can not be misinterpreted if they are not being used as temporal terms.

*e.g., Mineralized outcrop weathers dark grey **while** non-mineralized outcrop weathers light grey.*

**Should read:** *Mineralized outcrop weathers dark grey, **whereas** non-mineralized outcrop weathers light grey.*

**Commonly vs. Often** - Do not use ‘often’ or any other time connotation when referring to spatial phenomenon.

*e.g., Gold mineralization is often found in association with Cretaceous granite.*

**Should read:** *Gold mineralization is commonly associated with Cretaceous granite.*

Other temporal modifiers that are misused include ‘sometimes’, ‘always’ and ‘hardly ever’.

**Comprise** - Comprise means *consists of, contain, encompasses, is composed of, i.e., 'The whole comprises its parts'* and not *'comprised of its parts'*.

**Which, that** – These words are often confused. **That** is used to introduce a restrictive clause, *i.e.* one that defines the noun it is attached to and cannot be omitted. **Which** introduces a nonrestrictive clause, and is usually preceded by a comma except where it is in combination with a preposition or conjunction.

*e.g., The workings that are driven in shale are unsafe.  
The workings, which are driven in shale, are unsafe.*

## Plurals

**gravel** and never **gravels**  
**data** is plural; **datum** is singular  
**strata** is plural and **stratum** is singular

## The

Many times the word “*the*” is used incorrectly. Here are two examples of how “*the*” may be used correctly.

**1) If you are using “the” – make sure it refers to something that has already been established to exist.**

For example, if I write, “The foliation is well developed.” then I must have already established that there *is* a foliation. Commonly, a preceding sentence would establish with ‘a’ as the article that there is a foliation: *e.g.*, “...a foliation is present in both the carbonate and clastic rocks...”, followed by “The foliation is well developed.”. In the latter sentence, I need to know that there are carbonate and clastic rocks in the area.

**2) In some cases, features are known to exist.**

For example, when a mineral exists, other properties such as hardness and luster must also exist. Therefore, I can say: “The crystal structure of the mineral is similar to that of xenotime.”, because all minerals have a crystal structure, so that does not have to be established.

“the slope of the hillside...” is ok

“the layering of the rocks...”; layering doesn’t always exist, so needs to be established

## NON-WORDS

volcanic rocks *and not* volcanics  
intrusive rocks *and not* intrusives

## REDUNDANCY

Avoid using two opposing directions to describe a strike or trend.

*e.g.*, east-trending structure, **or** west-trending structure

Avoid redundant words and symbols, i.e., units do not need to be repeated.

*e.g.*, 2-3 mm, **not** 2 mm – 3 mm

450° - 600°C, **not** 450°C to 600°C

*e.g.*, the granodioritic intrusion is Cretaceous, **not** the granodioritic intrusion is Cretaceous *in age*

*e.g.*, the megacrystic intrusion is grey, **not** the megacrystic intrusion is grey *in colour*

## ACTIVE VS. PASSIVE

Use the active voice wherever possible for clearer writing. The initiator of the action should be the subject of the sentence (not the object acted upon).

*e.g.*, the vein crosscuts bedding, **not** bedding is crosscut by the vein  
unit x overlies unit y, **not** unit y is overlain by unit x

## PARALLEL CONSTRUCTIONS

In English, we streamline our writing by omitting prepositions, verbs and other parts of speech when we are speaking about a series of items.

*e.g.*, **Awkward:** He neglected his claim by **not filing** an assessment report and **spending** a lot of time at the 545 property.

(It is unclear here whether the “not” refers to both bolded words)

**Better:** He neglected his claim by **not filing** an assessment report and **by spending** a lot of time at the 545 property.

*e.g.*, **Awkward:** We are waiting to see his **reaction** and interest **in** the proposal.

**Better:** We are waiting to see his **reaction to** and interest **in** the proposal.

## PREPOSITIONS AND IDIOMATIC EXPRESSIONS

Idiomatic expressions are word groupings which can not be understood from the normal meanings of the individual words.

**Compare:** one compares ‘x *with* y’ for similar things; ‘x *to* y’ for different things.

**Conform:** units are *conformable to* other units, but units are *in conformity with* other units.

**Contrast (verb):** one contrasts x *with* y.

**Contrast (noun):** there is a contrast *between* x and y; or, x is placed in contrast *with* y.

**Correspond:** *to* (things); *with* (persons).

**Differ:** An object differs *from* another object; a person differs *with* something or someone.

**Different:** an object is different *from* another (not *than*).

**Independent:** *of* (not *from*).

**Overlain:** a unit is overlain *by* another unit (not *with*).

**References used to prepare this style guide:**

A guide for the preparation of Geological Survey of Canada maps and reports, 1998. Geological Survey of Canada Open File 3600, [http://www.nrcan.gc.ca/ess/pubs/guide/index\\_e.html](http://www.nrcan.gc.ca/ess/pubs/guide/index_e.html)

Grant, B., 2003. Geoscience reporting guidelines. Published Victoria, BC, Canada, ISBN 0-9687693-1-4, 356 p.

Sabin, W.A., Millar, W.K., Sine, S.L. and Strashok, G.W., 1999. The Gregg Reference Manual. Fifth Canadian Edition. Mc-Graw Hill Ryerson Limited.