

A Handbook for ERL Typists

With Notes for Authors

April 1984

Additional copies may be obtained from
Editorial Services R/E11
Programs Office
Environmental Research Laboratories
National Oceanic and Atmospheric Administration
Boulder, CO 80303

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GLOSSARY

Editors' Symbols			
Symbol	Meaning	As marked in text	Corrected text
✂	Delete	data f that we collected	data that we collected
✂	Delete and close up	acknowledg ment	acknowledgment
))	Close up	any) one	anyone
∪	Less space	in∪the range	in the range
~	Transpose	prece d	precede
^	Insert	Three ^{of the five} will be used.	Three of the five will be used.
-	Insert (or change to) hyphen	long-term project	long-term project
.	Insert (or change to) period	. . . is giv ing The. is given. The. . .
;	Insert (or change to) semicolon	This is hers; that is mine.	This is hers; that is mine.
:	Insert (or change to) colon	Consider the following:	Consider the following:
,	Insert (or change to) comma	However, we show. . .	However, we show. . .
√	Insert (or change to) apostrophe, quotation mark, or superscript	{ x ³ States' rights	x ³ States' rights
^	Change to subscript	H ₂ O	H ₂ O
≡	Change to capital letter	40 MeV	40 MeV
/	Change to lower case	THE DOPPLER radar	the Doppler radar
⊙	Let it stand	It is not true.	It is not true.
#>	Insert one blank line	#> A. Techniques B. Equipment	A. Techniques B. Equipment
†	Insert one space	coal†tar	coal tar
✓	Required hyphen (used at end of a line) We used light-scattering data.	We used light-scattering data.
↪	Continue without interruption	The main head is in boldface. The subhead is indented.	The main head is in boldface. The subhead is indented.
¶	New paragraph	{ ¶ In 1984 we began an analysis of continuous data. ¶ The sensor. . .	In 1984 we began an analysis of continuous data. The sensor. . .
no ¶	No paragraph		
□	Move left	□ the data	the data
▢	Move right	▢ the data	the data
▤	Move up	▤ the data	the data
▥	Move down	▥ the data	the data
	Align vertically	A. Techniques B. Equipment	A. Techniques B. Equipment
] [Center horizontally] The Title [The Title

Editors' Notes

Editors' mark	Meaning	Editors' mark	Meaning
(agr)	Agreement	(par)	To replace with parallel construction
(awk)	Awkward	(standard routinely used)	Words are not necessarily wrong, but editor recommends considering an alternative.
(cap)	Capital letter needed	(do not type circled word(s))	Do not type circled word(s).
(lc)	Lower case needed		
(dp)	Dangling participle		
(si)	Split infinitive		

A HANDBOOK FOR ERL TYPISTS
WITH NOTES FOR AUTHORS

ABSTRACT. Guidelines are provided for preparing good-quality, print-ready typed manuscripts. Format and style are considered for the individual components of reports: cover and title page, disclaimer, foreword and preface, table of contents, title and author, abstract, headings, equations, figures and figure captions, tables and table titles, footnotes, acknowledgments, references, and appendixes. Format requirements for the Environmental Research Laboratories' Technical Memorandum and Technical Report series are set forth. Notes to authors concerning contents are appended, as are reference format standards, journal abbreviations, and instructions for arranging reference lists.

1. INTRODUCTION

This handbook provides guidelines for typing final copy of manuscripts for publication by NOAA's Environmental Research Laboratories. The Glossary explains conventional marks frequently seen on edited manuscripts. See Appendix A for notes to authors regarding content of reports.

NOAA/ERL has two major publication outlets, the Technical Report (TR) and the Technical Memorandum (TM). Instructions in secs. 2 and 3 apply to both series, and are appropriate for other typed reports as well. The instructions in secs. 4 and 5 detail additional specifications for TM's and TR's.

The TM format is used in this handbook.

2. PREPARATION STANDARDS COMMON TO MOST REPORTS

2.1 General Quality

Quality of content is implied by quality of preparation. Especially important features of good quality preparation are the following:

Clean, clear typed copy
One type style throughout
Consistent margins
Consistent spaces above and below headings
Consistent placement of page numbers

2.2 Page Format

Certain standards are common to all ERL typed reports:

Page size--8 1/2 by 11 inches

Margins--for text, 1 inch on each side;
for abstract, 1 1/2 inches on each side

7/8 inch at top of page
1 1/8 inch at bottom of page

Paragraph indent--5 spaces

Text--single spacing preferred for all final copy
(Note: Double spacing is required for copy
to be edited.)

Space between paragraphs--1 blank line

2.3 Page Numbers

Use arabic numerals for pages of text.

The first page of text is always page 1 (although it is common to show no number) and is always a right-hand page. Thus, all right-hand pages have odd numbers (1, 3, 5, etc.), and all left-hand pages have even numbers (2, 4, 6, etc.).

Use lowercase roman numerals (i, ii, iii, iv, etc.) for pages before the first page of text. The title page is page i, and the back of the title page is page ii. The table of contents starts on a new odd page, usually page iii.

Do not show a page number on page i or 1, or on any blank page; however, allow for such a page number in the numeric sequence.

Place page numbers at bottom center of the page.

2.4 Style

2.4.1 Authorities

The authority for abbreviations, capitalization, punctuation, and spelling in ERL publications is the U.S. Government Printing Office [GPO] Style Manual. For spelling of words not included there, the authority is Webster's Third New International Dictionary.

The authority for dividing words is Word Division: Supplement to Government Printing Office Style Manual.

2.4.2 Typing style

Punctuation

Ellipsis--three periods (. . .); at the end of a sentence,
four periods (. . . .)

Hyphen--no space left or right (well-known, 50-500)

Dash--two adjacent hyphens, no space left or right
(Two students--Joe and Mary--applied.)

Spacing after punctuation

Comma--one space after a comma

Period--two spaces after a period at the end of a sentence (and
after the number in a first-order heading)

--no spaces after a period in abbreviations (N.Y., U.S.)
Exceptions: One space in abbreviation and number (p. 7)
and in abbreviation of proper name (A. B. Jones)

Colon--one space after all colons in text, except in
expressions of time (3:00 p.m.) and between volume and
page numbers (3:1-15)

Division between lines

Do not divide the following kinds of expressions between lines:

300 pp.	p. 312	A. B. Jones	Mr. Jones
New York	x = y	5 + xy	270 ± 3.6
NOAA TM ERL WPL-23		7 km	

Divide the following as indicated by the slash:

NOAA TR ERL 399-/WPL 29 7 kilo-/meters July 26-/30
July 26,/1983 J. Title 2:/1-15 J. Title 2:1-/15
80 flight/hours (a two-word unit may be divided)

Mathematics*

Leave a single space before and after all mathematical signs.

$x = y$ $5 + xy$ 270 ± 3.6 $x - y$ $x < y$

Exception: Omit space after sign if only one quantity is presented.

± 3.4 < 3.4 3.4 -3.4

Leave one space between a displayed equation and punctuation.

$$V = 2xy + a ,$$

Place number of displayed equation in parentheses at extreme right of the image area.

See also sec. 3.8.

*The Chicago Manual of Style, 13th ed., pp. 366-367.

3. COMPONENTS OF MOST REPORTS

Components commonly found in ERL reports are listed below. Treatment is discussed in the sections that follow. (Information of special interest to authors is given in Appendix A.)

Cover and title page
Disclaimer
Foreword and preface
Table of contents
Title and author, p.1
Abstract
Headings
Equations
Figures and figure captions
Tables and table titles
Footnotes
Acknowledgments
References
Appendixes

In ERL reports, the table of contents immediately precedes the text (following other preliminary matter such as foreword, preface, and executive summary), as prescribed by the Government Printing Office Style Manual. The Acknowledgment section follows the main text (preceding the reference list), as prescribed by the "NOAA Handbook for Scientific and Technical Publishing."

3.1 Cover and Title Page

The Publications Group (MASC) will prepare print-ready copy for TR and TM covers and title pages, and will assign a report number. Supply the correct title, names of authors, name of the Laboratory sponsoring the publication, and month and year to appear on the cover, as obtained from author.

3.2 Disclaimer

Place a disclaimer on the back of the title page (on p. ii) if the report names a commercial product or organization. Use the following form:

NOTICE

Mention of a commercial company or product does not constitute an endorsement by NOAA/ERL. Use for publicity or advertising purposes, of information from this publication concerning proprietary products or the tests of such products, is not authorized.

3.3 Foreword and Preface

Start a foreword or a preface on a new (preferably odd) page. If both a foreword and a preface are included, the foreword appears first.

Number pages as preliminary matter, using lowercase roman numerals.

(Authors see Appendix A.)

3.4 Table of Contents

Start the table of contents on a new odd (roman numeral) page.

See the table of contents of this handbook for an example of format. Note that the title is CONTENTS (not TABLE OF...), and that it is centered on the page.

Follow a consistent pattern for vertical spacing.

First- and second-order headings must be listed. Inclusion of lower order headings is recommended.

In the table of contents use capital and lowercase letters as they appear in the headings within the report.

The use of dot leaders is optional.

3.5 Title and Authors

The title and name(s) of the author(s) must appear on page 1.

Center the title at the top of the page. Center each line if title is longer than one line.

Leave one line blank below the title

Center the name(s) of the author(s) under the title.

Type affiliations of non-ERL authors as a footnote on page 1.

3.6 Abstract

Type the abstract on page 1, on the third line below the name(s) of the author(s); that is, leave two lines blank beneath the name(s).

For the abstract only, increase margins to 1 1/2 inches on each side.

Type the abstract in block format, that is, without a paragraph indent.

Type the complete abstract as one paragraph.

Insert ABSTRACT as the first word; use all capital letters, and follow the word with a period.

See an example of the format for abstracts on page 1.

(Authors see Appendix A.)

3.7 Headings

Headings indicate hierarchy in organization of content. A standard form (used in ERL TM's and TR's) is shown below. Note the use of capital letters.

1. FIRST-ORDER HEADING 1.1 Second-Order Heading 1.1.1 Third-order heading 1.1.1.1 Fourth-order heading or <u>Fourth-order heading</u>
--

The vertical spacing between heading and text is the same in TR's and TM's (see Fig. 1).

Above a first-order heading, leave three blank lines. Above all other headings, leave two blank lines. Exception: When two headings appear together, leave one blank line between them. Below all headings, leave one blank line.

Horizontal placement of headings varies, depending on the report series. See sec. 4 for placement of headings in TM's and Appendix E for placement of typed headings in TR's.

3.8 Equations

Displayed equations may be centered, flush left, or indented from the left. Use one style throughout a report.

Displayed equations are numbered consecutively. Equation numbers are in parentheses and are placed flush right. For a group of equations identified by one number, align the number with the vertical center (Fig. 2); for a multiline equation, align the equation number with the last line (Fig. 3).

A displayed equation that is more than one line long is broken before an operational sign. Indent the operational sign of the second line one space to the right of the "equals" sign. However, if the second line begins with an equals sign, align the sign with the equals sign above it. (See Fig. 3.)

An equation that is embedded in text and that must be broken at the end of a line is broken after an operational sign.

example, disposal of contaminated dredged materials at an upland site has the potential of contaminating ground water. Some of these issues are addressed in the following problem statements.

← 3 blank lines

2. THE HIGH-PRIORITY PROBLEMS

← 1 blank line

The problems have been categorized into high-priority and second-priority groups. Discussions of the four high-priority problems are followed by discussions of five second-priority problems.

← 2 blank lines

2.1 Disposal Strategy: Dispersal vs. Containment

← 1 blank line

Onshore and subtidal disposal areas are becoming increasingly scarce and costly to acquire and maintain. As a result, new disposal areas must be designated offshore to handle quantities of dredged

cated by the Federal Power Commission (Hamilton, 1978). Thus, this future technology represents a possible impact of considerable proportions on the ocean.

← 3 blank lines

2. THE PRIORITY PROBLEMS

← 1 blank line

2.1 Chemistry of Water Treatment

← 1 blank line

The chemistry of water treatment practices is poorly understood with respect to the reactants, products, and variables affecting the reactions. In addition, the interaction of the treatment chemicals with

to emphasize the same environmental parameters--source and concentration monitoring, concentration factors, food chain transfer, sedimentation, and remobilization--described in this report.

← 2 blank lines

3.3 Environmental Pathways and Processes

3.3.1 Chemistry of radioelements

← 1 blank line

← 1 blank line

The major issues connected with the dissemination of any pollutant in the marine environment are whether it will be concentrated in the aquatic food chain and become a hazard to human health by consumption of

features such as sills and natural phenomena such as storm surges, upwelling, and wind-induced effects are important. For these reasons maximum use should be made of historical data and analyses before site-specific studies are defined.

← 2 blank lines

3.2.2 Chemical studies

← 1 blank line

Nutrient budgets and cycling.

← 1 blank line

In the study of coastal or estuarine eutrophication, the elucidation of nutrient dynamics and the identification of the sources and sinks of these nutrients are essential. Through laboratory and field

Figure 1.--Samples of vertical spacing of headings.

$$\begin{aligned}
 c_0(K) &= F(K) \\
 c_1(K) &= \frac{2s}{s+2} \cos T F(K)
 \end{aligned}
 \tag{1}$$

Figure 2.--Sample of a group of equations identified by one number. Note that the equation number is centered vertically.

$$\begin{aligned}
 f_r(\Delta y, y_2) &= y_2^r [1 - J_0(y_2)] (\Delta y) \\
 &\quad - y_2^r \frac{r[1 - J_0(y_2)]}{y_2} + J_1(y_2) \frac{(\Delta y)^2}{2} \\
 &\quad + y_2^r \frac{r(r-1)[1 - J_0(y_2)]}{y_2} + \frac{(2r-1)J_1(y_2)}{y_2} + J_0(y_2) \frac{(\Delta y)^3}{6} .
 \end{aligned}
 \tag{2}$$

$$\begin{aligned}
 k^2 &= \frac{1}{Hh_n} \frac{r-1}{r} - \frac{dH}{d_2} - \frac{1}{4H^2} \\
 &= \frac{N^2}{gh_n} - \frac{1}{4H^2} .
 \end{aligned}
 \tag{3}$$

Figure 3.--Samples of multilinear equations. Note positions of equation numbers. (a) Note vertical alignment of plus and minus signs (+, -). (b) Note vertical alignment of "equals" signs (=).

3.9 Figures and Figure Captions

Figures must be numbered, and they must appear in the order in which they are mentioned.

Place figures within the text as soon as possible after they are mentioned.

Note that smaller figures can be combined with text on a page.

Place figures upright on the page whenever possible.

Type the figure caption in block format, single spaced, 3 or 6 inches wide for upright figures and 8 inches wide for broadside figures. Figures 4-7 show format, capitalization, punctuation, and placement of captions. When a caption is below a figure, place it closer to the figure than to the text below the caption.

Note that the top of a broadside figure is always at the left of the page. Place the caption at the right of the page, also broadside, and centered under the figure.

(Authors see Appendix A.)

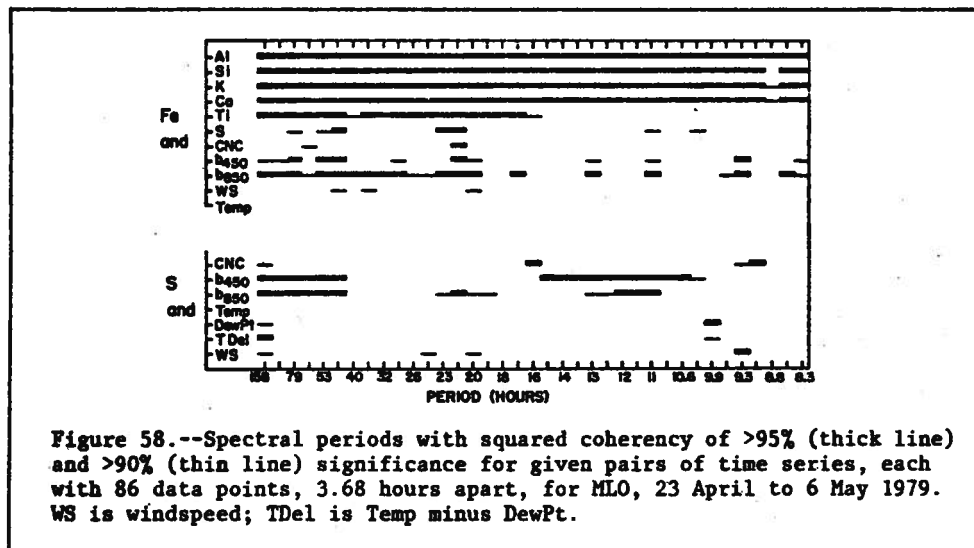


Figure 4.--Sample of a figure centered on the page. Note that the legend is centered under the "frame" of the figure.

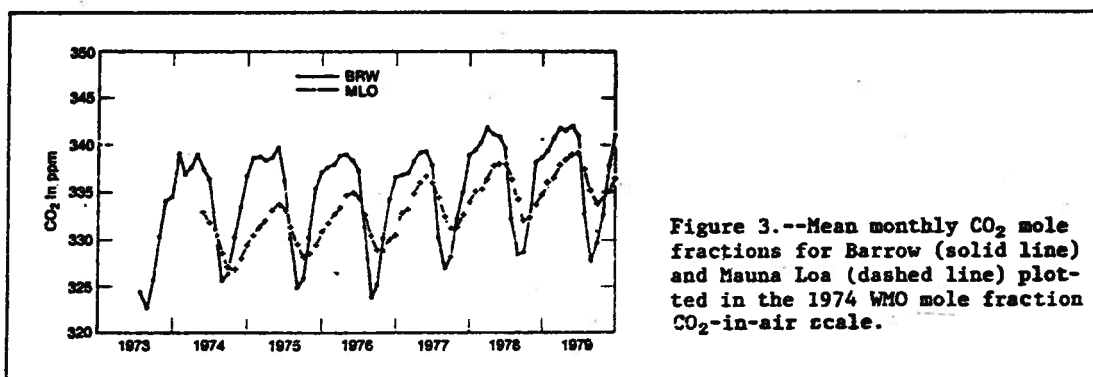


Figure 5.--Sample of a figure at one side of the page. Note that the last line of the legend aligns with the bottom of the figure "frame."

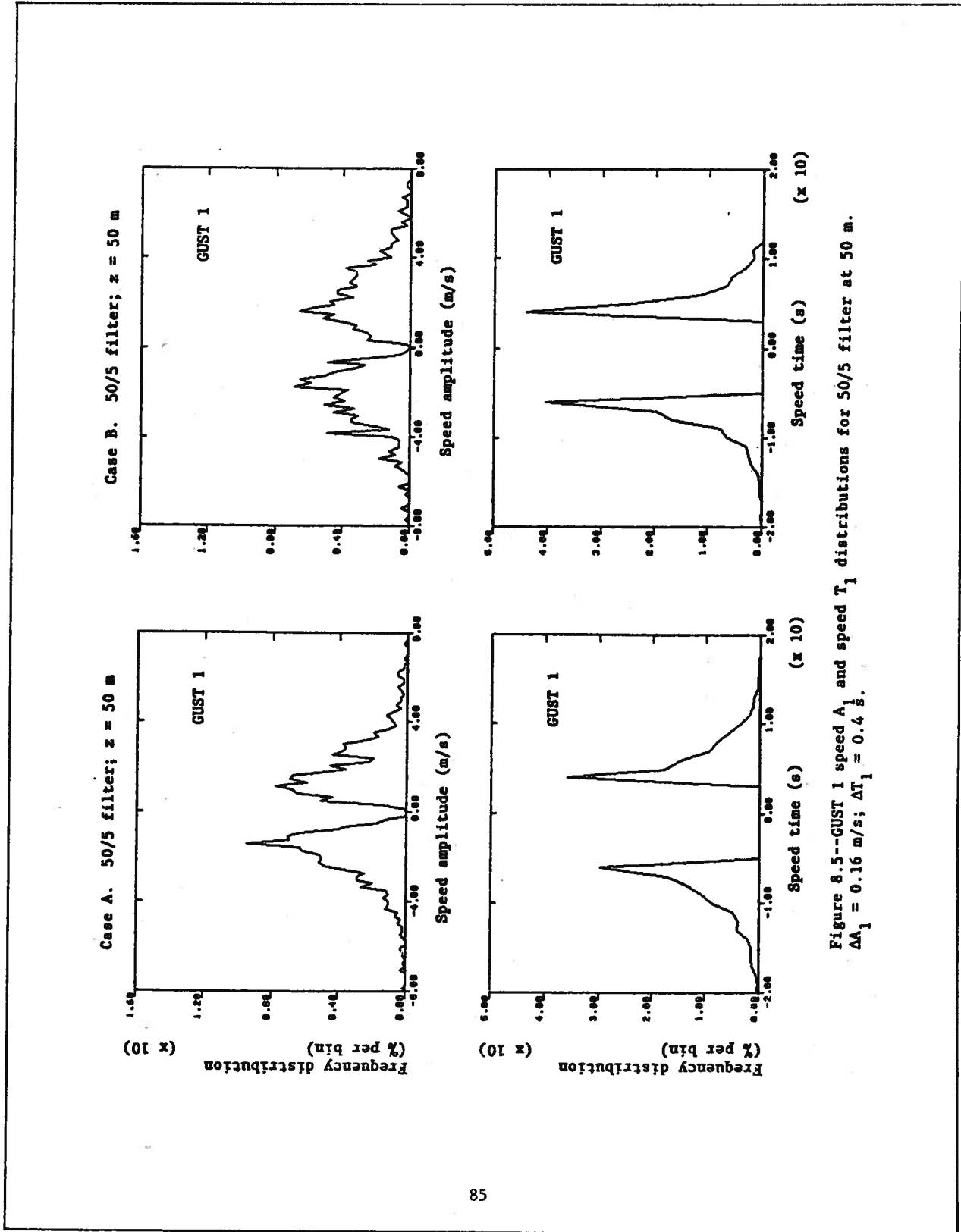


Figure 6.--Sample of a figure and its legend placed broadside on the page.

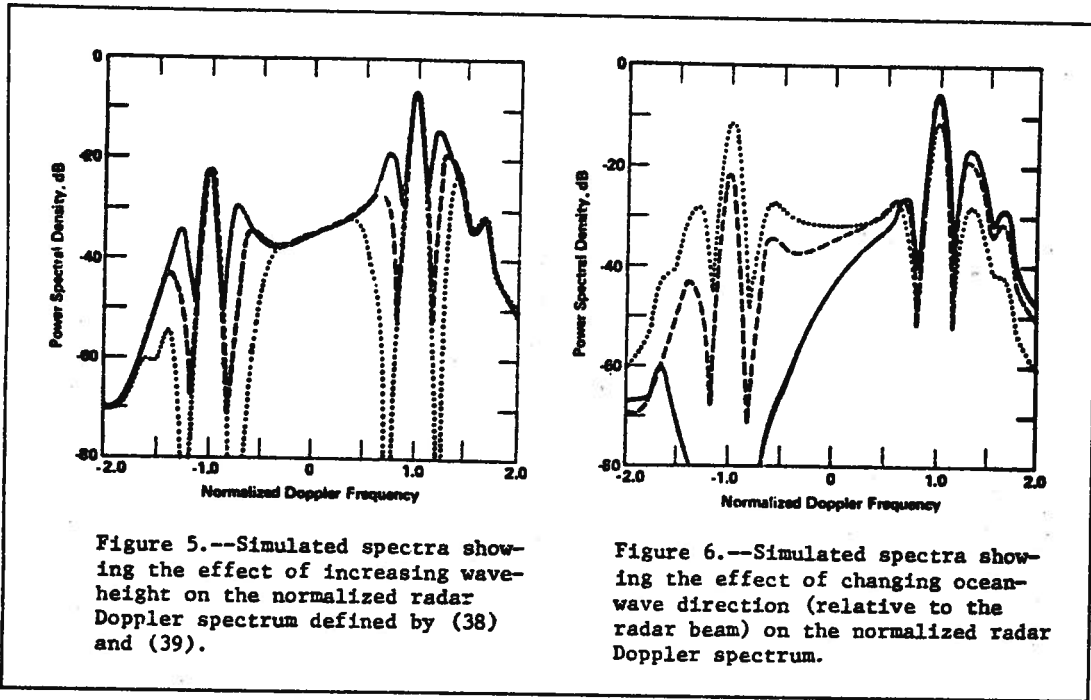


Figure 7.--Sample of two figures side by side on the page.

3.10 Tables and Table Titles

Tables must be numbered, and they must appear in the order in which they are mentioned. Place tables within the text as soon as possible after they are mentioned. Table 1 shows table format.

Table 1.--Example showing the correct format for a table and a table title*†

Column head	Column head (unit)	Spanner head	
		Column head (unit)	Column head (unit)

First row head

Second row head

*See secs. 3.10.1-3.10.4 for complete discussion of style.
 †Leave no space between footnotes.

Note: Correct format for table footnotes is shown in this example (see also sec. 3.11). Leave space between footnotes and other notes.

3.10.1 Table titles

Only the first word of a table title is capitalized (except for proper nouns), and no period is used at the end.

A table title is centered; a second line must contain at least three words, centered.

Table titles are always full size. If the table is reduced, the full-size title is pasted in.

Table titles are no wider than the underline.

3.10.2 Horizontal lines on a table

The underline, the bottom line, and the horizontal line below the column heads ("cross rules") are the same width.

Vertical lines ("down rules") are not used in typed tables.

3.10.3 Columns in a table

Only the first word of column heads and column entries is capitalized (except for proper nouns).

Center the second line of a column head or indent by one space. Stack words in column heads and column entries as necessary.

Place the name of a unit (if applicable) in parentheses on a separate line of the column head.

Indent the second line of a column entry one space.

3.10.4 Footnotes to a table

Indent the first line of each footnote one space.

Separate notes from text with a 22-character line.

3.11 Footnotes in Text

Place the footnote at the bottom of the page on which it is referenced.* Leave two lines blank below the last line of text. Type a 22-character line directly above the footnote.

(Authors see Appendix A.)

Follow this format for a footnote. Indent first line one space. Use an asterisk () for the first and a dagger (†) for the second footnote on a page. If more symbols are needed, see GPO Style Manual, sec. 15.15.

3.12 Acknowledgments

Make the heading plural (ACKNOWLEDGMENTS) only if the section contains more than one acknowledgment; otherwise make it singular (ACKNOWLEDGMENT).

(Authors see Appendix A.)

3.13 References

3.13.1 List of references

Format

The standard format for references in Technical Reports is given in Appendix B; the rules for abbreviating journal titles are given with examples in Appendix C.

In other reports, any of the many standard reference formats is also acceptable, as long as the format is consistent and the information is complete so that an interested reader can find the reference from the information given.

Arrangement

Arrange the reference list alphabetically by author. Rules for alphabetizing entries are given in Appendix D.

3.13.2 Citing references in text

Cite a reference within the text by inserting the author's last name and the date of publication in parentheses--(Jones, 1958)--or, if the text mentions the author's name, insert the date only--Jones (1958). When there are two authors, name both--(Jones and Davis, 1959).

When there are three or more authors, name the first and follow with "et al.", meaning "and others"--(Jones et al., 1958).

Distinguish between two or more publications by the same author(s) in the same year by adding a, b, c, etc., after the date--(Jones, 1958a; 1958b).

(Authors see Appendix A.)

3.14 Appendixes

Appendixes, if any, appear after References.

Start each appendix on a new page.

(Authors see Appendix A.)

4. TECHNICAL MEMORANDUMS

4.1 Draft Copy

Editing is optional for a Technical Memorandum.

Type the draft copy double spaced if the manuscript is to be edited.

4.2 Final (Print-Ready) Copy

A Technical Memorandum will be printed from "print-ready" copy supplied. However, if basic standards are violated, the copy will be returned for correction. The following would constitute reason for rejection:

Missing pages Missing figures or captions Missing tables or titles Incorrect page numbers (see sec. 2.3) Inadequate margins (see sec. 2.2) Break in numerical sequence of headings, figures, tables
--

Section 3 provides guidelines for recommended style and format. The following placement of headings is recommended:

1. CENTER FIRST-ORDER HEADINGS 1.1. Center Second-Order Headings 1.1.1. Third-order headings flush left 1.1.1.1. Fourth-order headings flush left or <u>Indent and underline fourth-order headings</u>

5. TECHNICAL REPORTS

5.1 Draft Copy

Type draft copy double spaced for editing. (Every Technical Report must be edited by Editorial Services, Boulder [R/E11].)

5.2 Final (Print-Ready) Copy

Follow format instructions in Appendix E. In general, the instructions duplicate those in the Handbook except for vertical spacing. Note that the format described is mandatory. "Final" copy with improper format will be returned for correction.

Provide space above and below headings as prescribed in Appendix E. Typeset headings will be pasted over typed headings.

The image area on an 8½ x 11 inch page is 6½ x 9 inches (see Page Format, sec. 2.2). Fill, but do not exceed, the space allowed. Leave space for figures as indicated by editor.

Avoid dividing words between pages.

Appendix A: Notes to Authors

Cover and Title Page

For Technical Reports and Technical Memorandums, supply correct title, name(s) of author(s), name of laboratory sponsoring publication, and month and year of publication. (Note that authors' names are not permitted on covers of government publications.)

Supply affiliation of non-ERL authors.

Foreword and Preface

A preface is written by the author.

A foreword is "an introductory note written as an endorsement by a person other than the author" (Government Printing Office Style Manual, p. 15).

Abstracts

Every report should have an abstract. An abstract is a one-paragraph concise (never more than 500 words) statement of the subject, scope, objectives, methods, results, and conclusions of the report. Together with the title it must be a complete and intelligible summary of the report, since it may be used for indexing or may appear separately in abstract journals. An abstract does not include displayed equations, tables, figures, footnotes, or references.

Figures and Figure Captions

Supply figures in the smallest size possible without loss of information. Useful widths are 3 and 6 inches.

Every figure should have a caption that is complete and understandable without reference to the text.

If a figure to be used is copyrighted, obtain--in writing--a copyright release. Acknowledge the source in the caption, using the words prescribed by the copyright holder.

Footnotes

Use of footnotes is discouraged; it is preferable to include the information in the text, perhaps in parentheses.

Acknowledgments

"Acknowledge only those who have contributed substantively to the paper" (NOAA Handbook for Scientific and Technical Publishing, ch. 4, sec. 2h). Typists, technicians, illustrators, editors, and others who have been doing their normal work should not be acknowledged in this way.

As a courtesy, an author should obtain permission to acknowledge, from the person being acknowledged.

Acknowledge grants and other support for the research being reported.

References

All works cited in the text must appear in the reference list.

All works in the reference list must be cited in the text.

References should be correct and complete. In addition to author, title, and year of publication, include the information required for different kinds of publications, as exemplified in Appendix B.

The terms "in press" or "accepted for publication" may be used, but "submitted to..." may not, since the manuscript may be rejected; use "unpublished manuscript" instead.

A "personal communication" is mentioned only in the text. It is not listed in the references.

Appendixes

An appendix may be used to supply material that supports the text but would be distracting in the body of the report (e.g., a proof of a theorem).

An appendix might also contain supplementary material of interest to a few specialized readers.

Mention each appendix in the text. Give each appendix a title. Identify multiple appendixes with A, B, C, etc., in the order they are mentioned.

Appendix B: Reference Format--Samples

Journal Article

Broecker, W. S., and T. H. Peng, 1974. Gas exchange rates between air and sea. Bull. Chem. Soc. Japan 37:417-423.

Journal Article in "Parts"

Bennett, J. R., 1978. A three-dimensional model of Lake Ontario's summer circulation: II, A diagnostic study. J. Phys. Oceanogr. 8:1095-1103.

Book

Junge, C. E., 1977. Air Chemistry and Radioactivity. Academic Press, New York, 324 pp.

Part of Book

Junge, C. E., 1977. Fate of global pollutants. In Fate of Pollutants in the Air and Water Environments. I. H. Suffet (Ed.), Wiley, New York, 89-123.

Part of Conference Proceedings (actual title known)*

Young, D., 1979. Trace metals. Proceedings of a Workshop on Scientific Problems Relating to Ocean Pollution, Estes Park, Colorado, July 10-14, 1978. E. D. Goldberg (Ed.), NOAA Environmental Research Laboratories, Boulder, Colo., 130-152.

Part of Conference Proceedings (actual title not known)*

Nelson, L., 1976. Numerical analysis of clouds. Proceedings, Second WMO Scientific Conference on Weather Modification, Boulder, Colorado, July 1976. WMO No. 443, Geneva, 371-380.

Part of Conference Preprints

Allee, P. A., 1976. Concentrations of Aitken nuclei. Preprints, International Conference on Cloud Physics, July 26-30, 1976, Boulder, Colorado. American Meteorological Society, Boston, 1-8.

NOAA Technical Report

Cannon, G. A. (Ed.), 1978. Circulation in the Strait of Juan de Fuca: Some recent oceanographic observations. NOAA Tech. Rep. ERL 399-PMEL 29, NOAA Environmental Research Laboratories, Boulder, Colo., 19 pp.

*Date and place are in order given on document, if possible to determine; otherwise, place precedes date.

NOAA Technical Memorandum

Pueschel, R. F., F. P. Parungo, and E. W. Barrett, 1979. Meteorological effects of oil refinery operations in Los Angeles. NOAA Tech. Memo. ERL APCL-22, NOAA Environmental Research Laboratories, Boulder, Colo., 62 pp.

Thesis or Dissertation

Nelson, P. H., 1967. Ionospheric perturbations and Shumann resonance data. Ph. D. dissertation, Massachusetts Institute of Technology, Cambridge,* 109 pp.

Unpublished Manuscript

Jones, C. P., 1970. Resonance phenomena in storm surges (unpublished manuscript). 39 pp.

Acronym Author

NAS (National Academy of Sciences), 1977. Severe storms: Prediction, detection, and warning. A report of the Panel on Physical Sciences, Washington, D.C., 78 pp.

Israel Translations

Kondrat'ev, K. Ya., E. P. Borisenkov, and A. A. Morozkin, 1970. Interpretation of Observation Data from Meteorological Satellites. Translated from Russian by Israel Program for Scientific Translation (National Technical Information Service, Springfield, VA., TT68-50310), 370 pp.

Parts of Monograph Series

Chisholm, A. J., 1973. Radar case studies and airflow models. In Alberta Hailstorms, Meteorol. Monogr. 14, American Meteorological Society, Boston, 1-36.

Personal Communications

Not listed in REFERENCES.

Cite in text thus:

(A. B. Jones; Company, place; personal communication, 1981)

*Name of state is not repeated if it is in name of institution (or if the location of the city is well known).

Appendix C: Journal Abbreviations

House style uses abbreviations established by the American National Standards Institute, which are published by the National Clearinghouse for Periodical Title Word Abbreviations as the NCPTWA Word-Abbreviation List (1971).

Listed below are the abbreviations for journals frequently cited in ERL reports.*

Appl. Ocean Res.	J. Audio Eng. Soc.
Appl. Opt.	J. Chem. Phys.
Astrophys. J.	J. Chromatogr.
Astrophys. Space Sci.	J. Clim. Appl. Meteorol.
Atmos. Environ.	J. Energy Div. ASCE
Atmos.-Ocean	J. Fed. Water Pollut. Contrib.
Atmos. Technol.	J. Fluid Dyn.
Bimon. J. Am. Public Power Assoc.	J. Fluid Mech.
Boundary-Layer Meteorol.	J. Geophys. Res.
Bull. Am. Meteorol. Soc.	J. Great Lakes Res.
Bull. Environ. Contam. Toxicol.	J. Liq. Chromatogr.
Bull. Mar. Sci.	J. Opt. Soc. Am.
Can. J. Fish. Aquat. Sci.	J. Mar. Res.
Coast. Oceanogr. Climatol. News	J. Phys. Chem.
Comments Astrophys.	J. Phys. Oceanogr.
Comput. Des.	J. Plasma Phys.
Deep-Sea Res.	J. Remote Sens. Environ.
EOS, Trans. Am. Geophys. Union	J. Sediment. Petrol.
Ecotoxicol. Environ. Saf.	Limnol. Oceanogr.
Estuar. Coast. Mar. Sci.	Mar. Geol.
Freshwater Biol.	Mar. Geotechnol.
Geofis. Int.	Mar. Min.
Geomar. Lett.	Mar. Weather Log
Geophys. J. R. Astron. Soc.	Mon. Weather Rev.
Geophys. Res. Lett.	Natl. Resour. Forum
IEEE J. Oceanic Eng.	Natl. Sci. Counc. Mon. Rep. (China)
IEEE Trans. Acoust. Speech Signal Process.	Ocean Manage.
IEEE Trans. Aerosp. Electron. Syst.	Opt. Lett.
IEEE Trans. Antennas Propag.	Phys. Fluids
IEEE Trans. Geosci. Remote Sens.	Planet. Space Sci.
Int. J. Mass Spectrom. Ion Phys.	Quat. Res.
Int. J. Numer. Methods Eng.	Radio Sci.
Int. J. Remote Sens.	Rev. Geophys. Space Sci.
J. Acoust. Soc. Am.	Sci. Am.
J. Aerosol Sci.	Sci. Mon. (China)
J. Am. Chem. Soc.	Sedimentology
J. Appl. Meteorol.	Sol. Phys.
J. Astronom. Astrophys.	Space Sci. Rev.
J. Atmos. Sci.	Water Resour. Bull.
J. Atmos. Terr. Phys.	Water Resour. Res.
	WMO Bull.

*One-word titles are not abbreviated.

Appendix D: Arrangement of Reference Lists*

All entries are arranged alphabetically by first author. For one-author and two-author entries having the same first author, works by Brown alone (for example) precede works by Brown and Green; works by Brown and Green precede works by Brown and White. See examples 1-5. Multiple entries for the same author or author group are arranged chronologically. See examples 2-3.

Works having three or more authors are cited in the text as (for example) "Brown et al." All such references having the same first author are arranged chronologically regardless of the number (over two) of authors. See examples 6-14. All references by Brown et al. are placed after those by Brown and one other author.

A special case exists when there are several citations by three or more authors with the same first author, in the same year. Such a group of references is arranged in alphabetical order according to the second author (and then the third author, and then the fourth, etc.). See examples (9)-(13). If further breakdown is necessary, alphabetize by title. See examples (3), (4), (11), and (12).

EXAMPLES

<u>Reference list in correct order</u>	<u>Citation in text</u>
(1) Brown, A., 1978	Brown (1978)
(2) Brown, A., and B. Green, 1976. Dual Doppler radar.	Brown and Green (1976)
(3) Brown, A., and B. Green, 1977a. Aerosols.	Brown and Green (1977a)
(4) Brown, A., and B. Green, 1977b. Doppler radar.	Brown and Green (1977b)
(5) Brown, A., and C. White, 1975.	Brown and White (1975)
(6) Brown, A., C. White, and B. Green, 1974.	Brown et al. (1974)
(7) Brown, A., D. Black, C. White, and B. Green, 1975.	Brown et al. (1975)
(8) Brown, A., D. Black, and B. Green, 1976.	Brown et al. (1976)
(9) Brown, A., D. Black, and C. White, 1977a.	Brown et al. (1977a)
(10) Brown, A., D. Black, C. White, and E. Gray, 1977b.	Brown et al. (1977b)
(11) Brown, A., C. White, and D. Black, 1977c. Brown cloud.	Brown et al. (1977c)
(12) Brown, A., C. White, and D. Black, 1977d. Pollutant plumes.	Brown et al. (1977d)
(13) Brown, A., C. White, and B. Green, 1977e.	Brown et al. (1977e)
(14) Brown, A., D. Black, and C. White, 1978.	Brown et al. (1978)

*Adapted from O'Connor, M., 1979. The Scientist as Editor. Wiley, New York, 218 pp.

Appendix E: Format of Typewritten Technical Reports

General

Paper: 8½ x 11 inches; image area: 6½ x 9 inches
Type style: Prestige Elite (12 pitch)
Single spacing
1 blank line between paragraphs
First line of paragraph indented 5 spaces

Text

78 characters maximum width (6½ inches)
12-character margins, left and right (1 inch)
Right margin not justified
55-line page, beginning on line 6, ending on line 60
(Page may be one line long or short)

Page 1

Title at top of page--to hold place
2-line title double spaced. (Larger typeset copy will fill space.)
2 blank lines above author's name
3 blank lines between author's name and abstract
3 blank lines between abstract and first-order head

Headings

All headings typed flush left
3 blank lines above 1st-order headings
2 blank lines above all other headings
1 blank line below all headings

Table of Contents

Full width unless otherwise indicated
Half space between items unless otherwise indicated
(Very short tables may be double spaced; very long tables
may have single-spaced parts.)
Caps and lower case as in text
Indention to show subordination

Abstract

1½-inch margin (18 spaces) each side
Block format (no paragraph indent)
First word "ABSTRACT." (full caps followed by period)

Legends

3 or 6 inches wide, single spaced; 8 inches for broadside figures
Block format; second line flush left
NOAA punctuation (e.g., Figure 1.--Atmospheric turbidity.);
period at end

Table Titles

Centered; Second line at least three words, centered
NOAA punctuation (e.g., Table 1--Raw data); no period at end
Tight vertical spacing of title and heads
Title never wider than underline
Horizontal lines all same width and same overhang, except under
spanner head
Titles no wider than 6½" for tables to be reduced (maximum width
8" for tables to be displayed broadside). Titles will be pasted
in full size.
Continued table: title repeated and followed with "(continued)"

Tables

Space and half for tables 1/2 page or less
Single space for more than 1/2 page, as needed
Maximum width 6½" (like text) for upright display--original or
reduced (8" for broadside display)

Footnotes

Separated from text with 1-line space and 22-character
(1 7/8-inch) line
First line indented one space; second line flush left

Page Numbers

Centered on line 63