

STYLE GUIDELINES

for the TECHNICAL PUBLICATION SERIES

of the TEXAS SPELEOLOGICAL SURVEY

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The Texas Speleological Survey generally follows the *NSS News* Submission and Style Guidelines found at <http://www.caves.org/pub/nssnews/style.html>, except as noted in this document. The following are specific TSS publication guidelines for the TSS County Report series and the TSS Monograph series:

Manuscript Preparation and Submission

1. All manuscripts should be submitted electronically.
2. Files may be saved in .rtf or .doc or .docx (Microsoft Word) formats (plain ASCII text (.txt) files lose punctuation, for example italics).
3. No detailed formatting is necessary (fonts, font sizes, indents, bold type in headings, page breaks, etc.) These will be added during final layout with input from the author. Some formatting such as italics and other punctuation that is not implicit in the text should be retained to instruct the Editor.
4. Overall, manuscripts being submitted for publication by the TSS should include a color cover photo (and possible back cover photo), a Table of Contents, Introduction, a table listing all the caves and some stats like length and depth, an introduction covering the physiography and history of the area, a geological discussion with a geologic map showing cave areas, a biological discussion with a faunal list, history of cave exploration in that area, detailed descriptions of all the caves, karst features, and rumored caves in that area, and a complete bibliography. There should also be photos and maps of the caves in question, and any other graphics or supporting material that will make the bulletin more interesting.

Punctuation and Style

1. Use only a single space after periods at the end of sentences, and after colons and semicolons.
2. Use a comma before the “and” in a series, as in “the cave was visited by Bob, Carol, Ted, and Alice” (aka the “Oxford comma”). Do NOT use commas between verbs joined by “and/or/but” (e.g., He saw the people, and called them. WRONG). DO separate full sentences joined by “and/or/but” by a comma (e.g., He saw the people, and he called them. RIGHT). Remember that semicolons (;) are the grammatical equivalent of “and,” and, if used often, can lead to run-on sentences.
3. Quotations:
 - Quotation marks (use “smart quotes”) should be OUTSIDE periods and commas (“title one,” “title two”), but INSIDE colons and semicolons (see next entry).
 - When text is deleted within a quotation, that omission should be marked by three dots surrounded by square brackets (an extended ellipsis) like this: [. . .]. This distinguishes the present writer’s deletions from those of the original source.

- Quotations from sources that are over 5 lines long should be set off as indented text, starting on its own line (and check citation styles); the text leading into these quotations should either follow grammatically into it, or end with a colon (like this:) with the quotation starting on a new line).
4. Italics: Italicize all publication names (i.e., *The Texas Caver*). Italicize genus and species of organisms. Italicize foreign words, but not foreign proper nouns (names, places).
 5. Measurements — All measurements are to be given in metric units, with imperial (English) units in parentheses immediately after, as in “a 15m (50 ft) drop”. Rounding is accepted. Measurements are depicted as numerals, not words. Note that it is a “1.5-m-wide (5 ft) entrance in a 3-m-deep (10 ft) sink” [alternatively “a sink, 3m (10 ft) deep,”] that leads to a “6m by 15m (20 by 50 foot) room” [or alternatively, a “room 6m (20 ft) wide by 15m (50 ft) long”]. Note that the passage can be “4.5m (15 ft) wide”, or it can be a “4.5-m-wide (15 ft) passage”. Weights are to be given in kilograms and pounds (or tons, if appropriate), or grams and ounces if very small. Temperatures are to be given in Celsius and Fahrenheit scales; areas in square centimeters, meters or hectares, with the corresponding English equivalents of square inches, feet, yards, miles, and/or acres.
- Note: There are certain publications other than the TSS County Report series or TSS Monograph series that may require measurements in English units followed by metric units in parentheses depending on the audience and circumstances.
6. Abbreviations: One word: don't. The exception is English units (see above). Abbreviations may be used if spelled out originally, as in Bat Conservation International (BCI), Texas Speleological Survey (TSS), etc, but not states.
 7. Sentences and paragraphing: shorter is better. Multi-clause and run-on sentences (often joined by ;) are to be avoided; passive voice is to be avoided. Make shorter paragraphs (NOTE: this is an example of why passive should be replaced by active verbs), since reading on the web has accustomed people to shorter text units. Avoid chains of nouns where using a verb makes the sentence clearer (not “the finding of an accumulation of dirt is to be noted there” but “we found that dirt accumulates there”).
 8. Columns and margins: Contributors need not worry about columns or margins as these will be determined during layout and production. In general, the TSS uses a two-column format. Some text, such as the indexes and listings will have a single column page or sidebar.
 9. Fonts and sizes — Decisions on fonts and sizes will be decided during final layout.

Graphics

1. No tables or graphics should be embedded in the text file, but rather saved as separate files with placeholders in the text, such as “insert figure 1 here”.
2. Photos and color graphics should be 300 DPI TIFF files, but JPEG is acceptable for photos. Strictly B&W graphics (no grays or colors) such as line art or maps should be 600 DPI TIFF format. JPEG files are not recommended due to progressive resolution loss during reformatting and/or production processing.
3. For the more advanced folks with Photoshop, do not submit graphics at less than 700 PPI (pixels per inch) as they will be too small and/or will lose resolution if enlarged to an acceptable size during layout.

4. Original photos and art can be submitted as hard copy to be scanned by the Editor, but this will likely increase production time.
5. Graphics submitted in other formats, such as PowerPoint, must be reformatted to be useable and so may suffer a potential loss of quality. They are therefore not recommended.
6. Tables can either be in tab-delimited text format, or in Microsoft Excel spreadsheets. Tables should ideally be designed to display across a page in portrait orientation but may be formatted for landscape orientation at the Editor's discretion. Wide tables may be reduced to fit the layout, with resulting loss of readability, so keep this in mind when designing your table. Tables should be submitted as separate documents, like all other figures (table formatting does not transfer well to typesetting format). The Editor will most likely reformat the table(s) to fit layout and style guidelines with input from the author.

Photo and Figure Captions

A separate text file should be attached to the main manuscript with photo and figure captions and/or credits, organizing them by accompanying graphic file names. For example, if there are three photos with file names of "photo1.tif", "photo2.tif", and "photo3.tif", then there should be a file called "photo_captions" that consists of text along the lines of:

Photo 1. Entrance to Pigsty Cave. Photo by Carl Kunath, May 1963.

Photo 2. Joe Caver rappelling into the Big Bottomless Sinkhole after the 1978 NSS Convention. Photo by Orion Knox, July 1978.

Photo 3. A close-up of the unusual fungus covering the walls of Respiratory Distress Cave, Wheezer County. Photo by James Jasek, August 1966.

Table of Contents

The author should include a draft table of contents that includes the titles of all manuscript sections (including formal divisions of the text into Parts, acknowledgments and introduction, and chapters, as well as backmatter) and chapter subsections. The editor will adjust the TOC to series style and to reflect page numbering after final layout.

Subhead Order in Cave Descriptions

All category subheads are bolded. After the cave name and ID number, a line may be skipped before "Alternate Names". A line is then skipped, followed by "Length", "Depth", "Quadrangle", all on separate lines. Another line is skipped, followed by "Description", "History", "Biology", "Geology", "Archeology", "Paleontology", "Meteorology", "Conservation", "Bibliography", "Reported By", in that order and all separated by skipped lines. Subheads are followed by a bolded colon and space, and then immediately by the text. Not all categories will be used for each entry. Example:

CASS COUNTY

CREOSOTE CAVE (CAS001)

Length: 50m (164 ft)

Depth: 20m (66 ft)

Quadrangle: Two Mile Draw

Description: The cave entrance is 2m (6 ft) wide by 3m (10 ft) high and leads to a single, walking passage that is 12m (39 ft) long.

History: It is possible that these rumored caves are the same as Haggerty Cave, reported by Tom Warden as being located in nearby Marion County. The cave was visited by members of the Aggie Speleological Society on 12 December 1984.

Biology: A millipede and harvestmen were observed in the cave on 27 July 1976.

Geology: The cave is developed in the Carrizo Formation of Eocene age.

Bibliography: Jackson (1948); Warden (1971a, 1972).

Bibliography

Bibliographic citations within the text are noted where appropriate and are shown as follows:

The geology of the region has been described in detail by Rothchild (1986, 1993). The San Fernando Formation consists of 100m (328 ft) of crystalline limestone and interbedded gypsum (McCaleb, 2000).

Bibliographic references at the end of individual cave descriptions are alphabetized and listed as follows:

Atkinson and Elliott (1995); McCaleb (2000); Rothchild (1986, 1989, 1993).

A complete bibliography must be included at the end of each published bulleting and/or chapter, and should adhere to the following format:

Anonymous. 1965a. Grotto news: Coryell County Cavers. *The Texas Caver*, 10(6):122-123.

Anonymous. 1965b. In Salado Creek venture fortune hunters must stop sales of stock. *Waco Tribune-Herald*, 1 May 1965, p. A12.

Anderson, Lynett, Reed Hoover, and Ronald Ritchie. 1971. Tales of caves and men. Pp. 157-167, *in: Natural history of Texas caves*, Ernest L. Lundelius, Jr., and Bob H. Slaughter, (eds.). Dallas: Gulf Natural History Press, 179 pp.

Finrock, David. 1988. Solving the mystery of Panther Cave. *The Maverick Bull*, 3(8):9.

Jackson, A. T. 1948a. Shelter caves. P. 47-56, *in: Caves of Central Texas*, Patrick J. White, (ed.). National Speleological Society, Bulletin 10.

P[ole], S[amuel] B., IV. 1970. Trips: 9 & 16 August, 1970. *The Texas Caver*, 15(9):177.

Reddell, James R., and A. Richard Smith. 1966. A revised checklist of Texas caves. *Texas Speleological Survey*, 2(8), 37 pp.

Taylor, Alisa Johanna. 1982. The mammalian fauna from the mid-Irvingtonian Fyllan Cave local fauna, Travis County, Texas. M.S. thesis, University of Texas at Austin, ix + 106 pp.

Watt, Frank H. 1956. Two Coryell County burials. *Central Texas Archeologist*, 7:111.

Commonly Misused and Misspelled Words and Terms

- ridgewalk, borehole, crawlway, stoopway, duckunder (one word, no hyphens)
- Convention (capitalized when used to denote a specific event such as the TSA Spring Convention)
- grottos are cave clubs (caver plural); grottoes are shelter caves (standard plural)
- rappel, rappelled, rappelling (commonly misspelled)
- led (past tense and past participle of the verb “to lead”)
- climb-up, climb-down, down-climb, pull-down trip, through-trip
- handhold, foothold (single words)
- archeology, note that the TSS prefers no “ae” as in “archaeology”
- wetsuit, moonmilk, underground (single words)
- downstream, upstream (single words)
- freshwater, saltwater (single words as adjectives)
- prusik
- helictite
- riverbed, riverbank, streambed, etc.
- “formations” are rock layers, “speleothems” are the pretty things in caves
- The three statewide caving events in Texas are the TSA Winter Business Meeting, the TSA Spring Convention, and the Texas Cavers Reunion
- The TSA magazine for Texas cavers is *The Texas Caver*. Note use of the preceding “The”
- Years can be shown as “1960s” but not “1960’s”