

STATE OF FLORIDA
DEPARTMENT OF NATURAL RESOURCES
Elton J. Gissendanner, *Executive Director*

DIVISION OF RESOURCE MANAGEMENT
Casey J. Gluckman, *Division Director*

BUREAU OF GEOLOGY
C. W. Hendry, Jr., *Chief*

SPECIAL PUBLICATION NO. 23

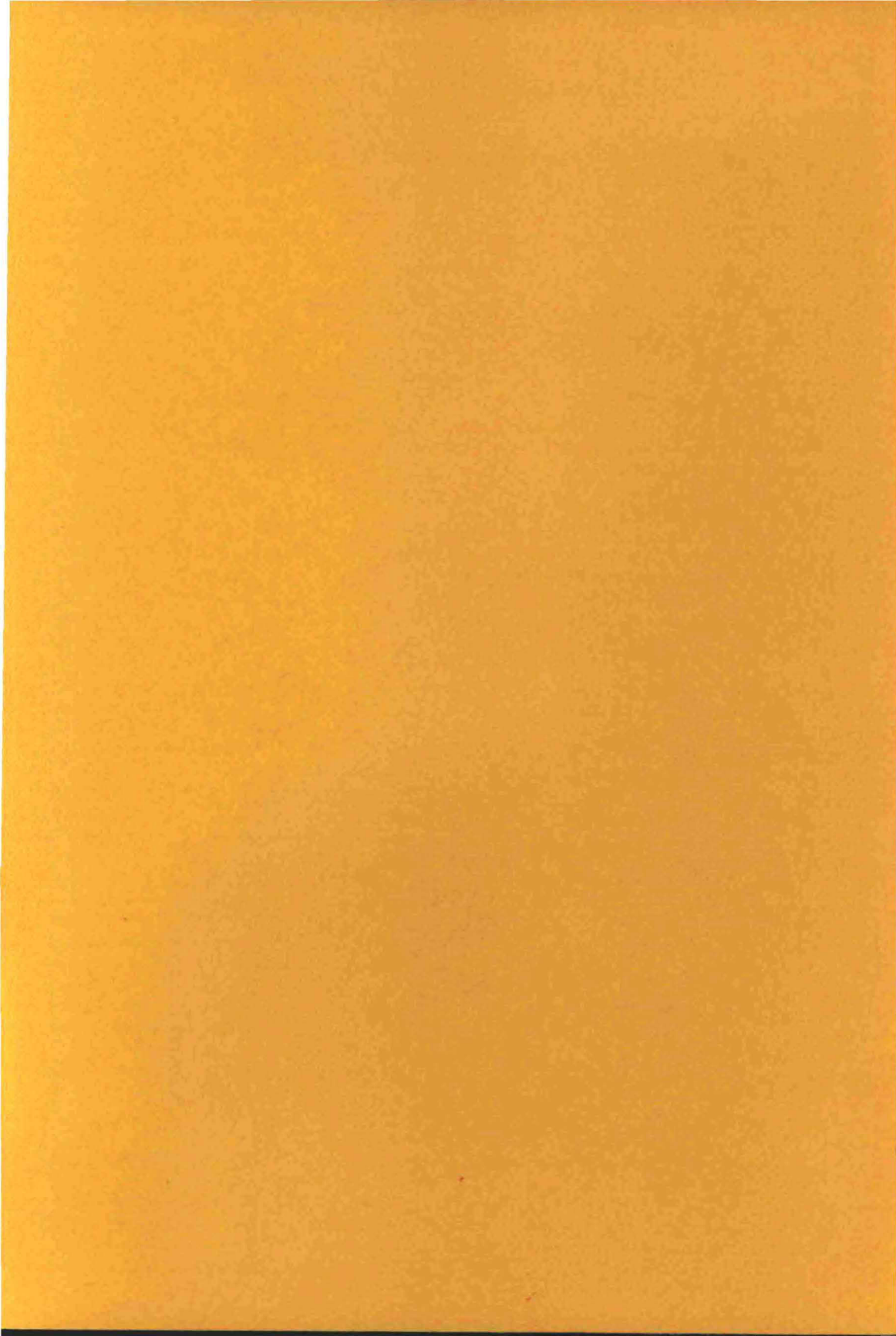
GUIDELINES FOR AUTHORS
WITH COMMENTS FOR EDITORIAL REVIEWERS

by

Ed Lane

Published by
BUREAU OF GEOLOGY
DIVISION OF RESOURCE MANAGEMENT
FLORIDA DEPARTMENT OF NATURAL RESOURCES

TALLAHASSEE
1980



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**DEPARTMENT
OF
NATURAL RESOURCES**

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Governor

GEORGE FIRESTONE
Secretary of State

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Attorney General

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Executive Director

LETTER OF TRANSMITTAL



**Bureau of Geology
Tallahassee**

June 10, 1980

Governor Bob Graham, Chairman
Florida Department of Natural Resources
Tallahassee, Florida 32301

Dear Governor Graham:

The Bureau of Geology, Division of Resource Management, Department of Natural Resources is publishing as its Special Publication No. 23, "Guidelines For Authors With Comments For Editorial Reviewers," by Ed Lane, a geologist with the Bureau.

These guidelines are being published to ensure the high editorial standards required for the scientific publications produced by the Bureau of Geology. Excellence of presentation, scientific accuracy, clarity of meaning, and technical superiority in printing are the traditional goals against which each manuscript proposed for publication will be measured.

Respectfully yours,

Charles W. Hendry, Jr., Chief
Bureau of Geology

Printed by the
Bureau of Geology
Division of Resource Management
Florida Department of Natural Resources

Tallahassee
1980

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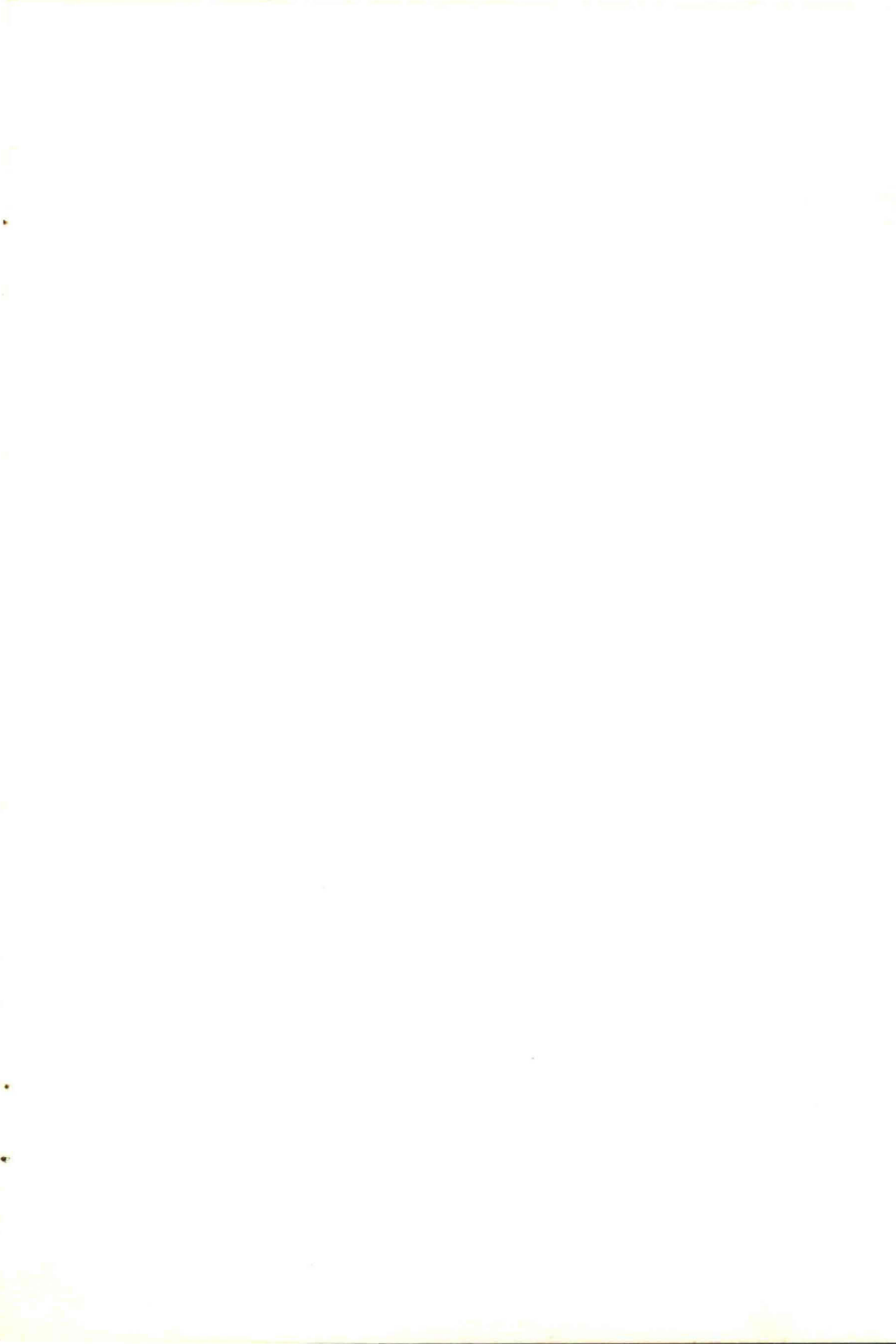
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GUIDELINES FOR AUTHORS WITH COMMENTS FOR EDITORIAL REVIEWERS

By

Ed Lane

INTRODUCTION

The editorial standards for every Bureau of Geology publication -- excellence of presentation, scientific accuracy, clarity of meaning, and technical superiority in printing -- remain as the traditional goals against which each manuscript proposed for publication will be measured.

The primary intent of this guide is to provide a standardized approach to the mechanical processes that are necessary to prepare manuscripts for printing.

It is recognized that the final printed products will be diverse. Much of this diversity is in the content, the message, the author's style, and the illustrations. By standardizing symbology, procedures, and materials, it will be possible to decrease production time -- thereby saving money. The techniques set forth will produce dividends for both the Bureau and the authors. Such techniques will produce a standardized format for publications, hence, a more professional look. They will decrease the labors of authors, draftsmen, editors, and printers.

This guide speaks only briefly to grammar, writing style, or related topics. It is not intended to answer every question that may arise as to proper geological terminology or manuscript writing. There are many authoritative publications that may be consulted on these topics -- in fact, it is recommended that they be consulted -- for any questions not answered herein. Several such publications are listed below.

Glossary of Geology M. Gary, R. McAfee, Jr., and C. L. Wolf (editors).
American Geological Institute, Washington, D. C., 1972.

*Suggestions To Authors of the Reports of the United States Geological
Survey.* U. S. Gov. Printing Office, Wash., D. C., 6th ed., 1978.

Field Geology F. H. Lahee. McGraw-Hill Book Co. 1961.

Standard Handbook for Secretaries Several editions. These are excellent
references for grammar and punctuation.

TYPES OF PUBLICATIONS ISSUED BY THE BUREAU OF GEOLOGY

The Florida Bureau of Geology is concerned not only with academic geological research, but also has statutory responsibilities to make surveys of and explorations for the minerals, water supply, and other natural resources of the state; it regulates the exploration for and production of hydrocarbons; the reclamation of mined lands; and it is required to prepare reports and maps pertaining to these activities. The Bureau produces a variety of publications to meet the needs of its diverse activities and the needs of industry, the scientific community, the public, and governmental agencies. They range from classic studies that represent major contributions to the knowledge of the State's geology, to interim data publications or general information leaflets which inform the public about geology and its application. No matter what their nature, all Bureau publications are subject to critical review. Final assignment of a publication to one of the following series rests with the Bureau Chief.

BULLETINS are comprehensive reports on geological or related studies. The scope of the report is usually of a broad regional nature, for example: "Springs of Florida," "Geology of Jackson County," or "Stratigraphy and Zonation of the Ocala Group." They may be of any length, but are usually a final report of some phase of a research project and are illustrated in a manner suited to the subject. Subjects may include, but are not restricted to, county reports, systematic areal mapping, water resources reports, paleontological reports, geomorphological reports, and economic minerals reports.

REPORTS OF INVESTIGATIONS are comprehensive reports on geological or related studies, but which are narrower in scope than Bulletins. Reports of Investigations usually present the results of localized studies, or are reconnaissance reports, for example: "Geology of the Western Part of Alachua County," or "Ground-Water Resources of the Hollywood Area."

SPECIAL PUBLICATIONS are publications not readily assignable to other categories, but which contain geological or related information of significant interest to the scientific community or the general public. Examples are: "Summary of the Geology of Florida and a Guidebook to the Classic Exposures," "Guide to Rocks and Minerals of Florida," and "Environmental Geology and Hydrology of the Tallahassee Area." They may be illustrated in any suitable manner.

INFORMATION CIRCULARS may be reports of a preliminary nature, such as interim reports on continuing projects, or reconnaissance reports. They may be final to the extent that further work is not anticipated, such as inventory reports or data tabulations. They may be illustrated with maps or figures. Some examples are: "Reconnaissance of the Ground-Water Resources of the Fernandina Area, Nassau County," "Directory of Mineral Producers in Florida," "Interim Report on the Progress of an Inventory of Artesian Wells in Florida," "Surface-Water Resources of Polk County," and "Public Water Supplies of Selected Municipalities in Florida."

MAP SERIES are maps consisting of single sheets of one of two standard sizes: 17 X 21 inches or 22 X 34 inches. They may be in color and may be printed on both sides of the sheet. They have a brief, accompanying text of an explanatory or summary nature, and may include cross sections or other diagrams. Examples are: "Bouguer Anomaly Map of South Florida," "Top of the Floridan Artesian Aquifer," "Drainage Basins in Florida," and "Environmental Geology Series - Pensacola Sheet."

LEAFLETS are publications of usually only a few pages and relate to general areas of interest. The text is of a general, public-interest nature. They may be illustrated, with limited use of color. Some examples are: "Water For Thirsty Industry-It's Your Problem," and "Salt Intrusion Can Be Controlled."

NOTES TO AUTHORS

Any author who wishes to submit a manuscript to the Bureau of Geology for consideration for publication should first review it in light of these guidelines. The guidelines presented here should be considered only as minimum requirements. Deviations from these guidelines should first be discussed with the Bureau's editor.

While this is not intended to be a manual to dictate styles of writing, authors should note the following common errors and proofread their manuscripts with an eye towards eliminating them.

Use of slang, trite expressions, buzz-words, and bureaucratese is categorically wrong for scientific writing. Scientific writing has no use for poor grammar that is in everyday use. By its nature, technical writing must be precise. An author's work must be capable of being understood by his peers. Anything that allows the reader to ambiguously interpret an author's words destroys the main objective of the writing, which is to communicate facts. Buzz-words, bafflegab, and bureaucratese create an opposite effect; they obscure, water-down, or destroy precision.

It is not possible to list all such grammatical errors in this limited space, but a few examples will illustrate what every author should attempt to eliminate.

"The sand overlying the limestone was *fairly* thick."
(*Fairly* is dimensionless and adds nothing of value to the description of the outcrop. If the author had examined the outcrop, he should be able to state whether the sand was six inches or six feet thick.)

"Quantities of *good* rock are available along the river."
(*Good* is interpretive, depending upon the reader's background and experience. In this case, perhaps the author should have described the rock's mineralogy, chemistry, and other physical features, and then stated, "Quantities of rock are available along the river that are *good* for rip-rap and road-base.")

A multivariate approach to optimizing the obfuscatorial nature of an author's circuitous rendition of a manuscript would probably be a *non sequitur*. (What more need be said regarding this writing style?)

Buzz-words and bureaucratese are prevalent in all types of written, oral, and visual communications. The "-ise" syndrome is evident everywhere: costwise, procedure-wise, optimize, and so on. (Every author should take care not to achieve the dubious honor of coining a new buzz-word.)

The use of the first person is prohibited; authors should use the passive form. Instead of "I discovered that ...", write, "It was discovered that ...". In scientific writing what is discovered or proposed is usually more important than the discoverer.

It is good practice to devote the opening paragraph of each chapter or major section to a statement of what the section contains.

Avoid internal cross-references using page numbers. The correct page number cannot be determined and inserted until the final page-proof stage of typesetting. Inevitably, a number will be missed or an incorrect number will be inserted.

A company name, trademark, or other proprietary material should not be used in Bureau reports unless there are compelling reasons to do so; and then only after permission to do so has been obtained from the proper company authority. This rule applies also to photographs of a company's equipment, property, or operations that are intended as illustrations.

A convention followed by the Bureau is that only the singular names of geological formations or counties are capitalized, e.g., Miccosukee Formation, Suwannee Limestone. When more than one formation or county is referred to, the words "formations or counties" are in lowercase, e.g., "...the Miccosukee and Citronelle formations in Leon and Jefferson counties."

West-to-east geological cross sections and topographic profiles should be constructed as though viewing from the south (west is on the left side). North-to-south cross sections and topographic profiles should be constructed as though viewing from the west (south is on the right side). Composite English-Metric scales must be included.

In paleontological listings or references the formal generic and specific names must be underlined in the text by the author -- this is necessary because these names will be typeset in italics. Suprageneric and anglicized names are not italicized, e.g., the author would write: "The genus Spirifer is in the family Spiriferidae which includes the true spirifers." It would be typeset as: "The genus *Spirifer* is"

EDITORIAL REVIEW OF MANUSCRIPTS

Critical review plays a major role in ensuring high quality of scientific reports. Review should be thorough and it should address all aspects of a manuscript.

All manuscripts submitted to the Bureau of Geology for publication will be reviewed by the Bureau's staff. The Chief of the Bureau may request further review by scientists or professionals outside the Bureau. Such review by the staff members is a part of their normal duties, and it is not necessary

to acknowledge their review. However, for significant contributions to the report, it may be desirable to briefly acknowledge a reviewer.

As the last step in the review process the manuscript will go to the Bureau's editor, who will mark it with instructions for layout, format, or style.

Typeset (justified) manuscripts that are to be pasted-up for camera-ready copy by draftsmen must be proofread again by the author, before submission. It is very difficult to cut-and-paste corrections after the original has been laid down; corrections can be made more easily before final paste-up. The modern carbon-tape typewriter ribbons present additional difficulty in trying to do this kind of patch-up, since they smudge and the letters separate easily from the paper.

GUIDELINES FOR CRITICAL REVIEWERS

1) A critical reviewer is not a "ghost writer," and no author should expect his report to be rewritten for him. Peer discussion prior to submission of the manuscript may generate new ideas and material, but critical review should not be expected to substitute for such discussion.

2) All data and factual information must be presented clearly, concisely, and unambiguously. While authors and reviewers may disagree on the conclusions which can be drawn from the data presented, there should be no disagreement about the data themselves.

3) Authors may present new hypotheses or variations of previously accepted points of view. Reviewers must ensure that such hypotheses are based on and supported by the data contained in the report. In some cases the facts may lend themselves to more than one conclusion -- such alternative interpretations should be presented.

Critical reviewers have a duty to point out alternative interpretations or hypotheses to authors, if the scope of the report warrants it. However, the review process is not the place to try to resolve all aspects of different hypotheses. It is not necessary that author and reviewer agree on a common conclusion. The author is entitled to state his preference among different hypotheses, but he must also be prepared to state the basis for his preference. His preference should be supported by the data presented in the report.

4) Does the report present data or results that would be more suited to a different mode of publication, perhaps in a technical journal? If so, the reviewer should suggest to the author that he consider it.

5) If the author has made use of material already published, have proper credit and references been given? Cross-check the reference list. It is the responsibility of the author to search-out complete references -- all the reviewer need do is point out suspected errors or omissions.

6) Is the report too long? Too short? The reviewer should have no hesitation in commenting on apparent wordiness or needless repetition. On the other hand, a more thorough discussion of some topic may be more enlightening to the reader.

7) Pay careful attention to scientific terminology. Do all terms, equations, or analytical procedures conform to accepted standards? If in doubt, a reference should be requested by the reviewer. It may be prudent for the author to so reference the text.

8) The reviewer should not hesitate to question the value of any illustration. Perhaps the information could better be shown in a tabular listing.

(9) Does the author present data, locations, or other important information in the text, which are not shown on the illustrations? Are data shown on the illustrations which are not referenced in the text? The reviewer should point out suspected inconsistencies for the author to check.

Drafting is time-consuming, expensive, and often complex. Changes in illustrations should be made at the beginning of the review procedure, not during final proofing.

STANDARD FORMAT FOR PUBLICATIONS

One of the main advantages of following a standard format for publications is that it helps the author to present his material in a logical and orderly manner. Authors should study recent, previously published reports of the Bureau of Geology in order to better understand the following discussion. With the exceptions of map series and leaflets, all Bureau publications have a format that closely follows the Contents page given below. Examples of Cover, Title page, Florida Cabinet Members Listing page, Letter of Transmittal, and Publication Data page are illustrated in Appendix A.

CONTENTS

	Page
Acknowledgements	v
Introduction	1
Main body of text	2
Subsections	.
---	.
---	.
Summary	
References	
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Illustrations	
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Plates	

TITLE

Authors need to choose the title of their report with care, and in accordance with the following requirements. Explicit titles and headings are necessary due to increasing use of computerized indexing and information retrieval systems.

- 1) The title of the report should state concisely the nature, major discipline, and the location of the study.
- 2) Chapter headings and subheadings should state all major concepts in their respective sections of the report.

LETTER OF TRANSMITTAL

A letter of transmittal is included in all Bureau publications, except map series and leaflets. It is not an abstract. Its principal purpose is to briefly indicate the purpose and nature of the study, and how the report helps to meet Bureau or departmental objectives. The author may be asked to provide a rough draft for the letter.

CONTENTS AND HEADINGS

The Contents page lists the headings of the main divisions of the report. The author's rough draft of the Contents page of the manuscript must show the relative importance of all sectional headings used. This is done by successive indentations, which will be used as a guide in typesetting.

GEOLOGY

Physiography

Northern Highlands

Tallahassee Hills

ACKNOWLEDGEMENTS

These should be collectively at one place in the report. Assistance rendered by persons outside the Bureau (or the author's organization) should be acknowledged.

As a convention, members of the Bureau of Geology are not thanked. Every investigation or report is assumed to have had the benefit of suggestions and discussions by the author's colleagues as a part of their routine work, and such contributions need not be noted unless they have been of major importance. Where appropriate, their contribution should be recorded in such matters as photographs or some particularly useful laboratory support.

In some cases, acknowledgement may be given to co-author, as discussed in the following sections on joint and contributed authorship.

Full joint authorship. Each author named should have made a substantial contribution, both to the research and writing of the manuscript. Names are usually arranged alphabetically.

Cited as: Johnson, J.G. and Smith, R.L.
 1967 *Geology of Fellesmere*
 Quadrangle: Fla. Geol.
 Survey Bull. No. X, 120 p.

Common sense must prevail if there were many joint authors. Listings on the cover of a publication of more than three contributors create difficulties for library cataloguers and others who wish to cite the work. Another style of citation for multiple authors is:

Hatch, W.T., et al...
1978

Contributed authorship. The leader of a project is normally the senior author and has had the major responsibility for assembling the text. In other cases senior authorship must be decided by mutual consent.

There may be instances where there is only one senior author, but where the contributions of colleagues may warrant citation in future references. For example, the senior author may wish to acknowledge significant contributions by student assistants to research projects, such as the compilation or preparation of tables of analytical data (mineral analyses, fossil determinations, gravity charts). The legend or caption for the compilation should clearly state where the work was done, the compiler's name, and the method used. Where possible, this information should be grouped together in tabular form or as an appendix, and preferably as a separate item at the end of the report under the name of the person(s) responsible, so that it may be cited in other publications, as shown in the third example below.

In this example, the title might be:

GEOHYDROLOGY OF A POROUS FORMATION

By

Ed Lane

Florida Bureau of Geology

Bulletin Y

1978

And the main reference would be cited as:

Lane, E.

1978 *Geohydrology of a porous formation*: Fla. Bur. of Geo.
Bull. Y, 150 p.

If someone wished to cite a particular portion of the study that had been contributed by W. T. Hatch, then it would be cited as:

Hatch, W. T.

1978 *Mineral Analyses of the Key Largo Limestone*, in Lane,
E., *Geohydrology of a porous formation*, Fla. Bur.
of Geo. Bull. Y, pp. 130-134.

INTRODUCTION

The first paragraph of the Introduction should set forth the study's objectives and how the study contributes to the work of the Bureau or department. The nature and scope of the study should be described, as well as investigative techniques used.

Other topics that are usually included in this section are the location and size of the study area, an explanation of the locality and well numbering system, previous investigations, transportation, climate, population, economics, geomorphic features, drainage, and any topic that is of peripheral value to the main study.

If any units of measurement have been discussed in the report, a table showing English-Metric conversions must be placed at the end of this section. The author must prepare the table and include every unit that is used in the report. An example of a typical table is given as Table 2 in the section titled "Metric System."

TEXT

The arrangement of the sections of the main body of the text will vary due to the nature of the report. In most cases, however, successive sections of a report will pass logically from general information (Introduction, General Geology, etc.), to specific topics and back to general (Summary).

The largest subdivision of a Bureau publication, the chapter, is designated by a major heading, as shown by the example in the above section on Contents and Headings. In the example, "GEOLOGY" is a chapter heading. Also, note how in this example the successive subheadings go from general to more specific topics.

SUMMARY AND CONCLUSIONS

In this section the author brings together all of the notable points or conclusions of the report, which have been scattered through preceding sections, and, in a logical manner, uses them to emphasize important points or data.

This section is not an abstract to describe why or how the study was done; such information should have been put in the Introduction.

REFERENCES, SELECTED BIBLIOGRAPHY, OR BIBLIOGRAPHY

Proper and complete references and acknowledgements are very important parts of any scientific paper. Every quotation or use of any part of another's work for reference must be acknowledged. It is illegal to plagiarize, and it is also a matter of professional ethics. The recent revisions in copyright laws make this a potentially more serious offense than ever before.

It is the responsibility of every author to completely acknowledge all sources of data. In cases of joint authorship, it is the duty of the senior author to insure that these requirements are met.

Nothing is more liable to arouse the ire of one's colleagues or peers than to make a clumsy or negligent error in misquoting or misreferencing their work, or in misspelling their names.

The style adopted by the Bureau of Geology for reference lists or bibliographies is shown by the following examples. Authors must submit their manuscripts with the references arranged accordingly: alphabetically and in this format. Do not expect others to rearrange them as this only promotes errors of transposition.

- Sever, C. W.
1964 *Relation of economic deposits of Attapulgitic to geologic structure in southeastern Georgia*: U. S. Geol. Survey Prof. Paper 501-B, p. B116-B118.
- Simpson, G. G.
1929 *The extinct land mammals of Florida*: Fla. Geol. Survey 20th Ann. Rept., p. 229-294.
- Southeastern Geological Society -- Mesozoic Committee
1949 *Four charts of cross sections through Alabama, Georgia and Florida*.
- Stephenson, L. W.
1911 (see Veatch, O.)
- Swinnerton, A. C.
1942 *Hydrology of Limestone terranes*: in Hydrology, edited by O. E. Meinzer: McGraw-Hill Book Co., N.Y., p. 656-677.
- Tallahassee, City of
1963 *Population and economy, a comprehensive plan for future development*: prepared by the Planning Dept., City of Tallahassee, Fla.
- Todd, D. K.
1959 *Ground water hydrology*: John Wiley & Sons, N. Y., 336 p.
- Unklesbay, A. G.
1959 (and Heath, R. C. and Peek, H. M.) *Bibliography and index of articles relating to the ground-water resources of Florida*: Fla. Geol. Survey Spec. Pub. No. 4, 104 p.
- U. S. Bureau of Census
1960 *18th Decennial Census of U. S.*
1965 *Special Census for city of Tallahassee and urbanized area*.
- U. S. Department of Commerce, Weather Bureau
1964 *Climatological data -- Florida*: Weather Bureau, U. S. Dept. Comm., monthly and annual summaries.

To cite references in the text, the Bureau uses the style with names and dates in parentheses, e.g., ".....the rocks were found to be 15,000 years old (Roberts, et. al., 1976, and Pauli, 1978)." However, if the author's name is part of the sentence, it should not be in parentheses, e.g., "The Floridan Aquifer, as defined by Parker (1955, p. 185), consists of limestones."

The Reference section follows the main body of the text and may be entitled "References, Selected Bibliography, or Bibliography," in accordance with the following categories.

- 1) The term "References" is used when each publication in this section was referred to and cited at least once in the text.
- 2) The term "Selected Bibliography" is used when the author adds to a "References" list some other publications that are directly related to the subject of the report, but which were not cited in the report.
- 3) The term "Bibliography" is used when the author has attempted to list all references bearing on the subject, even if they only indirectly relate to the report.

Only material that has been published or is "in press" should be cited in a reference list or bibliography.

Unpublished material (W.T. Door, unpubl. rept., 1978) or personal communications (D. Crockett, pers. comm., 1979) should be identified as such in the text, but they are not included in the reference list.

Material of limited circulation (theses, open-file reports, consultant's reports, etc.) may be included, but it must be stated where they may be obtained.

If no author's name is given for a publication, the agency responsible for the report should be substituted.

APPENDIX

An appendix is the place for detailed or voluminous information that will not fit readily in the main text. Such information includes analytical procedures, lengthy stratigraphic columns or descriptions of measured sections, tabulations of numerical data, and the like.

ILLUSTRATIONS

Illustrations include figures (photographs or drawings), tables, and plates. Authors should carefully consider the final size of their illustrations, and they should study the section on "Preparation of Illustrations."

All photographs are referred to as "Figures," except grouped photographs of fossils or grouped microphotographs, which are called "Plates."

Titles for illustrations that are listed on the "Contents" page should not be longer than two typed lines. Longer titles can be condensed from the complete captions that are used on the actual illustration.

Fold-outs, tip-ins, and pocket material should be avoided.

In cases where an author uses a previously published illustration, acknowledgement must be clearly shown, either on the illustration or in the caption. Copyright clearance may be necessary, in which case the author must obtain it. The following rules apply to acknowledgement of illustrations, and should be cited as: "Adapted from Gilluly, 1977, p. 10."

after:	possible redrafting, but no changes in information
modified:	some changes in information
adapted:	radical changes

INDEX

Certain publications may require an index, such as Bulletins or Special Publications. If an index is required, the author will need to prepare one at the time he checks the page-proofs of his report. Commonly included subjects are personal names, geographic names, company names, names of rocks and minerals, geological processes, geological units, formations, or provinces.

PREPARATION AND REVIEW OF ILLUSTRATIONS

REVIEW PROCEDURE

All preliminary or rough illustrations must be reviewed thoroughly before submission for drafting. All authors (if more than one), staff, and at least the section supervisor should review the work before submission for drafting or editing. Changes to be made after drafting has been done will inevitably result in delays to your project. Other authors' work is scheduled and they should not be expected to wait on your mistakes.

Reviewers should check maps and diagrams thoroughly to make sure that all captions, titles, legends, or lettering agrees with and is consistent with the text and table of contents.

Drafted illustrations for manuscripts that are submitted by outside authors must be provided to the Bureau in finished form by the author, and be consistent with these guidelines. Photographs should be unmounted, and suggested crop-lines may be indicated in the margins with blue pencil.

STANDARD DIMENSIONS FOR ILLUSTRATIONS

Most publications of the Bureau of Geology will be done as Bulletins, Special Publications, Reports of Investigations, or Information Circulars. The bound and trimmed dimensions of these publications are 6 inches wide by 9 inches high. The layout and dimensions for a standard page in these publications are shown on Figure 1. The dimensions within the margins of a standard page are $4\frac{1}{2}$ inches wide by 7 inches high. All material must fit this format. To ensure that illustrations will fit the size of Bureau publications, the authors should plan their dimensions by using the following procedure. Photographs may need to be cropped or original art reduced; it is better to plan this as early as possible, preferably while the author is drawing the rough copy or when specifications are given to the draftsman.

Because most artwork is photographically reduced from large originals, the following procedure provides an easy way to ensure that originals are properly dimensioned for proportional reduction. Use Figure 2 to determine the dimensions of an illustration that will reduce proportionately to $4\frac{1}{2}$ inches by 7 inches. Figure 2 is to correct scale, and although reduced in size, the derived scalar values are true. To work with bigger drawings a full-scale graph can be constructed on larger paper and divided as shown on Figure 2, with the basic $4\frac{1}{2}$ by 7 inch rectangle in the lower left corner.

The following explanation is for laying-out full-page illustrations. Illustrations of smaller size (such as half-page figures) must also be planned so as to have their maximum dimension fit within the margins. By using this procedure an author can study alternative layouts, and can plan illustrations that will utilize maximum allowable space. Before an original illustration is drafted, the author should lay out the rough copy as follows.

- 1) Choose any horizontal or vertical dimension. For example, you may want to prepare a drawing whose maximum dimension will be 8 inches on one side.
- 2) Trace horizontally from 8 on the vertical scale (at left margin) to the diagonal, then downward to the baseline and read 5.1 inches.
- 3) The original illustration must be 5 by 8 inches, or less, to fit the standard page after reduction. The preliminary illustration will have to be modified if its dimensions exceed 5 by 8 inches.
- 4) Remember to leave room for the figure's caption along the bottom, and any scales that may need to be added along the axes. A suggested minimum is $\frac{1}{2}$ inch for the caption (for about three lines of type). Requirements for scales will vary, but legibility after reduction should be the primary consideration.

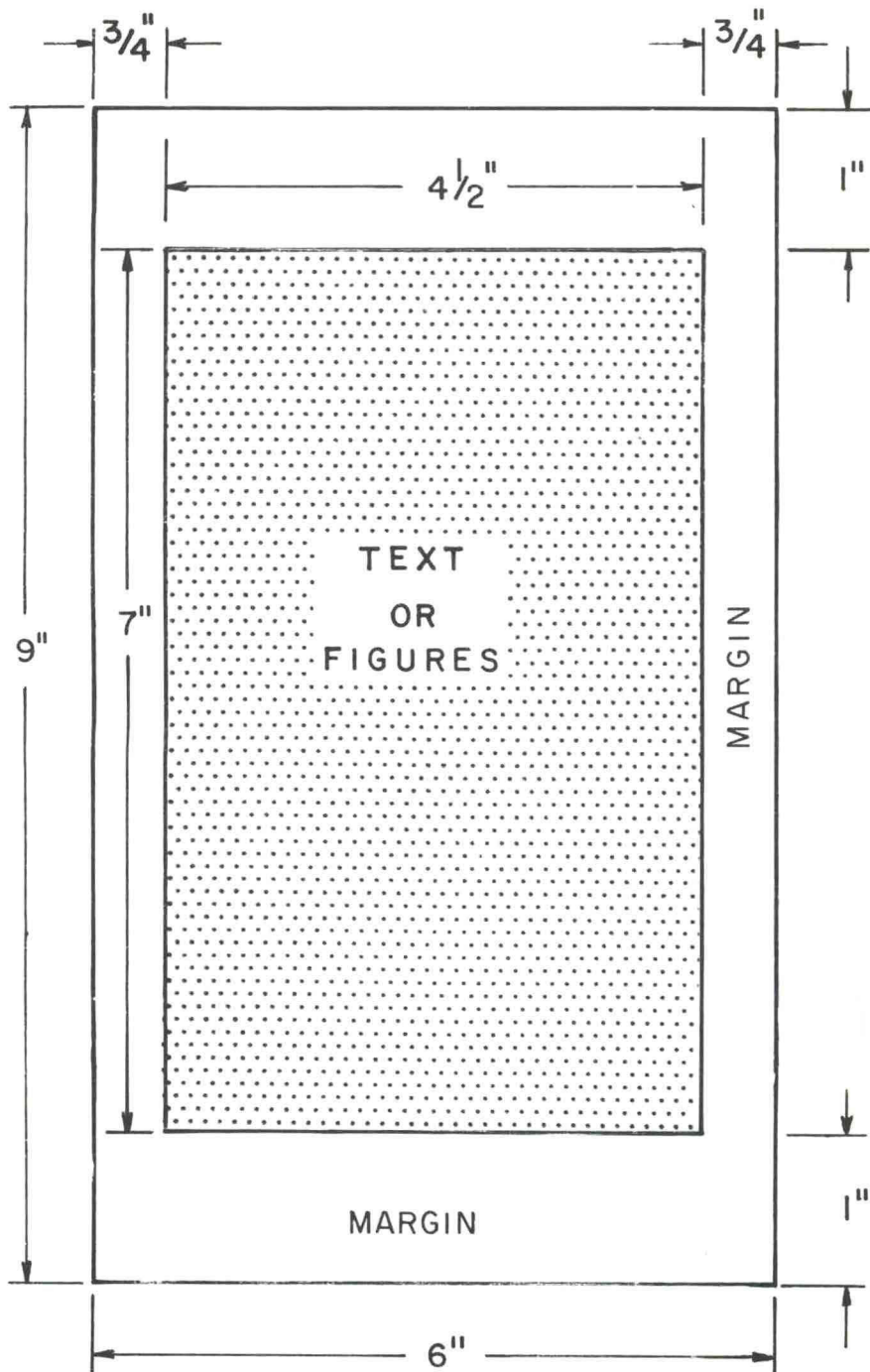


Figure 1. Layout and dimensions for a standard page in Bureau of Geology publications.

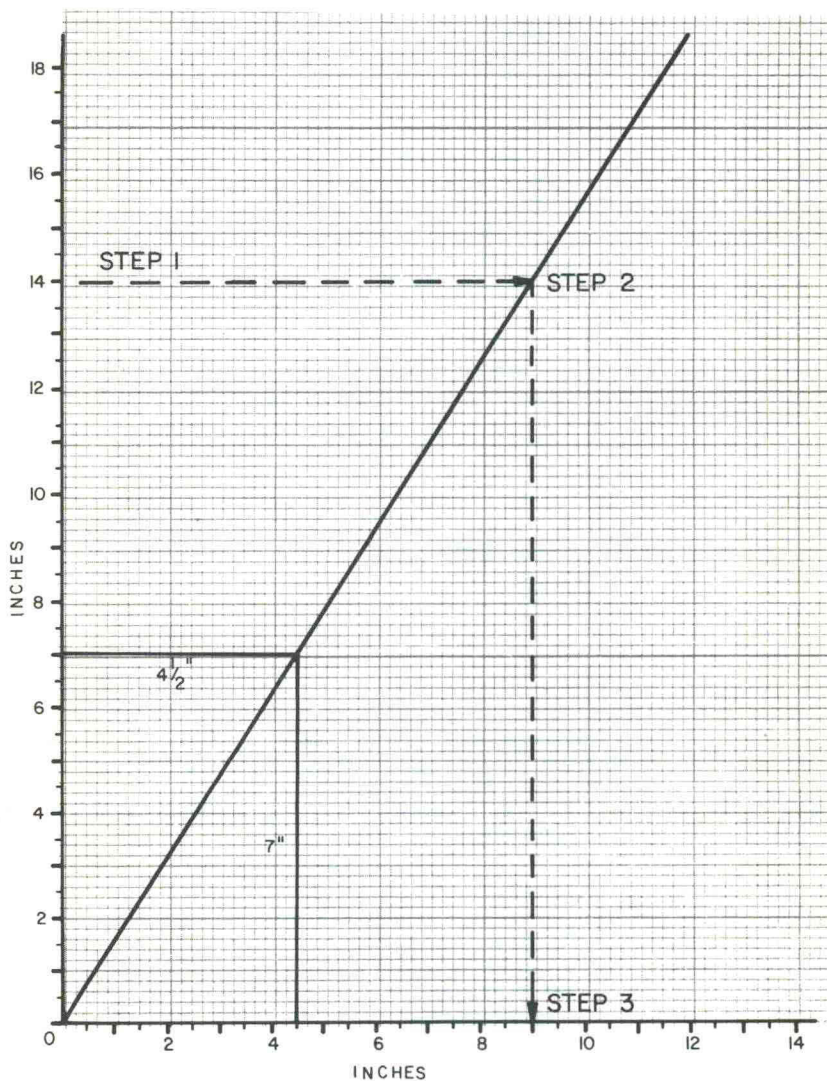


Figure 2. Proportional reduction graph to be used to determine dimensions of original illustrations to fit Bureau of Geology publications.

Conversely, for enlargement, Figure 2 can be used to determine the dimensions of any illustration that is smaller than 4½ by 7 inches which will enlarge proportionately to fit the standard page. The above procedure is used, but the dimensions are checked within the 4½ by 7 inch rectangle.

FOLD-OUT PAGES AND POCKET MATERIAL

Fold-out pages (also called tip-ins) should be avoided. They are difficult to produce--both from the standpoint of drafting as well as for printing and binding--and are consequently more time-consuming and costly. Judicious planning by an author can eliminate most tip-ins.

Occasionally, though, a map or table is too big to fit a standard page, and may be a tip-in. Tip-ins are to be laid out by the author so the bound edge lies along the left side. Accordingly, all text, legends, or captions must be oriented for normal left-to-right reading. If it is necessary to have the reader turn the book to read the tip-in, all text must be oriented so that only one 90-degree turn is necessary for all text to be oriented for left-to-right reading.

Pocket materials may be included in the same general category as tip-ins--they are costly and difficult to produce and bind--and should be avoided, if possible.

LOCALITY AND WELL NUMBERING SYSTEM

Any publication that makes reference to localities or to well locations must include the standard explanation of the locality and well numbering system used in Florida. This system is illustrated in Figure 3, and the explanation is presented below in its entirety. This will be inserted automatically into any manuscript as deemed necessary by the Bureau. The prospective author will not have to draft or type this explanatory section; it will be provided by the Bureau as needed. However, authors need to be aware that it may be added, and they should plan their manuscript for its inclusion. If in doubt, check with the Bureau's editor.

* * * * *

Locality and Well Numbering System

The locality and well numbering system used in this report is based on the location of the locality or well, and uses the rectangular system of section, township and range for identification. The number consists of five parts. These are: 1) a prefix of three letters designating L for locality or W for well and county abbreviation, 2) the township, 3) the range, 4) the section and 5) the quarter/quarter location within the section.

The basic rectangle is the township, which is 6 miles on a side and encompasses 36 square miles. It is consecutively measured by tiers both north and south of the Florida base line, and an east-west line that passes through Tallahassee as Township ? North or South. This basic rectangle is also consecutively measured both east and west of the principal meridian and a north-south line that passes through Tallahassee as Range ? East or West. In recording the township and range numbers, the T is left off the township numbers, and the R is left off the range numbers. Each township is divided equally into 36 one-square mile blocks called sections, and are numbered 1 through 36 as shown on figure 3.

The sections are divided into quarters with the quarters labeled "a" through "d" as shown on figure 3. In turn, each of these one-quarter sections is divided into quarters with these quarter/quarter squares labeled "a" through "d" in the same manner. The "a" through "d" designation of quarters may be carried to any extent deemed useful.

The location of the well W-14108 as shown on figure 3 would be in the center of the northeast quarter of the southwest quarter of section 1, Township 1S, Range 15W, Bay County.

* * * * *

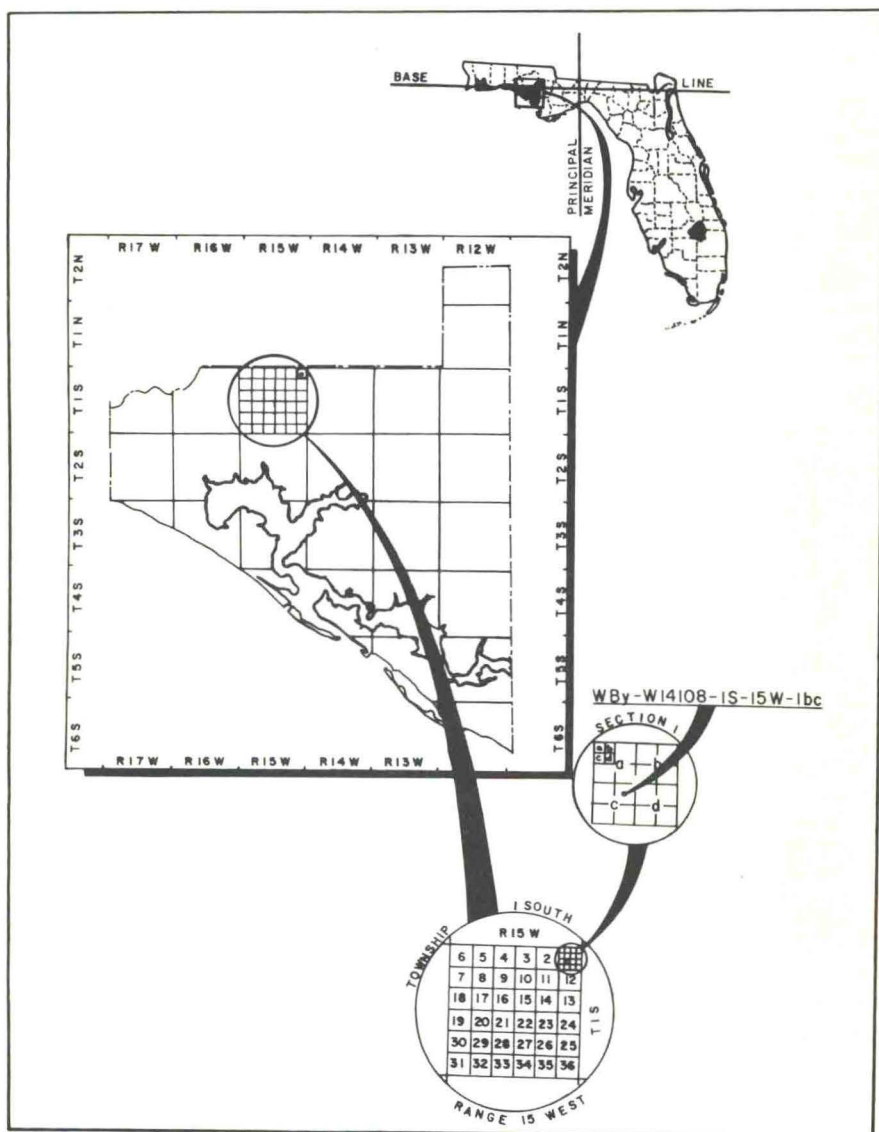


Figure 3. Locality and well numbering system used by Bureau of Geology. (After *Geology of Bay County, Florida*. Walter Schmidt and Murlene Wiggs Clark, Fla. Bureau of Geology Bulletin No. 57, 1980, Figure 3.)

GEOLOGIC SYMBOLS AND COLORS

MAP LEGENDS

Every map must have the following minimum information, as shown on Figure 4.

1. North arrow.
2. Composite scale of miles and kilometers.
3. A legend that briefly explains the map's functions(s), e.g., county road map, well location map, or line of cross sections.

The map's legend may be necessarily brief due to space limitations. In such cases note that the figure's caption does not simply repeat the map's legend, but is used to expand and clarify the map's function.

Figure 4 also demonstrates the manner in which additional information may be added to a location map to enhance its value to the reader. Locations of cross sections should be distinctively identified. Township and range markings may be added around the margins to facilitate well locations.

GEOLOGIC MAPS, STRATIGRAPHIC COLUMNS, AND CROSS SECTIONS

In addition to the minimum information required in its title and legend, a geologic map also should have an explanation column. An example of the conventional format for an explanation column to accompany a geologic map is shown as Figure 5. It is usually placed down the right side of the map.

This conventional format also may be used on stratigraphic columns or cross sections.

LITHOLOGIC AND STRATIGRAPHIC SYMBOLS

There are literally hundreds of zip-a-tone, or press-on, black-and-white patterns available, many of which can be superimposed to create even more varieties of patterns. The use of standardized symbols that are available as press-on patterns can save considerable time and money. They eliminate hours of repetitive drafting; they save authors' time by providing patterns that can be specified, not drawn or sketched on the rough maps; they produce a professional look to the publication-- and that's what every author wants.

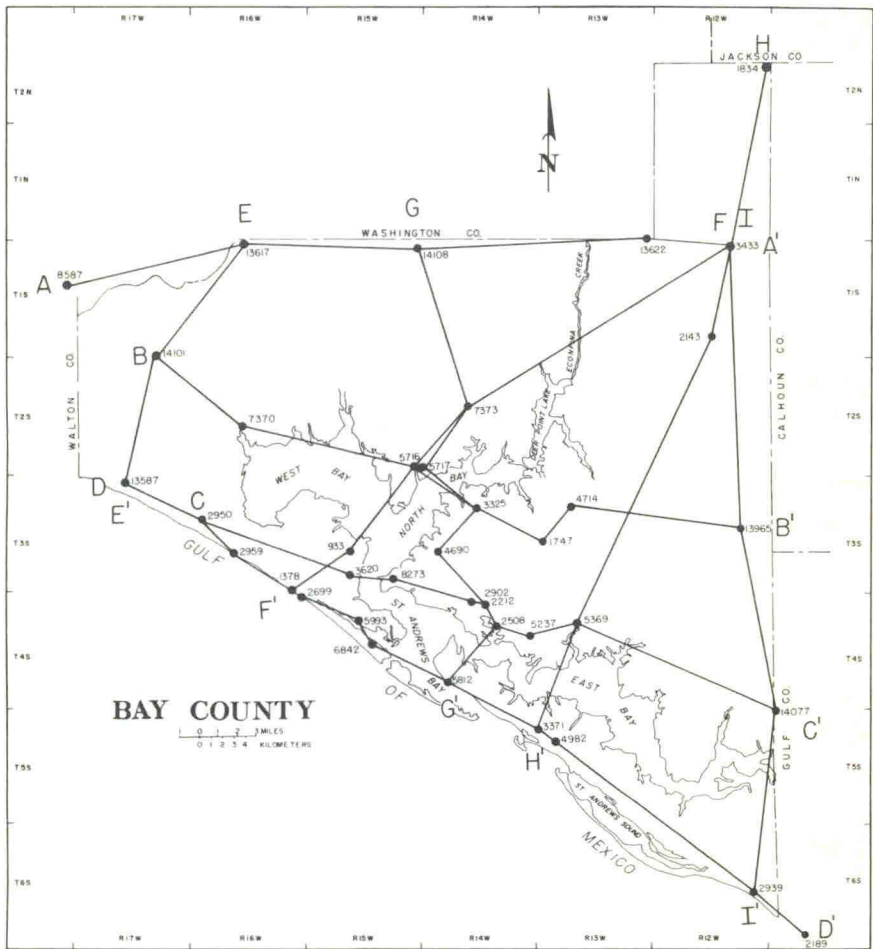


Figure 4. Map showing necessary legend information. (After *Geology of Bay County, Florida*. Walter Schmidt and Murlene Wiggs Clark, Fla. Bureau of Geology Bulletin No. 57, 1980, Figure 30.)

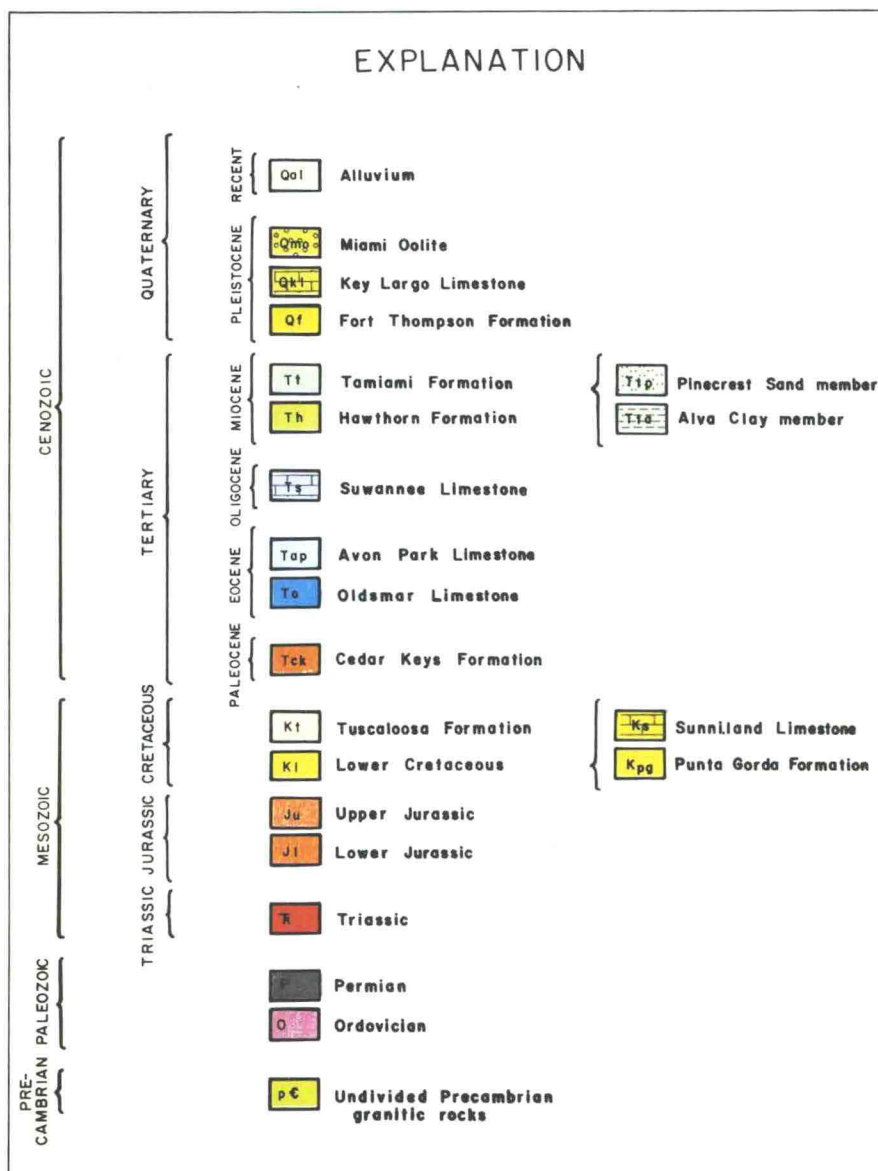


Figure 5. Conventional format for an explanation column to accompany a geologic map, stratigraphic column, or cross section. This is an illustrative section only and it is not meant to represent all stratigraphic units found at any given location.

All drafted diagrams that are intended to explain lithological or stratigraphical relationships, such as cross sections, well logs, or columnar sections, should use the standard lithologic symbols shown in Appendix B. Some of these symbols are also suitable for use on black-and-white or colored geologic maps, but there may be problems with clarity if they are to be overprinted on other base map information.

In the event that it is not possible to choose a pattern from the given examples, the author may create his own. Criteria used in creating new patterns should be: (1) dominant lithology is to be clearly indicated over (2) lithologic subtypes, accessory minerals, fossils, or other components. Clarity of the symbols and availability of standard press-on patterns are also important.

For optimum clarity the author should carefully consider the type of base map to be used, and how much geological, cultural, or other details it is necessary to illustrate, and whether colors are to be used. Perhaps two or more illustrations would be better than one cluttered map.

If questions arise, consult with the Bureau's editor and draftsmen; many problems can be solved before you put your pen to the paper.

LETTER SYMBOLS FOR GEOLOGIC SYSTEMS

Standard letter symbols used by the Bureau of Geology on geologic illustrations and maps consist of (1) a capital letter that denotes the system, and (2) one or more lower case letters that designate the formation and member. The letter symbols for the systemic terms are as follows:

Q	Quaternary	M	Mississippian
T	Tertiary	D	Devonian
K	Cretaceous	S	Silurian
J	Jurassic	O	Ordovician
T	Triassic	e	Cambrian
P	Permian	pE	Precambrian
IP	Pennsylvanian		

FLORIDA SYSTEMS

Appendix C shows the letter symbols for the names of formations and members that are in current usage by the Bureau of Geology. Proposals for new geological names or symbols must be approved by the Bureau. If an author needs to create a new letter symbol, the following guidelines should be used. The new symbols should be based on practicality. No symbol should include more than four (4) letters. Important factors to be considered in coining a new symbol are the number of units or members shown and the rock types of the area under discussion.

The second letter of the symbol is the first letter of the formation name, as in Tt for Tamiami Formation of Tertiary age. If a formation name consists of two or more words, such as Fort Thompson Formation of Quaternary age, there is a choice of symbols -- in this example Qft or Qf. If members of the Fort Thompson Formation are mapped, the first letter of the formation name is commonly used with the first letter of the member name, as in Qfc for the Coffee Mill Hammock member of the Fort Thompson Formation. This method keeps the symbol from becoming too long and unwieldy. To dispel possible confusion in some cases, it may be necessary to use more than one letter from each formation or member, as can be seen from the several members of the Tamiami Formation. For clarity, symbols for the Buckingham Limestone and the Bayshore Clay members use the first letters of both words of their names, Ttbl and Ttbc, respectively.

GEOLOGIC COLOR CODES

Color is a very effective way of depicting information, to show distinguishing characteristics, or to emphasize some aspect of a report or map.

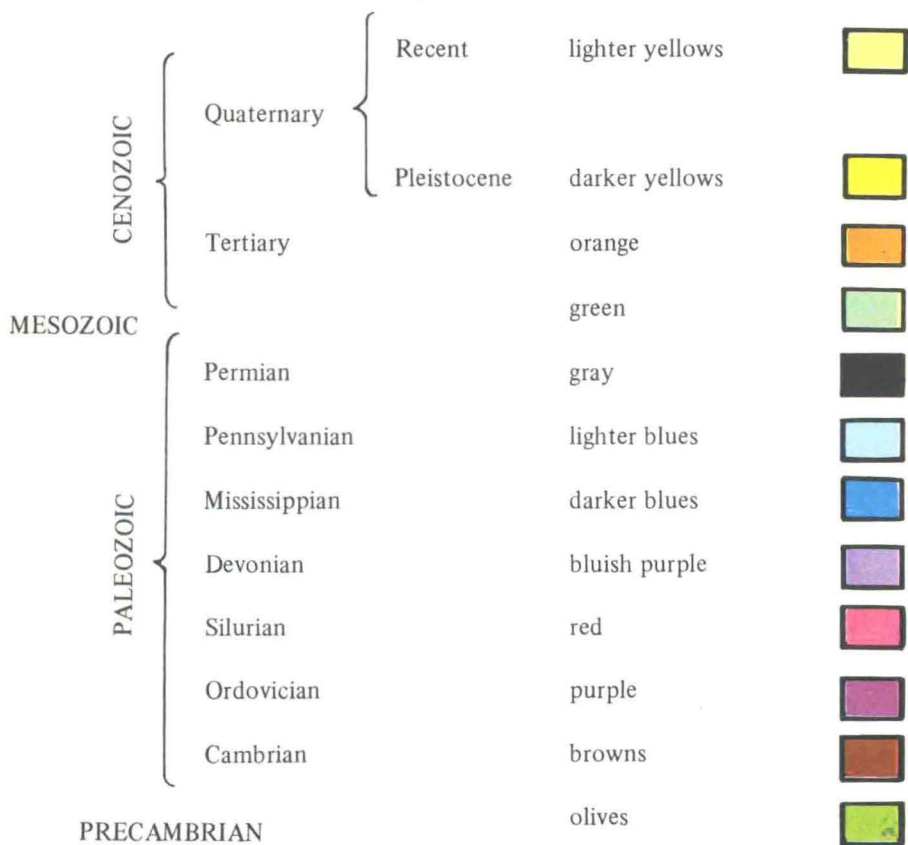
In selecting colors, and in specifying them to printers, preference must be given to light, transparent color values, and to pastel shades. Not only are they more aesthetically pleasing than dark, solid colors, but more importantly, lighter colors allow for the retention of legibility of overprinted legends, text, contours, and other information. Special care must be taken with color selection if any map information is to be printed in light halftone.

If more than one diagram or map is to appear in a publication, the colors should be coordinated. Units of the same or a similar age on the different illustrations should have the same or similar colors.

GEOLOGIC COLUMN AND GEOLOGIC TIME SCALE

The color scheme shown on Figure 6 is generally accepted to represent the different divisions of the standard geologic column or the relative geologic time scale. The older units within each major division are solid or darker, with younger units being distinctively lighter.

Figure 6. Colors to be used to represent the standard geologic column or the relative geologic time scale.



GENERAL LITHOLOGIC OR STRATIGRAPHIC COLUMNS

Certain colors are customarily used to denote different lithologies on columnar sections, cross sections, and on geologic maps. The color scheme on Figure 7 is suggested to denote the common lithologies found in Florida.

Sub-types may be shown by combination of the respective black-and white accessory symbols with the color of the dominant lithology. For example, sandy limestone would be light blue with the sand symbol (dot pattern). Marl would be tan with the marl symbol.

FLORIDA STRATIGRAPHIC COLUMN

Most of the rocks encountered at or near the surface in Florida are of Cenozoic or Tertiary ages. The color scheme shown in Figure 8 is suggested for use on geologic maps or cross sections of Florida.

PRECEDENCE OF COLOR SELECTION

The choice of colors for the units on a map or diagram is based on the following decreasing order of preference.

1. Standard geologic column or geologic time scale.
2. Florida stratigraphic column.
3. General lithologic or stratigraphic columns.

For example, if a geologic map is being constructed to show strictly lithology (such as a surface lithology map), with no reference to specific geologic age or formational names, then colors should be selected in accordance with category three, above.

However, if a stratigraphic column is constructed that shows various lithologic strata in one or more formations, such as limestones and dolomites in the Suwannee Limestone, then the colors would be selected from the second category. In this example, the limestone and dolomite strata would be different shades of purple, and overprinted lithologic symbols would complete the identification.

Figure 7. Colors used to denote the common lithologies found in Florida.

Quartz sand or gravel	yellow	
Quartz silt or clay	green	
Chert	light gray	
Limestone (coquina, chalk)	light blues	
Dolomite	dark blues	
Shell beds or marl	tan	
Sandstone	orange	
Shale	brown	
Anhydrite	red	
Gypsum	purple	
Peat	symbol or black	
Igneous or metamorphic	olive	

Figure 8. Color code for the Florida stratigraphic column.

Quaternary	{	Recent	light yellow	
		Pleistocene	dark yellow	
Tertiary	{	Pliocene	gray	
		Miocene	green	
		Oligocene	purple	
		Eocene	blue	
		Paleocene	orange	
pre-Tertiary			reds, browns	

ABBREVIATIONS FOR FLORIDA COUNTY NAMES

When space is at a premium, such as on maps, graphs, or tabular listings, the conventional abbreviations for Florida county names shown in Table 1 may be used.

Table 1. Abbreviations for Florida county names.

Alachua	Aa	Hamilton	Hm	Okaloosa	Oa
Baker	Bk	Hardee	Hd	Okeechobee	Oe
Bay	By	Hendry	Hy	Orange	Or
Bradford	Bf	Hernando	Hr	Osceola	Os
Brevard	Bv	Highlands	Hi	Palm Beach	Pb
Broward	Bw	Hillsborough	Hl	Pasco	Ps
Calhoun	Cn	Holmes	Ho	Pinellas	Pi
Charlotte	Ch	Indian River	Ir	Polk	Po
Citrus	Ci	Jackson	Ja	Putnam	Pu
Clay	Cy	Jefferson	Jf	St. Johns	Sj
Collier	Cr	Lafayette	Lf	St. Lucie	Sl
Columbia	Co	Lake	Lk	Santa Rosa	Sr
Dade	Dd	Lee	Le	Sarasota	Sa
DeSoto	Ds	Leon	Ln	Seminole	Se
Dixie	Dx	Levy	Lv	Suwannee	Sw
Duval	Du	Liberty	Lb	Sumter	Sm
Escambia	Es	Madison	Md	Taylor	Ty
Flagler	Fg	Manatee	Mn	Union	Un
Franklin	Fk	Marion	Mr	Volusia	Vo
Gadsden	Ga	Martin	Mt	Wakulla	Wk
Gilchrist	Gr	Monroe	Mo	Walton	Wl
Glades	Gl	Nassau	Na	Washington	Ws
Gulf	Gf				

METRIC SYSTEM

The National Metric Conversion Act of 1975 provided for the orderly transition of the United States' system of measurement from English units to metric units. The metric system is also known as SI (Système International or International System).

In order to prevent much awkward duplication of parenthetical conversion of units in the text of reports, the Bureau of Geology has adopted the practice of inserting a tabular listing of conversion factors. This table is placed in the body of the report at the end of the Introduction section. The author must compile the table and include every unit that is used in the report.

An example of such an insert is given in Table 2, which shows some typical units; only a partial listing of the more common units and conversion factors are given. If other units are needed, authors may consult standard reference books. Of course, each report will differ and may require either more or fewer units than shown.

The following conventions should be observed in using the metric system.

- 1) The symbols are always in roman type.
- 2) Symbols are never pluralized, e.g., millimeters - mm, not mms.
- 3) A period is not used after a symbol, except to end a sentence.
- 4) When a unit is comprised of letters, a full space is left between the number and symbol, e.g., 45 kg, except when a symbol such as the degree symbol directly follows a number, e.g., 32°C.
- 5) Symbols for metric units should always be used; unit names should not be written out except in general terms, such as "several meters west...".
- 6) Where a decimal fraction is used, a zero should always be placed to the left of the decimal marker, e.g., 0.78 kg.

Table 2. Example of a typical insert of conversion factors to be used in Bureau of Geology publications.

MULTIPLY	BY	TO OBTAIN METRIC UNITS
acres	0.4047	hectares
acres	4047	sq. meters
cubic feet	0.0283	cu. meters
cubic feet	28.32	liters
cubic feet/sec.	0.0283	cu. meters/sec.
cubic yards	0.7646	cu. meters
feet	0.3048	meters
inches	2.540	centimeters
inches	0.0254	meters
inches	25.40	millimeters
miles (statute)	1.609	kilometers
pounds	0.4536	kilograms
pounds/sq. foot	4.882	kilograms/sq. meter
square feet	0.0929	sq. meters
tons (short, 2000 lbs.)	907.18	kilograms
yards	0.9144	meters

**APPENDIX A. EXAMPLE OF COVER AND TITLE PAGE FOR
BUREAU OF GEOLOGY PUBLICATIONS.**

**STATE OF FLORIDA
DEPARTMENT OF NATURAL RESOURCES**

Elton J. Gissendanner, Executive Director

DIVISION OF RESOURCE MANAGEMENT

Casey J. Gluckman, Division Director

BUREAU OF GEOLOGY

C. W. Hendry, Jr., Chief

SPECIAL PUBLICATION NO. 23

**GUIDELINES FOR AUTHORS
WITH COMMENTS FOR EDITORIAL REVIEWERS**

by

Ed Lane

Published by
**BUREAU OF GEOLOGY
DIVISION OF RESOURCE MANAGEMENT
FLORIDA DEPARTMENT OF NATURAL RESOURCES**

TALLAHASSEE

1980

DEPARTMENT
OF
NATURAL RESOURCES

BOB GRAHAM
Governor

GEORGE FIRESTONE
Secretary of State

JIM SMITH
Attorney General

BILL GUNTER
Treasurer

GERALD A. LEWIS
Comptroller

RALPH D. TURLINGTON
Commissioner of Education

DOYLE CONNER
Commissioner of Agriculture

ELTON J. GISSENDANNER
Executive Director

APPENDIX A (CONTINUED). EXAMPLE OF LETTER OF
TRANSMITTAL.

LETTER OF TRANSMITTAL



Bureau of Geology
Tallahassee

June 10, 1980

Governor Bob Graham, Chairman
Florida Department of Natural Resources
Tallahassee, Florida 32301

Dear Governor Graham:

The Bureau of Geology, Division of Resource Management, Department of Natural Resources is publishing as its Special Publication No. 23, "Guidelines For Authors With Comments For Editorial Reviewers," by Ed Lane, a geologist with the Bureau.

These guidelines are being published to ensure the high editorial standards required for the scientific publications produced by the Bureau of Geology. Excellence of presentation, scientific accuracy, clarity of meaning, and technical superiority in printing are the traditional goals against which each manuscript proposed for publication will be measured.

Respectfully yours,

Charles W. Hendry, Jr., Chief
Bureau of Geology

APPENDIX A (CONTINUED). EXAMPLE OF PUBLICATION DATA
PAGE. DATES WILL CHANGE AS
APPROPRIATE.

Printed by the
Bureau of Geology
Division of Resource Management
Florida Department of Natural Resources

Tallahassee
1980

APPENDIX B. CHART OF GRAPHIC SYMBOLS FOR LITHOLOGY, STRATIGRAPHY, ACCESSORY MINERALS, AND OTHER COMPONENTS.

This chart illustrates the main lithologies and the usual sub-types encountered in Florida. The patterns may be modified by adding accessory symbols as needed to describe lithologies in more detail. Care should be taken not to over-embellish the main pattern; the legend can be used to describe the details and to distinguish between similar lithologies. Accessory symbols are given at the end of the chart.

Some patterns have alternates; usually these represent differences of scale to compensate for reduction in printing. Also, they may be used to represent characteristics of bedding or strata, or facies changes.

NOTE: Bureau of Geology Lithologic Specification Numbers should always be given on every rough drawing for each lithic unit -- even if the author sketches in patterns -- the Specification Number will be used as the primary drafting guide.

Main Lithology

LT=Letraset or
similar press-
on pattern

Sub-Types
or
Alternate
Pattern

Remarks
(numbers are BOG lithologic
specification number)



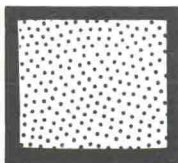
LT141

GRAVEL



LT182

1 or
Conglomerate



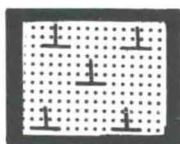
LT90

SAND



LT907

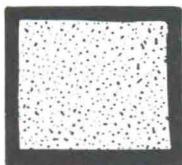
2



3

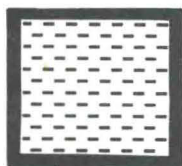
LT907
calcareous
sandstone

LT90 or
LT907 with
random pattern
added to disting-
uish from chalk.

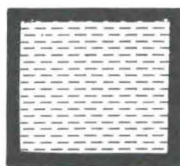


4

LT934
SILT



LT953
CLAY



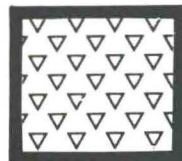
5

LT121



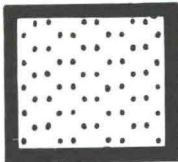
6

LT152
SHALE



7

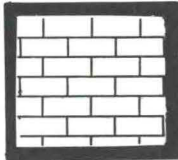
LT240
CHERT



8

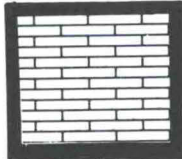
LT147

QUARTZITE



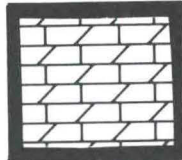
LT123

LIMESTONE



LT116

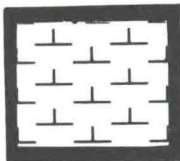
9



10

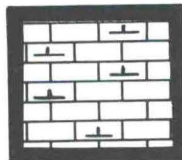
LT242

dolomitic
limestone



LT238

CHALK

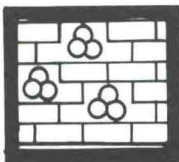


LT123

chalky
limestone

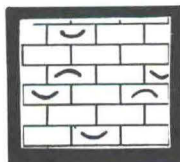
11

LT 123 with
chalk symbols



LT123

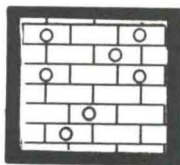
FORAMINIFERAL
LIMESTONE



12

LT 123 with
appropriate
symbols

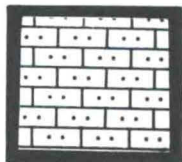
coquinoid, reef,
or shelly limestone



13

LT 123 with
oolitic circles
(not dots)

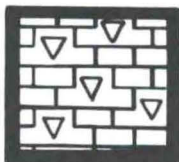
LT123
oolitic
limestone



14

or
LT 116 or
LT 123 with
sand symbols

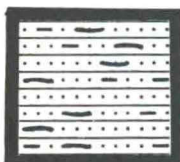
LT165
sandy
limestone



15

LT 123 with
chert added

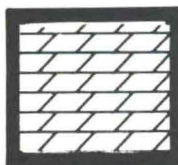
cherty
limestone



16

LT 164 with
random shells,
limestone, and
and clay added

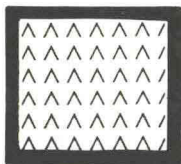
LT164
MARL



17

combine with
accessory
symbols as
with limestone

LT244
DOLOMITE

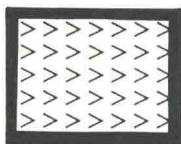


18

note orientation as compared to gypsum

LT957

ANHYDRITE

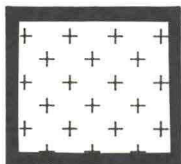


19

note orientation as compared to anhydrite

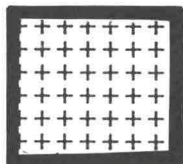
LT957

GYPSUM



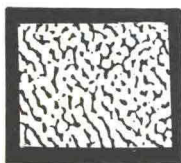
LT958

SALT



20

LT959



21

LT134

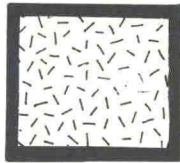
PEAT



22

LT995

MAFIC BASEMENT
ROCKS



23

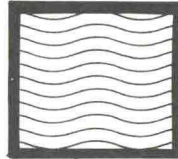
LT131

FELSIC BASEMENT
ROCKS



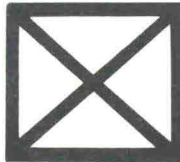
LT124

METAMORPHIC



LT94

24



25

NO SAMPLE or
SECTION COVERED

GRAPHIC SYMBOLS FOR ACCESSORY MINERALS AND OTHER COMPONENTS

These may be used in any combination to indicate included components or sub-types of lithology, but they should be used sparingly.

C COCCOLITHS

D DIATOMS

Fe IRON or ironstone

G GLAUCONITE

H HEAVY MINERALS

M MICA

P PHOSPHATE or phosphatic limestone or material

T TEETH shark or other



SAND small, solid random dots



SHELLS or coquina



CALCAREOUS cement or streaks



DOLOMITIC



CLAY



CHERT



OOLITES small, open circles



FORAMINIFERA or foraminiferal limestone



PLANT REMAINS



PYRITE



CONCRETIONS or nodules

**APPENDIX C. LETTER SYMBOLS FOR NAMES OF FLORIDA
GEOLOGIC FORMATIONS AND MEMBERS.**

SYSTEM	FORMATION or MEMBER	LETTER SYMBOL
QUATERNARY	RECENT or PLEISTOCENE	
	undifferentiated units	Qu
	Lake Flirt Marl	Qlf
	Pamlico sand	Qp
	Anastasia Formation	Qan
	Miami Oolite	Qmo
	Key Largo Limestone	Qkl
	Fort Thompson Fm	Qf
	Coffee Mill Hammock member	Qfc
	Okaloakoochee member	Qfo
	Caloosahatchee Fm.	Qc
	Ayers Landing member	Qca
	Bee Branch member	Qcb
	Fort Denaud member	Qcf
TERTIARY	PLIOCENE	
	Citronelle Fm.	Tci
	Miccosukee Fm.	Tm
	Jackson Bluff Fm.	Tjb
	PLIO-MIOCENE	
	Intracoastal Limestone	Til

MIOCENE

Red Bay Fm.	Trb *
Yellow River Fm.	Tyr *
Tamiami Fm.	Tt *
Ochopee Limestone member	Ttol *
Pinecrest Sand member	Ttp *
Buckingham Limestone member	Ttbl *
Alva Clay member	Ttac
LaBelle Clay member	Ttl
Ortona Sand member	Ttos
Murdock Station member	Ttms
Bayshore Clay member	Ttbc
Bone Valley Fm.	Tbv *
Alachua Fm.	Tal
Fort Preston Fm.	Tfp
Hawthorn Fm.	Th
Bruce Creek Limestone	Tbc
Pensacola Clay Fm.	Tpc
Escambia Sand member	Tpce
Shoal River Fm.	Tsr
Oak Grove member	Tsro
Chipola Fm.	Tc
St. Marks Fm.	Tsm
Chattahoochee Fm.	Tce

OLIGOCENE

Suwannee Limestone	Ts
Duncan Church beds	Td
Byram Fm.	Tb
Bucatanna Clay member	Tbb
Marianna Limestone	Tml
Chickasawhay Limestone	Tch

* Exact epocal affinities for these units are uncertain in some instances. May be in part Pliocene - Miocene.

TERTIARY	EOCENE	
	Ocala Group (Crystal River, Williston, & Inglis)	Tog
	Crystal River Fm.	Tcr
	Bumnose member	Tcrb
	Steinhatchee Dolomite member (informal)	Tcrs
	Williston Fm.	Tw
	Inglis Fm.	Ti
	Avon Park Fm.	Tap
	Lisbon Fm.	Tl
	Lake City Fm.	Tlc
	Tallahatta Fm.	Tta
	Hatchetigbee Fm.	The
	Bashi Marl member	Theb
	Oldsmar Fm.	To
	PALEOCENE	
	Cedar Keys Fm.	Tck
	Midway Fm.	Tm
UPPER CRETACEOUS	Lawson Limestone	Kl
	Eutaw Fm.	Ke
	Atkinson Fm.	Ka
	Tuscaloosa Fm.	Kt
	Pilot Sandstone member	Ktps
	Upper member	Ktu
	Middle member	Ktm
	Lower member	Ktl
	Massive Sandstone member	Ktms
LOWER CRETACEOUS	Dollar Bay Fm.	Kdb
	Lake Trafford Fm.	Klt
	Sunniland Fm.	Ks
	Punta Gorda Fm.	Kpg
	Ft. Pierce Fm.	Kfp
	Hosston Fm.	Kh

JURASSIC	Cotton Valley Fm.	Jcv
	Haynesville Fm.	Jh
	Buckner Anhydrite	Jba
	Smackover Fm.	Js
	Norphlet Fm.	Jn
	Louann Fm.	Jl
TRIASSIC	Eagle Mills Fm.	Rem

Paleozoic and Precambrian rocks are known from a few wells, but their ages and systemic affinities have not been established. In these cases the author may assign them standard systemic letter symbols as research data indicates, in accordance with the section entitled "Letter symbols for geologic systems."

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A dark green outline map of the state of Florida is positioned on the right side of the cover. The text "FLORIDA Bureau of Geology" is printed in a bold, sans-serif font to the left of the map.

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