

# GUIDELINES FOR AUTHORS FOR PRODUCING TABLES FOR THE *JOURNAL OF CAVE AND KARST STUDIES*

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**Table 1. Measured <sup>222</sup>Rn equilibrium activity and specific conductivity for selected sampling stations.**

<b>4</b> <b>7</b>	<b>3</b> Location		<sup>222</sup> Rn Activity <sup>a</sup> (kBq m <sup>-3</sup> )	Specific Conduct. <sup>b</sup> (μS s <sup>-1</sup> )	<b>6</b>	<b>2</b> Description
	Lat. (°N)	Long. (°W)				
<b>Wells</b>						
Municipal Well	39°29'00"	77°20'21"	15.21 ± 2.74	0.390		Principal drinking-water well for town populace.
Dairy Well	39°29'25"	77°20'21"	...	0.380		Principal water-supply well for watering dairy cows.
<b>Farm Well</b>						
Farm Well	9°29'25"	77°20'22"	6.44 ± 2.52	0.448		Farmhouse drinking-water well.
<b>Springs</b>						
Willow Spring	39°29'29"	77°20'22"	9.66 ± 4.26	0.545		Small seepage spring.
Fountain Rock Spring	39°28'30"	77°22'00"	7.77 ± 2.63	0.520		Large flowing spring used for fish hatchery. <sup>c</sup>

**13** Note: Samples were collected during a very wet period (1992); dryer conditions would likely yield different results.

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<sup>a</sup> Measured equilibrium activity determined by liquid scintillation counting.  
<sup>b</sup> The arithmetic mean for all measured specific conductivity values is  $4.85 \times 10^{-1} \mu\text{S s}^{-1}$ ; no measurements ever exceeded  $7.60 \times 10^{-1} \mu\text{S s}^{-1}$ .  
<sup>c</sup> Fountain Rock Spring is no longer used as a fish hatchery.

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Parts of a typical table.  
Highlighted numbers are explained by numbered items in the text.

## TABLE CAPTION

- Number tables in the order in which they are cited in the paper. Follow the number with a period and two blank spaces, then the caption. Capitalize only the first letter in the caption, except symbols from chemical elements (e.g., Rn) AND the first letter of formal names and scientific names (except species epithets). Capitalize abbreviations for years before present only when appropriate (e.g., Ma and ka). End the caption with a period. Italicize all scientific names. Left justify and boldface the entire table caption on one or more lines at the top of the table.
- Separate the caption from the rest of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em<sup>1</sup>.

## TABLE HEADINGS

- Where appropriate place a very thin line underneath a subheading. In the example shown, line thickness is 0.03 em<sup>1</sup>.
- Start all column headings just below the thick horizontal lines. Left justify the first column; center all other column headings. Capitalize each initial letter for each heading item unless other capital letters are required (e.g., scientific names or chemical symbols).
- Abbreviate units of measurement and place them in parentheses on a separate line just below the rest of the heading. Use only *Le Système International d'Unités* (SI) units of measurement<sup>2</sup>. Enlarge parentheses as necessary to enclose unit of measure completely (i.e., to account for superscripts and subscripts).
- Separate the headings from the body of the table with a thin horizontal line. In the example shown, line thickness is 0.05 em<sup>1</sup>.

## TABLE BODY

- Start all columns just below the thin horizontal line at the base of the column headings. Left justify the first column and center all the other columns. Do not show units of measurement in the column if they can be abbreviated and placed in parentheses just below the column heading.
- Align columns of numbers on the decimal or other appropriate marker (e.g., the ° symbol). Use a zero before the decimal point for values less than one.
- Align text entries on the left and indent each line after the first and end each sentence with a period. Use only an initial capital for each complete sentence unless other capitals are required.
- Separate sections of the table with line spaces. Label these sections with a very thin lined heading that is left justified. In the example shown, line thickness is 0.03 em<sup>1</sup>. Indent subitems one space.
- Do not leave blank spaces in the body of the table. These should be marked '...' (no data), 'N.A.' (not applicable) or otherwise as appropriate, and the abbreviations should be marked with a footnote for explanation.
- Follow the body of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em<sup>1</sup>.

<sup>1</sup>One em is the width of a capital 'M' in the current font.

<sup>2</sup>See Nat. Inst. of Stan. and Tech. Publ. 330 and 811 at <http://physics.nist.gov/cuu/Units/bibliography.html> for correct SI units.

## FOOTNOTE SYMBOLS

- If several items in a table require footnotes, use relative position in the table to determine the order in which footnotes are assigned. Start at the top of the table, work from left to right, then from top to bottom.
- Use lowercase alphabetical characters for footnotes: a, b, c . . . z.

## TABLE FOOTNOTES

13. Treat each footnote as a separate paragraph; indent the first line three spaces and end the footnote with a period. Place general information about the table in the first footnote. Precede this entry with 'Note:' in italics rather than with a symbol.
14. Footnotes should appear in the same order as the symbols were used in the table. Use only an initial capital letter for each sentence in each footnote.

## ADDITIONAL REQUIREMENTS

15. Scale SI units using appropriate SI prefixes (*e.g.*, k,  $\mu$ , etc.)
16. Always use the mathematical minus sign, '−' to indicate subtraction when using mathematical formulae; never substitute an hyphen '-', an en-dash '–', or an em-dash '—' for a minus sign '−' in mathematical formulae.
17. When reporting data using scientific notation always use the symbol for multiplication, '×' (*e.g.*,  $7.60 \times 10^{-1} \mu\text{S s}^{-1}$ ).
  - If a separate section is to be incorporated into the table (*e.g.*, different dates for different sampling events) then separate these sections with a centered and italicized caption within the body of the table. Do not boldface this caption, only capitalize the initial letter of the first word in the caption except as required (*e.g.*, scientific names), and do not end this caption with a period.
  - Never use vertical lines anywhere in the table.
  - Never boldface any part of the table other than the caption.

- Never use English units of measurement except as allowed (see **EXCEPTIONS**).
- Never italicize units of measure.
- Never use nonSI units of measurement except as permissible under specific SI guidelines (*e.g.*, liter).
- When reporting data using scientific notation never use the letter ex, 'x' and never report data using either 'e' or 'E' to indicate the exponential as would be obtained from a computer program (*e.g.*,  $7.60\text{E}-1 \mu\text{S s}^{-1}$ ).
- Never substitute a spreadsheet for a properly constructed table.

## EXCEPTIONS

- If appropriate, some units of measurement may be used in place of SI units of measurements (*e.g.*, hours may be more appropriate than seconds for long time periods).
- In rare instances it may be reasonable to list the correct SI unit of measure followed by its English equivalent enclosed in brackets. For example: ( $\text{m}^3 \text{s}^{-1}$ ) [cfs]; subsequent English numerical values also enclosed in brackets would follow the SI numerical values in the body of the text.
- The combination of thick and thin lines may be replaced with a set of uniformly-thick lines.

## SPECIAL EXCEPTION

- If for some reason a proposed data table cannot reasonably match the example shown, then please contact the Editor of the *Journal of Cave and Karst Studies* for consideration of a special exception.
- For those individuals using software or equipment other than MS Word®, WordPerfect®, or L<sup>A</sup>T<sub>E</sub>X, (*e.g.*, typewriter) then please contact the Editor of the *Journal of Cave and Karst Studies* for consideration of a special exception and/or assistance.

# The NIST Reference on Constants, Units, and Uncertainty

## International System of Units (SI)

### Bibliography: links, citations and online publications

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#### Related Sites

##### [BIPM, International Bureau of Weights and Measures](#)

*(Bureau International des Poids et  
Mesures)*

Serves as the "international"  
metrology institute and  
publishes the definitive  
international reference on the  
SI

##### [IEC, International Electrotechnical Commission](#)

Develops international  
standards for  
electrotechnology

##### [ANSI, American National Standards Institute](#)

Approves United States  
standards in many areas

##### [NIST Metric Program](#)

Seeks to accelerate the  
Nation's transition to the  
metric system

##### [ISO, International Organization for Standardization](#)

Develops international  
standards in areas other than  
electrotechnology



#### References

Information on the SI within this reference is primarily based on three NIST publications, which are available in electronic (acrobat pdf) format. (If you do not have this software, you may wish to [obtain it free](#) from Adobe.)

## Guide to the SI, with a focus on **usage and unit conversions**:

**NIST Special Publication 811, 1995 Edition, by Barry N. Taylor.**  
*Guide for the Use of the International System of Units (SI)*

This publication, abbreviated SP 811, has been prepared by NIST to provide assistance in the use of the SI. The topics covered by SP 811 include:

- NIST policy on the use of the SI in NIST publications.  [View Publication \(PDF\)](#)
- Classes of SI units, those SI derived units that have special names and symbols, and the SI prefixes that are used to form decimal multiples and submultiples of SI units. [View Publication \(HTML\)](#)
- Those units outside the SI that may be used with the SI and those that may not.
- Rules and style conventions for printing and using quantity symbols, unit symbols, and prefix symbols, and for spelling unit names.  [Order Publication](#)
- Rules and style conventions for expressing the results of measurements and the values of quantities.
- Definitions of the SI base units.
- Conversion factors for converting values of quantities expressed in units that are mainly unacceptable for use with the SI to values expressed mainly in units of the SI.
- Rounding numbers and rounding converted numerical values of quantities.

## Guide to the SI, with a focus on **history**:

**NIST Special Publication 330, 2001 Edition, Barry N. Taylor,  
Editor**

### *The International System of Units (SI)*

This publication, abbreviated SP 330, is the U.S. version of the English language text of the 7th edition of the brochure *Le Système International d'Unités (SI)*. The 7th edition of the brochure, which is the current definitive reference on the SI, was

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published in the French language in 1998 by the International Bureau of Weights and Measures (BIPM, *Bureau International des Poids et Mesures*), and a supplement to it was published in June 2000. Except for very minor differences, SP 330 is identical to the English-language text that follows the official French language text in the two BIPM publications. The BIPM SI Brochure, and thus SP 330, contains Resolutions and

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Recommendations of the General Conference on Weights and Measures (CGPM, *Conférence Générale des Poids et Mesures*) and the International Committee for Weights and Measures (CIPM, *Comité International des Poids et Mesures*) on the SI. Also included is explanatory material, as well as relevant extracts from the International Standards of the International Organization for Standardization (ISO) for the practical use of the SI.

## Guide to the SI, with a **legal focus**:

**Federal Register notice of July 28, 1998, 63 FR 40334-40340**

### *Interpretation of the International System of Units for the United States*

This notice restates the interpretation of the SI for the United States by the Department of Commerce. As provided by U.S. law, the metric system of measurement to be used in

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the United States is the SI as established by the General Conference on Weights and Measures and interpreted or modified for the United States by the Secretary of Commerce. The Secretary has delegated this authority to the Director of the National Institute of Standards and Technology.

## Diagram of SI unit relationships:



This schematic [diagram](#)

illustrates how the 22 SI

derived units with special names and symbols are related to the seven SI base units. Versions optimized for printing are available.



## History of the SI, with a focus on the BIPM

**NBS Special Publication 420, 1975 Edition, C. Page and P. Vigoureux, Editors**

*The International Bureau of Weights and Measures 1875-1975*

This publication, abbreviated SP 420, gives the history of the first century (1875-1975) of the International Bureau of Weights and Measures (BIPM, *Bureau International des Poids et Mesures*), including the history of the Convention du Mètre (Meter Convention) and the SI. It is out of print, and not available online.

## Weights and Measurements in the United States, with a focus on history:

**NBS Special Publication 447, 1976 Edition, Louis E. Barbrow and Lewis V. Judson**

*Weights and Measures Standards of the United States, a brief history*

This publication, abbreviated SP 447, provides a brief

history of U.S. weights and measures from the founding of the country to about 1975. It includes copies of the notices published in the Federal Register of the United States that give the relationships between various customary units of weights and measures and SI units. It is out of print, but available online in this PDF version.



## [Go to SI Units home page](#)

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