Revised 12-3-2013

MAP PREPARATION TIPS and GUIDELINES

Links to IGS Style/Formatting Guidelines

SUPERVISING GEOLOGIST RESPONSIBILITIES

Coordinator—The supervising geologist coordinates map materials submission and revisions with the lab. The supervisor is especially important on compilation projects.

Map Revisions and Scanning—It is the supervising geologist's responsibility to keep track of ***map and map unit changes*** and to make sure the lab staff is aware of these changes.

Lead Author Responsibilities—All changes go through lead author. During major map revisions, lead author compiles a list all changes on the map from all co-authors, and makes sure they are carried through to the correlation and cross sections if need be. ***Use standard editing markup symbols for text changes.***

Greenline Edit/Tracking Copy—As soon as a greenline/mylar geology base comes in to the lab, it is scanned, and a print of the scan is made. From this point forward ALL changes made to the greenline/mylar geology base MUST be also made on this printed scan of the original (markup base). This enables us to track changes.

Map Unit Changes—When map unit names change (e.g., Qal goes to Qalf) we need a list showing the changes and an indication where on the map to apply the change (e.g., everywhere or just in the nw corner).

Description of Map Unit Text Changes— Changes to text must be noted on the paper map copy. If **ALL** text is to be replaced, please note on the map. When an author needs descriptions from a deliverable for revision purposes, we will copy them from the Illustrator file into a word processing program and send to the lead author for review purposes.

MAP MATERIALS

Line Work on Maps— Keep line work as clean as possible. Avoid ambiguity. Make sure faults are distinguishable from contacts. Ditto for dikes and other line symbols. Using different colored lines for each geologic object type can help with this problem.

Geologic source attributes— Make it obvious how you want all geologic objects on the map attributed for source and include a full reference for each. If the source map is not one we have access to, you will need to get us a copy so we can digitize the outline for the index map and metadata. Your map is not done until these sources have been added to the map database.

Symbols— Please provide **definition for each symbol**, not just a list of symbols. Check symbols on the map against what is included in your symbols description text. If new or unique symbols need to be created, you will need to talk with the much too happy staff in the lab about design and database issues. When we finish digitizing a map, we can provide a list of the symbol blocks used on the map which can be used to double check author symbols definition list.

Digital data—

Google Earth– Digital line work coming from GE is okay as long as the lab is kept in the loop. It is very easy to go from GE to AutoCad via Global Mapper. Talk with Loudon about the process. ***All line work added via digital methods will need to be added to the Mylar base for archive purposes.***

ArcMap–Digital line work coming from ArcGIS and other sources is okay as long as the lab is kept in the loop. Talk with Loudon about the process. ***All line work added via digital methods will need to be added to the Mylar base for archive purposes.***

Tables—***The current rock chemistry Excel template (for Excel-to-Illustrator conversion) is out of date. If someone wants to volunteer to help with this let Jane or Loudon know***. We also have a template for paleomag data. For other data tables, check with the lab. Note: Tables (spreadsheet data) can be placed on the download site along with the map when published.

Correlation Charts— should be drawn the way you want them to look. Use the previous year's mapping as a template, if possible.

Cross-Sections— Most cross-section profiles are being generated by the lab. *Talk with the lab folks early as possible if you want us to make you a*

profile. Remember to include all map units found in the X-section in the map unit descriptions.

Description of Map Units (DOMU)—Don't spend a lot of time formatting the unit description text you give us. WordPerfect or Word files are fine.

DO—

Make the **unit name headings and ages bold** Followed by —"em" dash, if you can (3 hyphens in WP), to —separate the description text. For Word, Alt+ctrl+Number pad hyphen makes an "em" dash.

Put in subscripts and superscripts

Include Italics where necessary. For example, Tbu should be *Tbu* in the DOMU.

DON'T—

Worry about font size or indentations

Spend time on line spacing—NO SPACING is better.

References— Follow IGS style sheet for references. Please add *italics* where necessary. It is not necessary to format for the reverse indent.

Credits— Field dates, special credits.

Review Status—Possibilities are "Authors only", "Reviewed by...", etc.

Illustrations— If room allows, these can be very important to telling the geologic story. Check with the lab about size and formats. Photos are also a possibility.

—Software: In most cases geologists need to create their own illustrations. For beginners, the lab can help you get started. You will need to use a layout program, such as Illustrator. Corel is also a good program, but remember to check with the lab folks about compatibility. You will also need to use a photo editing program like PhotoShop. **We will not accept Power Point illustrations**!

Final coloring— Make the map as neat and complete as possible before handing it off to the lab. **The colored-out version should be done by one of the mapping geologists involved with the map**.