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

Table 1. Measured $^{222}$Rn equilibrium activity and specific conductivity for selected sampling stations.

<table>
<thead>
<tr>
<th>Sample Name</th>
<th>Location</th>
<th>$^{222}$Rn Activity</th>
<th>Specific Conductivity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wells</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Well</td>
<td>39°29′00″</td>
<td>77°20′21″</td>
<td>15.21 ± 2.74</td>
<td>0.390</td>
</tr>
<tr>
<td>Dairy Well</td>
<td>39°29′25″</td>
<td>77°20′21″</td>
<td>···</td>
<td>0.380</td>
</tr>
<tr>
<td>Farm Well</td>
<td>9°29′25″</td>
<td>77°20′22″</td>
<td>6.44 ± 2.52</td>
<td>0.448</td>
</tr>
<tr>
<td>Springs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Willow Spring</td>
<td>39°29′29″</td>
<td>77°20′22″</td>
<td>9.66 ± 4.26</td>
<td>0.545</td>
</tr>
<tr>
<td>Fountain Rock Spring</td>
<td>39°28′30″</td>
<td>77°22′00″</td>
<td>7.77 ± 2.63</td>
<td>0.520</td>
</tr>
</tbody>
</table>

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

- Measured equilibrium activity determined by liquid scintillation counting.
- The arithmetic mean for all measured specific conductivity values is $4.85 \times 10^{-4}$ $\mu$S $s^{-1}$; no measurements ever exceeded $7.60 \times 10^{-1}$ $\mu$S $s^{-1}$.
- Fountain Rock Spring is no longer used as a fish hatchery.

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

**TABLE CAPTION**

1. 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.

2. Separate the caption from the rest of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em.

**TABLE HEADINGS**

3. Where appropriate place a very thin line underneath a subheading. In the example shown, line thickness is 0.03 em.

4. 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., chemical names). Caps should be marked 'i' (italics) and 'b' (boldface) when necessary.

5. 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. Enlarge parentheses as necessary to enclose unit of measure completely (i.e., to account for superscripts and subscripts).

6. Separate the headings from the body of the table with a thin horizontal line. In the example shown, line thickness is 0.05 em.

**TABLE BODY**

7. 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.

8. Align columns of numbers on the decimal or other appropriate marker (e.g., the $^b$ symbol). Use a zero before the decimal point for values less than one.

9. 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.

10. 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. Indent subitems one space.

11. 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.

12. Follow the body of the table with a thick horizontal line. In the example shown, line thickness is 0.08 em.

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1One em is the width of a capital ‘M’ in the current font.
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, µ, 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, ‘x’ (e.g., $7.60 \times 10^{-1} \mu S s^{-1}$).
- 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., $7.60E-1 \mu S s^{-1}$).
- 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: ($m^3 s^{-1}$) [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 LATEX, (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.