

The Canadian Mineralogist Formatting & Style Tips

This document contains a non-comprehensive list of *Canadian Mineralogist* style policies on the following topics:

- Font
- Spelling
- Mineral Names
- Hyphenation, En-dashes, and Em-dashes
- Abbreviations
- Lists
- Parentheses (including citations)
- Symbols
- Words and Phrases

Font

We use Times New Roman for the main text, including for symbols.

We use Arial for the tables, including for symbols.

Inserting symbols in an alternate font can lead to typesetting errors.

Spelling

We use US spelling for standard words and phrases.

Mineral Names

- Always use IMA approved mineral names and formulae.
 - Note that the IMA approved spelling of “barite” is **baryte**.
 - Note that **electrum** is **not** an IMA approved name. Please substitute Ag-rich gold or Au-rich silver, as appropriate.
 - If a non-IMA term absolutely must be used, it will be enclosed in quotation marks.
- Never plural.
 - ✘ Titanites from the Coleman Mine yielded an age of...
 - ✓ Titanite from the Coleman Mine yielded an age of...
 - ✓ Titanite grains from the Coleman Mine yielded an age of...
 - ✓ Titanite crystals from the Coleman Mine yielded an age of...
- Never use adjectival modifiers.
 - ✘ Aurian silver
 - ✓ Au-rich silver
 - ✓ Au-bearing silver
- ✘ Lithian mica
- ✘ Li-mica

✓ Li-rich mica

Hyphenation, En-dashes, and Em-dashes

There are three types of dash commonly used in manuscripts: hyphens (-), en-dashes (–), and em-dashes (—). Some non-comprehensive guidelines on which to use in certain circumstances follow.

Hyphens and en-dashes are most frequently confused. In general, use an en-dash when the dash can be replaced with the word “to” or “through”. More specifically:

Use hyphens (-) for:

- compounds words
- joining words to increase clarity
(*e.g.*, “unit cell” is not normally hyphenated, but when it describes something else, hyphenate for clarity: “the unit cell” but “unit-cell parameters”)
- listing elements symbols in a multi-element deposit, mineral, or analysis (*e.g.*, Pb-Zn deposit, K-Ar geochronology)

Use en-dashes (–) for:

- Minus and negative signs
- Bonds (*e.g.*, Si–O)
- Ranges of values (*e.g.*, 150–160 ppm)
- Directions (*e.g.*, N–S)
- Group of elements/oxides describing a system

Use em-dashes (—) to:

- offset remarks in the midst of a sentence

Abbreviations

- Do not abbreviate the first word or phrase in a sentence.
- Element symbols are used when referring to the element as chemicals/compositions. The full word is used when it is part of a name or as a descriptor (*e.g.*, “lead deposit”, but “deposit rich in Pb”).
- Avoid abbreviating “pressure” and “temperature” when possible.
- “Figs.” is used only when the number of the figure is different; use the singular “Fig.” for parts of the same figure (*e.g.*, Figs. 2 and 3 but Fig. 1A, B)

Lists

- Numbered lists should be formatted as follows: (1) first item, (2) second item, and (3) third item.
- Replace commas with semi-colons if any of the items include commas of their own.

Parentheses (including citations)

- Parenthetical remarks which accompany, but are not related to, citations are separated by a semi-colon, *e.g.*, (Fig. 1; Smith 2012) or (realgar; Smith 2002)

- Parenthesis/bracket order: The first set is always (). Alternate with [] outwards. *e.g.*, (), then [()], then ([[]]), *etc.*
- Do not use parentheses around molecules unless necessary for clarity.
- Multiple parenthetical citations are separated by commas (Smith 1991, Jones 1992, Parker 1993)
- Multiple parenthetical citations by the same author are separated by commas without repeating the name (*e.g.*, Smith 1991, 1992, 1999, Parker 1991)
- Two author citations use an ampersand (Smith & Smith 1996)

Words and Phrases:

- “endmember” (not “end member” or “end-member”)
- “compositions” instead of “analyses” when referring to a set of element content results
- Atoms are “at” sites, not “in” them
- Avoid using “data obtained on” *etc.* (“data obtained from” is OK)
- “dike” instead of “dyke”
- nine-fold (not ninefold or 9-fold); this is the case for numbers up to 9. 10 and above use the numeral (*e.g.*, 10-fold) instead.
- Rock names are not capitalized, but proper names which make them specific are (*i.e.*, Seeley slate, not seeley slate or Seeley Slate)

Degree Symbols

- These should **never** be constructed manually using letters, zeroes, superscripts, or manual text height adjustments.
- Instead, please located the “Insert” menu or tab, select “Symbol” and use the degree symbol provided.

Other Symbols

- Greek letters are **never** italic
- wt.%, mol.%, and vol.% have no spaces around the periods
- g/cm³ is preferred over g cm⁻³
- Please use the symbol × not the letter x or X
- X-ray, not x-ray
- Site designations (“The *A* site”) are italic
- bonds (**b**₁₃) are roman
- D_{calc} is roman
- K_c is roman
- “g” and “g_n” when referencing solvents for EPR studies are roman
- g_⊥ and g_{//} are roman
- Magnetic fields (*i.e.*, **B**) and matrices (*i.e.*, **g**, **A**) are bold
- bond vectors (**b**₁₃) are bold
- Axes are bold (*i.e.*, “the **c** axis”)
- *apfu* is italic

- *cf.* is italic and not followed by a comma
- *ca.* is italic
- *et al.* is italic
- *etc.* is italic
- *F* is italic
- *i.e.*, and *e.g.*, are italic and followed by a comma
- *in situ*
- R_1 (referring to indices for reflections) is italic and the 1 or 2 is subscript
- *versus* is spelled out and italic
- *Z* is italic
- V in $2V_{\text{meas}}$ and $2V_{\text{calc}}$ is italic