

An English glossary for GEUS publications: spelling and usage of troublesome words made easy

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and Birgit Eriksen

GEOLOGICAL SURVEY OF DENMARK AND GREENLAND
MINISTRY OF ENVIRONMENT AND ENERGY



G E U S

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Preface

This glossary gives recommended spellings for GEUS' English language publications. Specifically compiled for use in our peer-reviewed publications – *Geology of Denmark Survey Bulletin*, *Geology of Greenland Survey Bulletin* and *Geology of Denmark and Greenland Map Series* – it outlines the chosen language style of our scientific series. However, as GEUS widens the scope of its cooperation with institutions and organisations around the world, there is an increasing demand throughout the Survey for the presentation of documents, both administrative and technical, in the English language. And because our website portrays our image to the international community, the language used there should reflect our professionalism. Thus, rather than retain this glossary as a working paper among editors of our scientific series, it is offered here as a report in the hope that it will prove helpful in the preparation of English texts throughout GEUS.

Conventionally, much more emphasis is placed on the accuracy and consistency of language and terminology in scientific writing than in everyday communication. However, correct spelling and use of words should always be a primary aim in any text published by GEUS. As it happens, the very first entry of this glossary – Aalborg University – draws attention to the fact that even the names of well-established Danish institutions are often cited incorrectly (see also under University of Aarhus).

Many English words have optional spellings and punctuation. This can be easily confirmed by consulting more than one dictionary; the variety of spellings is radically increased if both British English and American English reference works are consulted. It is stressed that the entries in this glossary are simply those recommended for use in GEUS scientific publications.

This glossary has been continually improved by modifications suggested by editors. It is hoped that comments will continue to come in and thereby help to shape future editions.

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Introduction

This glossary is based on those words that *over the years have shown to be troublesome as regards spelling and usage in Survey scientific publications*. It should be regarded as a supplement to, not a substitute for, a good modern dictionary and a geological glossary. The compilation of this glossary has sprung from the need for a set of standards and guidelines for authors and editors involved in the production of the GEUS scientific series, and the spellings herein reflect the style chosen for these publications.

The glossary is the third and final part of a manual used in the production of our scientific publications; a handbook on publishing (Dawes & Glendal 1998) and an explanation of the GEUS bibliographic style (Sønderholm *et al.* 1998) form the other two parts. It should be noted that in a discussion on *English versus American spelling* in the handbook, it was suggested that, provided that spelling was consistent throughout each work, both language varieties could be used. Unfortunately this has resulted in manuscripts with blatant mixed spelling, on occasions with contrasting forms of one word appearing on the same illustration. Thus British English is *now* used throughout the scientific series (see below); this change will be included in the revised edition of the handbook that is in preparation.

Many reference works have been consulted in the compilation of this glossary. *The new Oxford dictionary of English* (Pearsall 1998) and *The new Fowler's modern English usage* (Fowler 1998) have been the standard reference books; on the geological side *A dictionary of earth sciences* (Allaby & Allaby 1999) and *Glossary of geology* (Jackson 1997) have supplied, respectively, the details of British and American geoscientific terminology.

Glossary composition

Many entries of the glossary represent words, terms, names and abbreviations that often have to be corrected by editors, e.g. **accommodated** not accomodated, **coloration** not colouration, **data** which is not singular, **et al.** not *et. al.* or *et al*, **Kort & Matrikelstyrelsen** which has an ampersand and no hyphen, a **licence** not a license, **mid** which never stands alone, **migmatisation** not migmatitisation, **northerly** not northerly, **olive-green** not olive-green, **platy** not platey, **Quaternary** not Quarternary, etc.

Some English and Danish words have close spelling forms and thus are often the cause of confusion, e.g. **abnormal** not anormal, **address** not adresse, **analogue** not analog, **centre** not center, **compilation** not kompilation, **general** not generel, **horizontal** not horisontal, **metre** not meter, **modern** not moderne, **project** not projekt, **resource** not ressource, **visual** not visuel, etc.

Also included are some common abbreviations where convention often determines whether full stops and italics are used, and whether there is a space between each element, for example **c**, **c.**, **cf.**, **c.f.**, **et al.**, **i.e.**, **in situ**, **km**, **n. sp.**, **op. cit.**, **p.**, **pp.**, **pct.**, **viz.** For the general use of abbreviations, see the handbook (Dawes & Glendal 1998, pp. 54–56).

The glossary focuses on spelling and punctuation rather than explanations of words. However, meanings of words are given in many cases to clarify common misuse; for example, in those cases where words and phrases, similar in spelling or punctuation, have different meanings, e.g. **affect** and **effect**, **already** and **all ready**, **continual** and **continuous**, **crop out** and **outcrop**, **current** and **curreant**, **everybody** and **every body**, **main stream** and **mainstream**, **precede** and **proceed**, **principal** and **principle**, **side valley** and **valley-side**, **terrain** and **terrane**, and where some words are often used incorrectly as synonyms, e.g. **acid** and **felsic**, **comprise** and **encompass**, **gap** and **cutting**, (mineral) **reserve** and **resource**, **Svalbard** and **Spitsbergen**, **ultrabasic** and **ultramafic**, etc.

Explanations are also given for words in which the use of a hyphen is critical for understanding, for example, several verbs with the same spelling need a hyphen for correct meaning: **re-collect** and **recollect**, **re-fund** and **refund**, **re-soluble** and **resoluble**, **re-sort** and **resort**, **re-strain** and **restrain**, **re-treat** and **retreat**, etc.

In the English language a distinction is drawn between the hyphen (bindestreg) and several forms of the dash (tankestreg), for example in scientific texts in English a minus sign is a dash (en rule / kort tankestreg), *not* a hyphen, and numerical ranges are so indicated by this dash, e.g. pages **24–62** or analyses **6A–F**. In English a dash is also used to express 'through' or 'to', such as through a period of geological time, e.g. **Triassic–Palaeogene**, and from one azimuth to its opposite, e.g. north-east–south-west or **NE–SW**. In contrast, in texts in Danish the use of these forms of punctuation is less specific with the hyphen often substituting the dash. In this glossary, explanation of the use of the dash is given where relevant. For the general use of the dash and hyphen, see the handbook (Dawes & Glendal 1998, pp. 51–52).

The choice of spelling

The glossary emphasises that British English is used in the GEUS scientific series; thus **aeolian** not eolian, **aluminium** not aluminum, **analyse** not analyze, **Archaean** not Archaean, **Cenozoic** not Cainozoic, **centre** not center, **cesium** not caesium, **channelled** not channeled, **colour** not color, **dyke** not dike, **grey** not gray, **kilometre** not kilometer, **palaeoecology** not paleoecology, **Palaeozoic** not Paleozoic, **sulphur** not sulfur, etc. But, there are exceptions to the palaeo-/paleo-couplet, hence **Paleocene**, and not Palaeocene, is recommended spelling (for explanation, see under **Paleocene**, p. 38).

Many English words have the optional endings 'ise' or 'ize', e.g. **crystallise** and crystallize, **mineralise** and mineralize, **realise** and realize, **recognise** and recognize, etc. The ending 'ise' is recommended at GEUS for two practical reasons: there are *many* 'ise' verbs that are *never* spelt with 'ize', e.g. **advise**, **comprise**, **compromise**, **devise**, **disguise**, **enterprise**, **exercise**, **incise**, **prise**, **revise**, **supervise**, **surmise**, **surprise**, etc., and some 'ize' verbs are solely American English, e.g. **analyze**, **catalyze**.

The glossary

A

Aalborg University, spelt so, an official name, not Ålborg University, University of Aalborg or University of Ålborg; see also under **University of Aarhus**.

AAS, abbr. atomic absorption spectrophotometry, capitals, no full stops.

abbr., abbreviation of the word abbreviation(s), with full stop (as used in this glossary).

abnormal, not anormal (Danish).

abstract, not abstrakt (Danish).

access, accessible, spelt so.

accessory, spelt so, e.g. accessory minerals.

accommodate, spelt so, note the double c and double m.

acid or **acidic**, used in igneous petrology *sensu stricto* for a rock with more than 65% SiO₂; not a synonym of **felsic**. In system with **basic, intermediate, ultrabasic**.

acknowledge, acknowledgeable, acknowledgement, note the e after the g, not acknowledgment. In expressing thanks under the heading Acknowledgement(s), the singular form (**Acknowledgement**) is used *only* in cases where but one citation of thanks is given. The plural form (**Acknowledgements**) is by far the more common.

acquisition, spelt so.

A.D., abbr. (Lat.) *anno Domini*, 'in the year of our Lord', capitals, with full stops, not italicised, no space, placed before the year, e.g. A.D. 55, cf. **B.C.**

ad hoc (Lat.) literally, 'to this', meaning 'formed, arranged or done for a particular purpose only', not an abbreviation, no full stops, not italicised.

ad inf., abbr. (Lat.) *ad infinitum*, 'to infinity', with full stop, in italics.

ad init., abbr. (Lat.) *ad initium*, 'at the beginning', with full stop, in italics.

ad int., abbr. (Lat.) *ad interim*, 'for the meantime', with full stop, in italics.

ad loc., abbr. (Lat.) *ad locum*, 'at the place', with full stop, in italics.

address, spelt so, note the double d, not adresse (Danish).

advertise, advertisement, never with z.

advise, verb, never with z; the noun is spelt **advice**.

aegirine, spelt so.

aeolian, not eolian (Amer.).

aerial photograph, aerial survey, two words.

affect, verb, one meaning is 'to produce an effect on' or 'to cause some result or change in'; do not confuse with **effect** which means 'to bring about or accomplish'.

aggregate, not aggregat (Danish).

agmatisation, agmatise, agmatite, agmatitic, spelt so; like **migmatisation**. Not with z.

air flow, air gun, air mass, air survey, two words.

airborne, aircraft, airfield, airphoto, airport, airstrip, airtight, one word.

albeit means 'though', spelt so.

albitisation, not albitization.

alga, noun, plural is **algae**, not alge (Danish).

alkali, noun, plural is **alkalis**; the adjective is **alkalic**.

alkaline, adjective; the noun is **alkalinity**.

all-embracing, all-powerful, all-purpose, with hyphen, e.g. all-purpose field equipment.

all-in-one, with hyphens.

allude, verb meaning ‘to refer indirectly or covertly’; do not confuse with **elude** which means ‘to escape from or avoid’ and **illude** which means ‘to deceive or trick’.

alongside, alongshore, one word.

already means ‘before the time in question’ or ‘as early or as soon as’; do not confuse with the phrase **all ready** that means ‘all – everyone or everything – is ready’.

alternate, alternately mean where ‘two things succeed each other by turns’, e.g. the agate has alternate colour bands; an **alternating** current, i.e. one that reverses its direction at intervals; do not confuse with **alternative, alternatively**, see below.

alternative, alternatively mean ‘available or usable instead of another’, thus a choice is implied, e.g. an alternative method; cf. **alternate**.

aluminium, not aluminum (Amer.).

a.m., abbr. (Lat.) *ante meridiem*, ‘before noon’, with full stops, not italicised, no space, always placed after the time, e.g. 6 a.m., note space between 6 and a.m.

Amer., abbr. America(n), with initial capital and full stop (as used in this glossary).

amygdale, amygdaloidal, not amygdule (Amer.).

analogue, not analog (Danish/Amer.) but **analogy, analogies, analogous**.

analyse, verb, not analyze (Amer.); noun is **analysis** with plural form **analyses**.

anti-, prefix meaning ‘opposed to or against’, used with or without hyphen, see examples below.

antibody, anticline, anticlockwise, antidune, antiparticle, antipathetic, antiperthite, one word.

anti-establishment, anti-gravity, anti-lock, anti-nuclear, with hyphen.

apex, plural is **apies**.

appendix, plural is **appendices** and **appendixes**.

approx., abbr. approximately, with full stop; an alternative is the abbreviation **c**.

arc, spelt so, short for island-arc, with hyphen, e.g. **island-arc** chemistry; relative positions are with hyphen, e.g. **back-arc, fore-arc, intra-arc**.

Archaean, not Archean (Amer.).

archive, not arkiv (Danish).

Arctic, the, spelt so, initial capital, name used in two ways: the regions around the North Pole and the regions north of the Arctic Circle. Also when used as an adjective, Arctic is spelled with an initial capital, e.g. Arctic clothing, Arctic equipment, an Arctic explorer, an Arctic fox and Arctic hare. However, if arctic is used in the informal sense ‘very cold’ it is spelled with a small initial letter, e.g. the temperature conditions in the quarry felt **arctic**.

Arctic Circle and **Arctic Ocean** are proper names.

around means ‘all round, on every side, enveloping’, do not confuse with **about**.

artefact, not artifact (Amer.).

asbestos, not asbest (Danish).

a.s.l., abbr. above sea level, small letters, no spaces, with full stops, but **100 m a.s.l.** (no full stop after m).

assistant, not assistent (Danish).

assortment, not assortment (Danish).

asterisk, spelt so.

asymmetrical, asymmetry, spelt so.

Atlantic Ocean is a proper name, not Atlantic ocean or sea.

atm., abbr. atmosphere or atmospheres, small letters, with full stop.

auto-, as prefix used with or without hyphen, see examples below.
autochthonous, autogamy, autogenic, automatic, automation, one word. Note the spelling of **autochthonous**; a common misspelling is 'autochtonous'.
auto-metamorphism, auto-retrogression, auto-suggestion, with hyphen.
axial plane, two words, but as adjective with hyphen, e.g. **axial-plane** cleavage.
axis, plural is **axes**.

B

back-barrier, back-stepping, back-up, with hyphen, e.g. back-barrier setting.
backbone, backdate, backfill, background, backpack, backshore, backslope, backward(s), backwash, backwater, one word.
back-to-front, with hyphens.
bacterium, spelt so, plural form **bacteria** is often used incorrectly as if singular.
badlands, one word, also used as adjective, e.g. badlands topography. Note that the singular form badland is not used.
ball-and-pillow, with hyphens, e.g. ball-and-pillow structure.
banded iron-formation, with hyphen, abbr. **BIF**, see below.
barite or **baryte**, not barytes.
barrier, not barriere (Danish).
barrier reef, two words; **back-barrier, fore-barrier**, with hyphen.
base camp, base map, base metal, base unit, two words.
baselevel, baseline, one word.
basement means 'the complex of rocks that underlies the rocks of interest in a particular area'. A basement can be of any age (even Cenozoic). However, in many regions the complex is composed of metamorphic and igneous rocks of Precambrian age, and an unfortunate tendency to use the word without age qualification has developed. Where known always state what its age is; if unknown, say so. In map legends it is seldom sufficient to let the word stand alone. Also used as adjective, e.g. **basement feature, basement fold, basement rock, basement terrane**.
basic is used in igneous petrology *sensu stricto* for a rock with between 45 and 54% SiO₂, not a synonym of **mafic**. In system with **acid** or **acidic, intermediate, ultrabasic**.
basin range, two words, as adjective with hyphen, e.g. **basin-range** structure.
basin-and-range, with hyphens, e.g. basin-and-range topography.
basin-fill, with hyphen, like **valley-fill**, e.g. the basin-fill is several kilometres thick.
b-axis, b-direction, with hyphen.
B.C., abbr. before Christ, capitals, with full stops, not italicised, no space, placed after the year, e.g. 55 B.C., cf. **A.D.**
beachrock, one word.
bear, verb, past tense **bore**, past participle **borne**; used as: to bear a resemblance (similarity) *to*, not resemblance with.
-bearing, e.g. **gold-bearing, oil-bearing, quartz-bearing, water-bearing**, with hyphen, e.g. oil-bearing strata, water-bearing mound.
bed configuration, bed load, bed size, two words.

-bedded, e.g. **cross-bedded**, **medium-bedded**, with hyphen, e.g. the sandstone is cross-bedded and the cross-bedded sandstone.

bedform, **bedrock**, one word.

behaviour, not behavior (Amer.).

bell-shaped, with hyphen.

bench-mark or **benchmark**, optional spelling.

benefit, **benefited**, **benefiting**, spelt so, not benefitted, benefitting.

Benioff zone or **Benioff seismic zone**, capital B and small z.

best-fit, with hyphen, e.g. best-fit line, but: the points depict the **best fit**.

bi-, prefix meaning 'two, double, twice,' etc., like **tri-** seldom with hyphen, see examples below.

biannual, **biaxial**, **bicentennial**, **bidirectional**, **bifocal**, **bifurcation**, **bilateral**, **bimetallic**, **bimonthly**, **bipartite**, one word. This prefix can easily create doubt when used in connection with *time*. For example, does bimonthly mean twice a month or every two months? Avoid ambiguity by writing e.g. twice a month or every two months.

BIF, abbr. banded iron-formation, capitals, no full stops.

bird's-eye, with apostrophe and hyphen, e.g. bird's-eye coal, bird's-eye pattern, bird's-eye view.

blue-green, with hyphen (see under **colour**).

BMP, abbr. **Bureau of Minerals and Petroleum**, capitals, no full stops; see under the full name.

border zone, two words, e.g. Franklinian border zone, the border zone of the batholith.

borderland, one word, like **foreland**, **hinterland**.

borehole, one word.

bot., abbr. botanic, botanical, botany, small letters, with full stop.

bottomset, one word, like **foreset**, **topset**.

boudin, noun, the verb is **boudinage**.

Bouguer anomaly, initial capital, note the two u's.

B.P., abbr. before Present, used in carbon 14 dating, capitals, with full stops, not italicised, no space, placed after the year, e.g. 5000 B.P.

brackish water, two words, unlike **freshwater** and **groundwater**.

break down, **break into**, **break open**, **break up**, verbs, two words, see **breakdown** below.

break-away, **break-up**, with hyphen, e.g. continental break-up.

breakdown, **breakthrough**, **breakwater**, nouns, one word.

brick-red, with hyphen (see under **colour**).

b.s.l., abbr. below sea level, small letters, with full stops, but **120 m b.s.l.** (no full stop after m).

B-tectonites, with initial capital and hyphen.

buckshot ore, spelt so.

building stone, two words.

buildup, one word, e.g. the carbonate buildup.

built-in, with hyphen, e.g. the built-in mechanism and the mechanism is built-in.

Bureau of Minerals and Petroleum, Government of Greenland, directorate founded in 1997 with offices in Nuuk; Danish name is Råstofdirektoratet (Grønlands Hjemmestyre), Greenlandic is Aatsitassanut Ikummatissanulla Pisortaqarfik. Official name, spelt so; note the common mistake that 'Mines' inadvertently replaces *Minerals*. Abbr. is **BMP**, see above.

butt, verb, meaning 'to push against'; do not confuse with **but**.

by-, as prefix meaning 'incidental, secondary, subordinate', used mainly with hyphen, see examples below.

by-channel, **by-product**, **by-spine**, **by-stream**, with hyphen.

bypass, **bypassing**, one word.

C

c, abbr. century, small letter, no full stop.

C, abbr. for several things, including the element carbon and Celsius/centigrade, capital, no full stop. In the form **25°C** there is no space between the C and the degree sign.

c., abbr. (Lat.) *circa*, 'about', small letter, with full stop, in italics; do not use *ca*.

calc-alkali, **calc-silicate**, **calc-sparite**, with hyphen.

calcarenite, **calcdolomite**, **calclithite**, one word.

calcilutite, **calcimicrite**, **calcirudite**, **calcisiltite**, spelt so.

camp site, two words.

cancel, **cancelled**, **cancelling**, not canceled, canceling (Amer.).

cannot, one word.

canyon, not cañon.

canyon-like, with hyphen.

caprock, one word.

carat, not karat (Danish/Amer.). A weight of gold and a measure of its purity, with pure gold being 24 carats (1 oz troy). 1 metric carat = 200 mg.

catalogue, not catalog (Amer.).

catalyse, not catalyze (Amer.).

Cenozoic, not Cainozoic (Amer.).

centilitre, not centiliter (Danish/Amer.); abbr. **cl**, see below.

centimetre, not centimeter (Danish/Amer.); abbr. **cm**, see below.

centre, not center (Danish/Amer.), unless part of official name, see e.g. **DPC**. Note that Danish institutions have adopted different spellings of the word, e.g. the Danish Lithosphere Centre (DLC; British English spelling) and the Danish Polar Center (DPC; American English spelling).

centre-line, with hyphen.

centring, not centering (Amer.).

cesium, not caesium (Amer.).

cf., abbr. (Lat.) *confer*, 'compare', with single full stop, not italicised; the single full stop is important, see **c.f.** below.

c.f., abbr., carried forward, with two full stops, not italicised, the two full stops are important, see **cf.** above.

chalk, **chalky**, spelt so.

channel, **channelled**, **channelling**, not channeled, channeling (Amer.).

channel bar, **channel erosion**, **channel fill**, **channel flow**, **channel line**, **channel sand**, **channel wave**, two words.

channelway, as used in ore geology, one word.

characterise, not characterize.

cigar-shaped, with hyphen.

circulation, not cirkulation (Danish).

circum-, prefix meaning 'about, around, round', used with or without hyphen, see examples below.

circum-Arctic, circum-Atlantic, circum-Pacific, circum-Polar, with hyphen.

circumcircle, circumdenudation, circumflex, circumlunar, circumnavigate, one word.

clay, clayey, spelt so.

clean-cut, clear-cut, with hyphen, e.g. clear-cut evidence.

clinoamphibole, clinometer, clinopyroxene, one word.

clockwise, clockwork, one word.

cl, abbr. centilitre(s), no full stop, not cls or Cl. In the form **10 cl** note the space between 10 and cl.

cm, abbr. centimetre(s), no full stop, not cms or Cm. In the form **5 cm** note the space between 5 and cm.

c/o, abbr. care of, small letters, no full stops.

co-, prefix meaning 'added to, joint, mutual, common, complement of, etc.', used with or without hyphen, see examples below.

coagulate, coaxial, coeval, coexist, coexistence, coexistent, comagmatic, coset, one word.

coal, coaly, spelt so.

coal basin, coal bed, coal gas, coal measures, coal mine, coal plant, coal seam, two words.

coalface, coalfield, one word, like **gasfield, oilfield**.

co-author, co-education, co-enzyme, co-equal, co-finance, co-latitude, co-occur, co-opt, co-ownership, co-precipitation, co-produce, co-worker, with hyphen. See also under **cooperate** and **coordinate**.

coarse-grained, with hyphen, e.g. the rock is coarse-grained and the coarse-grained rock.

coarsening-upward (downward) or coarsening-upwards (downwards) unit, with hyphen, but: the unit coarsens upward(s). Reverse word order can also be used, viz. **upward(s)-coarsening** and **downward(s)-coarsening**. Same construction as **fining-upward(s)**, etc.

coast plain or coastal plain, two words.

coastland, coastline, one word.

coliform, spelt so.

collateral, collinear, collocate, spelt so.

colleague, spelt so.

colour, coloured, colouring, colourful but **coloration**; not color, colored, etc. (Amer.).

Some common usages of colour descriptions are: **red-brown**, with hyphen but **reddish brown**; **yellow-brown**, with hyphen but **yellowish brown**; **blue-green, grey-green, olive-green**, with hyphen, but **dark green, light green**; **silver-grey** but **silvery grey**. **Cream-coloured** rock but: the rock has a **cream colour**; **rose-coloured** or **rose-tinted** mineral; **claret-coloured** ironstone; **mid-grey** to **light grey** dolomite; **brick-red** weathering; water can have a **bluish tinge**; a mineral can be **golden-yellow**.

commit, committal, committed, committing with double t but **commitment**.

commune means 'a group of people living together and sharing responsibilities'. Note that the word does not correspond to the Danish municipal unit 'kommune'. Best translation of 'kommune' is 'municipality'.

compare to and **compare with**; there is a slight difference in usage. *Compare to* is used in describing the resemblance of two quite different things, e.g. the thorns on a plant compared *to* spines on a sea urchin while *with* is used in estimating degrees of similarity between things of the same kind, e.g. compare basalts of province A *with* those of province B.

competence, competent, spelt so.

compilation, not *kompilation* (Danish).

complimentary means 'to express admiration or respect for something or someone'. Do not confuse with **complementary**.

comprise must be used with care. Three points: (1) never spelt with z; (2) means 'consists of' or 'is composed of' or 'is made of', i.e. it implies the components form a whole. 'The assemblage comprises five fish species' means that a total of five fish species make up the assemblage. Do not confuse with **contain** and **include** that imply only part of a whole, e.g. 'The assemblage contains five fish species' implies that as well as five fish species other species can be present; (3) a rock is not comprised of five minerals *but* the rock comprises (or consists of, or is composed of) five minerals. See also under **encompass** and **include**.

compromise, never with z.

cessionaire, spelt so, is 'the holder of a concession'.

confer, conferred, conferring, spelt so.

consecutive means 'following continuously or in logical order'; do not confuse with **consequential**.

consensus, spelt so.

consequential, spelt so, means 'following as a result or consequence', cf. **consecutive**.

consist, see under **comprise, include**.

consortium, plural is **consortia** and **consortiums**.

conspecific, spelt so.

contain, see under **comprise**.

continent-to-ocean, with hyphens, e.g. continent-to-ocean transition; note that the alternative form **continent-ocean** transition has a dash (en rule / kort tankestreg) that replaces 'to' ('til').

continual and **continuous** have different meanings. The former means 'happening frequently, constantly recurring', the latter means 'unbroken, uninterrupted, incessant'.

control, controlled, controlling, spelt so.

cooperate or **co-operate**, optional spelling.

coordinate or **co-ordinate**, optional spelling.

coral ground, two words, like **stoney ground**.

correlate, correlatable, spelt so.

counter-, prefix meaning 'opposition, rivalry, retaliation', used with or without hyphen, see examples below.

counteract, counterbalance, counterchange, countercheck, countermeasure, counterpart, countersign, one word.

counter-argument, counter-attraction, counter-clockwise, counter-productive, with hyphen.

criterion, plural is **criteria** which is often used incorrectly as the singular form.

crop out, verb, e.g. the rocks crop out south of the church; do not confuse with the noun **outcrop**. To say: the rocks outcrop south of the church is incorrect; use the form: the outcrops are south of the church.

cross-bedded, **cross-bedding**, **cross-lamination**, **cross-section**, **cross-stratified**, with hyphen.

crystal, **crystallisation**, **crystallise**; note double l, unlike **mineralisation**, **mineralise**. Not with z.

cupola-shaped, with hyphen.

current, noun, means 'a body of water, air, etc., moving in a certain direction' or 'a flow of electricity'; as adjective means 'belonging to the present time'; the adverb **currently** means 'at the present time or now'. Do not confuse with **currant** that has another meaning (botany).

current flow, **current meter**, **current policy**, two words.

cut away, **cut back**, **cut in**, **cut into**, **cut off**, **cut out**, two words, see **cutoff** below.

cut-and-cover, **cut-and-fill**, with hyphens.

cutback, **cutoff**, **cutout**, one word, e.g. cutoff grade, but as verbs always in two words, e.g. the road was **cut off** by the rock slide.

cutting, as landscape feature means 'an open passage excavated through higher ground', e.g. railway cutting, road cutting. Note that it is a *man-made* feature; for a natural break in a hill or cliff use **gap**. See also **road-cut**.

cwt., abbr. a hundredweight = 112 lb (UK, long hundredweight), small letters, with full stop; see under **ton**.

D

Danish Energy Agency, English name for Energistyrelsen, Copenhagen.

Danish EPA, abbr. **Danish Environmental Protection Agency**, English name for Miljøstyrelsen, Copenhagen.

Danish Forest and Landscape Research Institute, English name for Forskningscentret for Skov og Landskab, Hørsholm. Abbr. are DFLRI and FSL, see below.

Danish Forest and Nature Agency, English name for Skov- og Naturstyrelsen, Copenhagen.

Danish Lithosphere Centre, research centre administratively connected to GEUS; English name for Dansk Lithosfærecenter, Copenhagen. Official name, spelt so; note the spelling of *Centre* (British English); cf. Danish Polar *Center*. Abbr. is **DLC**, see below.

Danish Polar Center, English name for Dansk Polarcenter, Copenhagen. Official name, spelt so; note the spelling of *Center* (American English); cf. Danish Lithosphere *Centre*. Abbr. **DPC**, see below.

Danmarks og Grønlands Geologiske Undersøgelse, official name of our institute, English name is The Geological Survey of Denmark and Greenland although in most cases the definite article is dropped. Greenlandic is Qallunaat Nunaanni Kalaallit Nunaannilu Ujarassiuut Misissuisoqarfiat. Abbr. **GEUS**, see below.

data is plural, e.g. the data are displayed, do not use data with singular verbs. **Datum** is singular and seldom used – except in the context of a **datum line**. The word **information** is often a good alternative.

data capture, data processing, two words.

databank, database, datapoint, one word.

date line or **date-line**, optional spelling.

datum, datum line, see under **data**.

daylight, daytime, one word.

decalitre, spelt so, not decaliter (Danish/Amer.); a metric unit of capacity, equal to 10 litres.
Do not confuse with **decilitre**.

decametre, spelt so, not decameter (Danish/Amer.); a metric unit of length, equal to 10 metres. Do not confuse with **decimetre**.

decilitre, spelt so, not deciliter (Danish/Amer.); abbr. **dl**, see below. A metric unit of capacity, equal to 0.1 litre. Do not confuse with **decalitre**.

decimetre, spelt so, not decimeter (Danish/Amer.); abbr. **dm**, see below. A metric unit of length, equal to 0.1 metre. Do not confuse with **decametre**.

décollement (French) with accent, not italicised, e.g. décollement fault, décollement fold.

deep level, deep sea, deep structure, deep water, deep well, two words, as adjectives with hyphen, e.g. **deep-sea** deposit, **deep-water** channel.

deep-mined, deep-rooted, deep-seated, with hyphen.

delimit, one word, means ‘to determine the limits of’; do not confuse with **delineate**.

delineate, one word, means ‘to portray in drawing or in words’, do not confuse with **delimit**.

deliver, deliverance, delivery, spelt so.

dependent, adjective, spelt so, not dependant, but the noun has two spellings: **dependant** and **dependent**.

depocentre, one word, not depocenter (Amer.).

depth-to-source, with hyphens, e.g. depth-to-source analysis.

descendant, not descendent (Danish).

desiccate, spelt so, note the single s and double c; two common incorrect forms are ‘desiccate’, ‘dessicate’.

desire, desirable, spelt so.

desk-top publishing, with hyphen, abbr. **DTP**.

develop, developable, development, spelt so, no e after p except in **developer**.

devise, never with z.

DFLRI, abbr. **Danish Forest and Landscape Research Institute**, capitals, no full stops.
English name for Forskningscentret for Skov & Landskab (FSL), Hørsholm.

differentiate, differentiation, spelt so.

digitalise and **digitise** are synonymous, used in the sense ‘to convert into a digital form’.

dip angle, dip pole, dip slope, dip valley, two words.

dipmeter, one word, spelt so.

-dipping, e.g. **seaward-dipping, shallow-dipping**, with hyphen, e.g. shallow-dipping beds and the beds are shallow-dipping.

direct, spelt so.

disappoint, spelt so, note the single s and double p.

discipline, not disciplin (Danish).

disc-shaped, with hyphen.

disguise, never with z.

diskette, preferred spelling is with k, not discette. Do not use disk or disc.

dissect, spelt so, note the double s.

dissociate means ‘disconnect’, ‘separate’, ‘decompose’ and is preferred to disassociate.

distinct, not *distinkt* (Danish).

district, not *distrikt* (Danish).

divergence, not *divergens* (Danish).

dl, abbr. decilitre(s), small letters, no full stop, not *dls* or *DI*. In the form **5 dl** note the space between 5 and dl.

DLC, abbr. **Danish Lithosphere Centre**, capitals, no full stops; see under the full name.

dm, abbr. decimetre(s), small letters, no full stop, not *dms* or *Dm*. In the form **5 dm** note the space between 5 and dm.

DMU, abbr. **Danmarks Miljøundersøgelser**, capitals, no full stops. English name is National Environmental Research Institute (NERI). Note the *r* in *Miljøundersøgelser* and thereby the difference to *Danmarks og Grønlands Geologiske Undersøgelse*.

DNRF, abbr. **Danish National Research Foundation**, capitals, no full stops. English name for *Danmarks Grundforskningsfond*.

do., abbr. (Lat.) *ditto*, 'the same', with full stop, not italicised.

document, **documentation**, not *dokument*, *dokumentation* (Danish).

dome-and-basin, **dome-like**, **dome-shaped**, with hyphens.

-dominated, e.g. **mud-dominated**, **sand-dominated**, with hyphen.

DONG, abbr. **Dansk Olie og Naturgas A/S**, capitals, no full stops. English name is also *DONG* (i.e. no translation).

down has several meanings; in geology: 'an area of open rolling (undulating) hills'.

down-, as prefix often used in geology, either with or without hyphen, see examples below.

downcut, **downfaulted**, **downgrade**, **downhill**, **download**, **downslope**, **downstream**, **downthrown**, **downward**, **downwarp**, **downwelling**, one word.

down-dip, **down-section**, with hyphen.

downdrop, **downdropped** (double p), spelt so, but **downwarp**, **downwarped**.

down-to-earth means 'practical, realistic, with no illusions', with hyphens.

downward(s)-coarsening, **downward(s)-fining**, see under **coarsening-upward**, **fining-upward**.

DPC, abbr. **Danish Polar Center**, capitals, no full stops; see under the full name.

draw in, **draw out**, **draw up**, verbs, two words but as adjectives with hyphen, e.g. **drawn-out** inclusions.

drift-ice, with hyphen but: **drifting ice** hampered progress.

driftwood, one word.

drill pipe, **drill stem**, two words.

drillcore, **drillhead**, **drillhole**, one word.

drill-rig or **drilling rig**, alternative form.

drumlin, plural is **drumlins**; 'drumlins' has no meaning.

DTP, abbr. desk-top publishing, capitals, no full stops, not *dtp* (Danish).

dumbbell-shaped, with hyphen.

dyke, not *dike* (Amer.).

E

E, abbr. east, never lower case e, no full stop; see also under **east_north_east** and **east_west** and note the use of hyphen and dash.

E, abbr. evaporation, capital, no full stop, in italics, e.g. ***PIE*** ratio.

Earth, use initial capital for (the) Earth and all other planets. Used with or without the definite article.

earth, with lower case e means 'the soil'.

east-north-east, **east-south-east**, with hyphens; abbr. **ENE**, **ESE**, capitals, no full stops.

east-west, **E-W**, **ESE-WSW**, with dash (en rule / kort tankestreg) that means 'to' ('til'); abbreviations with capitals, no full stops.

eastern, **easterly**, spelt so; 'easternly' is incorrect.

echo, plural is **echoes**.

echo chamber, **echo sounder**, two words.

echogram, **echograph**, one word.

ecoclimate, **ecocline**, **ecosphere**, **ecosystem**, **ecotype**, **ecozone**, one word.

eco-friendly, with hyphen.

effect, noun and verb, not a synonym of **affect**; for meanings, see under **affect**.

e.g., abbr. (Lat.) *exempli gratia*, 'for the sake of example', with full stops, not italicised, no space.

electro-, prefix meaning 'of or relating to, or caused by electricity', seldom with hyphen, see examples below.

electro-acoustic, **electro-optics**, **electro-osmosis**, with hyphen.

electrodynamics, **electrogenic**, **electromagnetism**, **electrometer**, **electroscope**, **electrostatic**, **electrothermal**, one word.

electron diffraction, **electron microscope**, **electron probe**, two words.

elliptical-form, with hyphen.

elude, verb, not a synonym of **allude** or **illude**; for meanings, see under **allude**.

embed, **embedded** mean 'fix firmly and deeply in a surrounding mass'; not imbed.

emend., abbr. (Lat.) *emendare*, 'to make corrections and improvements to', with full stop, not italicised; used in palaeontology.

emphasise, not emphasize.

emplace, **emplacement** mean 'putting into position'; 'implace' has no meaning.

e.m.u., abbr. electromagnetic unit(s), small letters, full stops, no spaces.

en bloc means 'all at the same time or wholesale', two words.

en échelon (French) with accent, no full stop after 'en', not italicised.

en rapport, **en route**, **en rule**, **en suite**, two words.

enclose, **enclosure**, not inclose, inclosure.

encompass means 'to surround' or 'to contain'; note double s. Use sparingly; often used incorrectly as a synonym of **comprise**.

encounter means 'to meet'; not a synonym of **observe**; do not say: the mineral was encountered.

endnote, **endpaper**, one word.

end-point, **end-product**, with hyphen.

England is one of four lands of the United Kingdom (UK) and one of the three lands of Great Britain or Britain. Do not use as a synonym for UK or Britain, a common malprac-

tice, e.g. Wales and Scotland are not parts of England; they are parts of UK and Britain.
See under **UK**.

enquire or **inquire**, optional spelling.

enterprise, never with z.

epi-, prefix meaning 'upon, above, in addition', never with hyphen, see examples below.

epicentre, **epicontinental**, **epicycle**, **epigenetic**, **epilogue**, **epiphenomenon**, **episcopal**,
one word.

epoch, not *epoke* (Danish).

equal, **equalled**, **equalling**, not *equaled*, *equaling* (Amer.).

Eskimo, noun and adjective, spelt so, initial capital, plural is **Eskimos** or **Eskimo** (the
French plural form **Esquimaux**, sometimes found in old English travel books, has now
fallen into disuse). The term **Inuit** (plural of **inuk**, person) is preferred by the people
themselves (Fowler 1998). Note that the tectonic name **Innuitian** (Arctic Canada –
Greenland) is spelt with two n's.

essence, not *essens* (Danish).

et al., abbr. (Lat.) *et alii*, 'and others', with full stop after *al.*, in italics. Note: often used in-
correctly with a full stop after *et*.

et seq., abbr. (Lat.) *et sequentia*, 'and the following', with full stop, in italics.

etc., abbr. (Lat.) *et cetera*, 'and the rest', 'and so on', with full stop, not italicised.

Ethiopia, **Ethiopian**, spelt so, always initial capital.

Europe, **European**, spelt so, always initial capital.

evapotranspiration, one word.

eventual, **eventually** mean 'occurring or existing in due course or ultimate' (Danish = *en-
delig*), do not confuse with the Danish word 'eventuel' or with **eventuality**, see below.

eventuality means 'a possible event or outcome' (Danish = *mulighed*, *eventualitet*), cf.
eventual.

evergreen, **everlasting**, **evermore**, one word.

ever-present, **ever-recurring**, with hyphen.

every bit as, **every now and again**, **every other**, **every so often**, **every time**, separate
words.

every body, two words, e.g. every body discovered was a pyroxenite, cf. **everybody**.

every one means 'each one', two words, cf. **everyone**.

everybody, **everyday**, **everything**, **everywhere**, one word but **every person**, **every
place**, two words. See **every body** above.

everyone means 'every/each person' (*everybody*), one word. See **every one** above.

exceed, spelt so.

except, spelt so; 'except' has no meaning.

excise, never with z.

exercise, never with z.

existence, spelt so.

explain, **explanation**, **explanatory**, spelt so. Same construction as **penplain/pen-
planation**.

eye agate, **eye coal**, **eye tubercle**, two words.

eyeball, **eyeglass**, **eyehole**, **eyepiece**, **eyesight**, **eyewitness**, one word.

eye-catching, **eye-opening**, **eye-socket**, **eye-spot**, **eye-stalk**, with hyphen.

F

-facing, e.g. **landward-facing**, **seaward-facing**, with hyphen.

Faeroe Islands, **Faeroes**, **Faroe Islands**, **Faroes**, optional spelling. The normal spelling in English language publications some years ago was Faeroe Islands (Faeroes). This form was chosen by Rasmussen & Noe-Nygaard (1970) in the authoritative geological work on the islands and retained twenty years later (Rasmussen & Noe-Nygaard 1990). However, more recently the form Faroe Islands (Faroes) has become more common, for example it is used in English language publications of the Faroese government. The important point is to be consistent throughout each presentation/volume.

fair-weather, with hyphen, e.g. fair-weather wave-base.

fallout, one word.

far-reaching, with hyphen, e.g. the results have far-reaching consequences.

farther is normally used with reference to physical distance; the form **further** is preferred when referring to greater extent or in addition, as in **furthermore**.

fast ice, two words.

fault block, **fault breccia**, **fault complex**, **fault plane**, **fault scarp**, **fault system**, **fault zone**, two words, as adjectives with hyphen, e.g. **fault-block** tectonics, **fault-breccia** origin, **fault-scarp** system.

fault-line, noun and adjective, with hyphen, e.g. distinct fault-line, fault-line scarp, fault-line valley.

favour, **favourable**, not favor, favorable (Amer.).

feedback, one word.

feldspar, not felspar.

felsic is used to describe igneous rocks in which feldspar (or feldspathoid) and quartz are dominant; not a synonym of **acid/acidic**. See also **leucocratic**, **mafic**.

fenitise, not fenitize.

ferrodiorite, **ferrodolomite**, **ferrogabbro**, **ferromagnetism**, **ferrospinel**, one word.

ferromagnesian, one word, used to describe minerals rich in iron and magnesium, and less commonly rocks in which such minerals predominate; cf. **mafic** which is a synonym.

fibre, not fiber (Amer.).

field camp, **field map**, **field sketch**, **field work**, two words.

field of view, without hyphens.

Fig., abbr. figure, with full stop and initial capital; abbr. for plural form is **Figs** with no full stop. Note that **fig.** without initial capital is used when referring to an external source.

fine-grained, with hyphen, e.g. the rock is fine-grained and the fine-grained rock.

fining-upward (downward) or **fining-upwards (downwards)** unit, with hyphen, but: the unit **fines upward(s)**. Reverse word order, viz. **upward(s)-fining** and **downward(s)-fining** can also be used. Same construction as **coarsening-upward(s)**, etc.

firn line, two words.

first-order, as adjective with hyphen, e.g. first-order colour, first-order prism, but: two words in the **first order** were ...

first-year, as adjective with hyphen, e.g. first-year ice, first-year programme, but: after the **first year** the programme was ...

fish-eye, as adjective with hyphen, e.g. fish-eye lens, fish-eye slate.

fixed-wing, as adjective with hyphen, e.g. fixed-wing aircraft.

fjord, spelt so. Use *fiord* only when part of a proper name, e.g. Alexandra Fiord (Canada).

Note that on illustrations all names referring to water and ice are italicised.

fjord coast, fjord floor, fjord ice, fjord shore, fjord side, fjord water, two words.

flatland, one word, like **highland, lowland**.

flat-lying, with hyphen, e.g. the beds are flat-lying and the flat-lying beds.

flight line, two words.

flood tide, two words.

floodplain, floodwater, one word.

flow cleavage, flow layering, flow line, flow mark, flow unit, two words.

fluvioglacial, fluviolacustrine, fluviomarine, one word.

focus, noun, spelt so; plural is **focuses** and **foci**.

focus, verb, with optional spelling of **focused** or **focussed** and **focusing** or **focussing**.

föhn, not foehn, is 'a warm dry wind on the lee side of mountains'.

fold belt, fold geometry, fold mountains, fold pair, two words.

foot wall, two words, like **hanging wall**, but as adjectives with hyphen, e.g. **foot-wall** mineralisation.

foothills, footprint, one word.

fore-, as prefix meaning 'in front of, preceding', seldom with hyphen, see examples below.

fore-barrier, with hyphen.

forecast, foredeep, forefront, foreground, foreland, forelimb, foremost, forerunner, foresee, foreset, foreshock, foreshore, one word.

foregone, past participle of the verb **to forego** that means 'to precede in place and time'; do not confuse with **forgone**, see below.

forgone, past participle of the verb **to forgo** that means 'to go without'; cf. **foregone**.

formula, spelt so; plural is **formulas** and **formulae**, not *formular* (Danish).

fossil fauna, fossil flora, fossil fuel, two words.

fourfold, one word, like **twofold, fivefold**, etc.

freshwater, one word, like **groundwater** but unlike **brackish water**.

frost heave, two words.

FSL, abbr. Forskningscentret for Skov & Landskab, capitals, no full stops. English name is Danish Forest and Landscape Research Institute (DFLRI).

full stop, two words.

full-grown, full-length, full-scale, full-time, with hyphen.

fulfil, fulfilled, fulfilling, not fulfill, fulfilled, fulfilling (Amer.), see **fulfilment** below.

fulfilment, not fulfillment (Amer.).

function, not funktion (Danish).

further, furthermore, see **farther**. Use the word *furthermore* sparingly; it means 'in addition' or 'besides' but should be used principally for introducing a new aspect or argument. It is frequently used incorrectly in a listing for 'finally'.

G

Ga, abbr. (Lat.) *giga anna* or billion years (10^9 years), always capital G, no full stop, not italicised, placed after the date with space, e.g. 2.4 Ga.

gamma radiation, gamma ray, two words, but as adjectives with hyphen, e.g. **gamma-ray** log, **gamma-ray** curve.

gap, in geology means 'a natural break or pass' in higher ground. Do not confuse with **cutting**.

garnet-epidote-muscovite(-chlorite) schist, no hyphen before schist, brackets signify minor amount.

gas, noun, plural is **gases** and **gasses**; as verb, **gases, gassed, gassing**.

gas coal, gas pit, gas sand, two words.

gasfield, one word, like **coalfield, oilfield**.

gas-liquid chromatography, with dash (en rule / kort tankestreg) not hyphen, see **GLC**.

gauge, not gage (Amer.).

gemstone, one word.

gen. nov., abbr. (Lat.) *genus novum*, 'new genus', with full stops and space, not italicised; used in palaeontology; see also the alternative **n. gen.**

general, not generel (Danish).

generalise, not generalize.

geo, noun, meaning a 'long, narrow, steep-sided cleft', especially in sea cliffs.

geo-, as prefix meaning 'of or relating to (the) Earth', occasionally with hyphen, see examples below.

geobotany, geocentre, geochemistry, geochronology, geophysics, geoscience, geosyncline, one word.

Geocenter Copenhagen, English name for Geocenter København. Official name, spelt so; note the spelling of Geocenter (American English), cf. Danish Lithosphere Centre.

geo-coding, geo-location, geo-politics, geo-reference, geo-resources, with hyphen.

geol., abbr. geology, with full stop (as used in this glossary).

GEUS, abbr. **Danmarks og Grønlands Geologiske Undersøgelse**, capitals, no full stops, do *not* use the form 'Geus'; see under the full name. Note that the first mention of GEUS in any scientific writing should always be associated with the full name of the Survey, with the abbreviation placed in parentheses after the full name (GEUS) to indicate synonymy – *not* simply separated by a comma or hyphen.

GINR, abbr. **Greenland Institute of Natural Resources**, capitals, no full stops, Danish name is Grønlands Naturinstitut, Greenlandic is Pinngortitaleriffik.

GIS, abbr. Geographic Information System, capitals, no full stops, do not use the form 'Gis'.

glaciated means a landscape once covered by ice; **glacierised** means glacier covered.

glacio-eustatic, glacio-isostatic, with hyphen.

glaciofluvial, glaciogene, glaciolacustrine, glaciomarine, one word.

GLC, abbr. gas-liquid chromatography, capitals, no full stops.

GMT, abbr. Greenwich Mean Time, capitals, no full stops.

gold-bearing, with hyphen, e.g. the quartz vein is gold-bearing and the gold-bearing quartz vein.

golden-brown, golden-yellow, with hyphen (see under **colour**).

GPS, abbr. Global Positioning System, capitals, no full stops.

graben-like, with hyphen.

graded bedding, two words, e.g. graded bedding is conspicuous.

graded-bedded, with hyphen, e.g. the sandstone is graded-bedded and the graded-bedded sandstone.

grain size, two words.

-grained, e.g. **coarse-grained**, **fine-grained**, with hyphen, e.g. the rock is fine-grained and the fine-grained rock.
gravel, **gravelled**, **gravelling**, **gravelly**, not graveled, graveling (Amer.).
gravity-high, **gravity-low**, with hyphen, short for **high-** and **low-gravity anomalies**.
greenish grey, two words (see under **colour**).
grey, not gray (Amer.).
grey-green, with hyphen (see under **colour**).
greywacke, not graywacke (Amer.).
ground moraine, **ground noise**, **ground survey**, two words.
groundmass, **groundwater**, **groundwork**, one word.
growth line, two words.
guarantee, spelt so, not garante (old English) or garanti (Danish).
gully, plural is **gullies**.

H

half-century, **half-graben**, **half-hour**, **half-life**, **half-moon**, **half-tone**, with hyphen.
halfway, one word.
halo, plural is **halos** and **haloes**.
hand lens, **hand level**, **hand sample**, **hand specimen**, two words.
handmade, **handout**, **handprint**, **handpump**, one word.
hand-picked, **hand-sorted**, with hyphen.
hanging glacier, **hanging valley**, two words.
hanging wall, two words, like **foot wall** but as adjective with hyphen, e.g. **hanging-wall** fracture.
hardback, **hardcover**, **hardground**, **hardpan**, **hardship**, **hardware**, **hardwood**, one word. Note that **hardground** specifically refers to 'limestone lithified on or slightly below the sea floor' but in physical descriptions use two words, e.g. the traverse was over **hard ground**.
hard coal, **hard copy**, **hard disk**, **hard error**, **hard mineral**, **hard ore**, **hard rock**, **hard shore**, **hard water**, two words, but as adjectives with hyphen, e.g. **hard-coal** sequence, **hard-rock** geology.
headland, **headwaters**, one word.
heavy liquid, **heavy metal**, **heavy mineral**, two words but as adjectives with hyphen, e.g. **heavy-mineral** sands.
helicopter, not helikopter (Danish). Avoid using the colloquial form 'chopper'.
hematite, not haematite.
hereafter, **hereby**, **herein**, **hereto**, **hereunder**, **hereupon**, **herewith**, one word.
herringbone, one word, e.g. herringbone bedding, herringbone pattern.
hiatus, plural is **hiatuses**.
high plain, **high tide**, **high water**, two words.
high-class, **high-frequency**, **high-grade**, **high-octane**, **high-water**, as adjectives with hyphen, e.g. high-grade ore, high-water mark, but: the **high frequency** of tests shows that ...
highland, **highlight**, **highway**, one word.

hillock, hillside, hillslope, hilltop, one word.
hinge area, hinge axis, hinge fault, two words.
hingeline, one word.
hinterland, one word, like **borderland, foreland, headland**.
homogenise, not homogenize.
honeycomb, one word, e.g. honeycomb weathering.
horizon is a plane or surface, e.g. a bedding plane; it has no thickness, like the horizon.
 The word should not be used for units of implied or measured thickness. Use **bed, layer, parting, seam, unit, zone**, etc.
horizontal, not horisontal (Danish).
horseshoe, one word, e.g. horseshoe bend, horseshoe dune, horseshoe reef.
host rock, two words, but as adjective with hyphen, e.g. **host-rock** mineralogy.
hot spot, hot spring, two words, but as adjectives with hyphen e.g. a **hot-spot** scenario.
hundred, not hundrede (Danish).
hydro, abbr. hydroelectric power plant, no full stop.
hydro-, as prefix meaning 'having to do with water', never with hyphen, see examples below.
hydrocarbon, hydrochloride, hydrodynamics, hydroelectricity, hydrogeology, hydrography, hydrology, hydrometry, hydropower, hydrostatic, hydrothermal, one word.

I

ibid., abbr. (Lat.) *ibidem*, 'in the same place', with full stop, in italics.
ice age, ice axe, ice cap, ice core, ice cover, ice dam, ice flow, ice front, ice margin, ice mound, ice sheet, ice shelf, ice station, ice surface, ice tongue, ice water, two words, but as adjectives with hyphen, e.g. **ice-core** records, **ice-shelf** thickness, **ice-surface** measurements.
iceberg, iceblock, icecrete, icefall, one word.
ice-bound, ice-breaker, ice-cold, ice-flux, ice-free, ice-radar, with hyphen.
Iceland-type, initial capital, with hyphen, e.g. Iceland-type basalt.
id., abbr. (Lat.) *idem*, 'the same', with full stop, in italics.
i.e., abbr. (Lat.) *id est*, 'that is', with full stops, not italicised, no space.
illude, not a synonym of **allude** or **elude**; for meanings, see under **allude**.
impassable means 'blocked for entry'; **impassible** has another meaning (theology).
impel, impelled, impelling, spelt so.
improvise, never with z.
in situ (Lat.) meaning 'in its original place', two words, no full stops, italicised, e.g. *in situ* mining, *in situ* modelling, *in situ* theory, the rocks are considered to be *in situ*.
INAA, abbr. instrumental neutron activation analysis, capitals, no full stops.
inasmuch as, insofar as, insomuch as, spelt so.
incise, never with z.
include indicates *only part of a whole*; do not confuse with **comprise** or **consist** that imply whole or entirety. Thus 'the complex includes magmatic rocks' means that other rocks are present, while 'the complex consists of magmatic rocks' implies that only magmatic rocks occur. See also **encompass**.
individual, not individuel (Danish).

induction, not induktion (Danish).

industry, industrial, not industri, industriel (Danish).

infra-, prefix meaning 'below or under', seldom with hyphen, see examples below.

infra-arc, with hyphen.

infraclass, infracrustal, infraorder, infrared, infrasonic, infrastructure, one word.

ingoing, one word.

Inland Ice, two words, each with initial capital, authorised English name for Greenland's central ice cover; Danish name is Indlandsisen, Greenlandic is Sermersuaq. Note that on illustrations these names and all features referring to water are placed in italics.

Innuitian, Inuit, see under **Eskimo**.

inquire or **enquire**, optional spelling.

insect, not insekt (Danish).

install or **instal**, optional spelling, **installation, installed** but **instalment**, not installment (Amer.).

institute, not institut (Danish).

instruction, not instruktion (Danish).

inter-, prefix meaning 'between, among, mutually, reciprocally', seldom with hyphen, see examples below. Do not confuse with **intra**.

inter alia (Lat.) 'among other things', no full stops, italicised; avoid the little-known abbreviation 'i.a.'

interbasinal, interbeds, interchannel, intercommunicate, intercontinental, intercratonic, interdepartmental, interdigitate, interface, interfingering, interformational, interglacial, intergrowth, interlinked, international, interstream, intertidal, one word.

intermediate is used in igneous petrology *sensu stricto* for a rock with between 54 and 65% SiO₂; in system with **acid/acidic, basic, ultrabasic**.

inter-regional, inter-relate, with hyphen.

interstice, noun, meaning 'an intervening space'; the adjective is **interstitial**.

intra-, prefix meaning 'on the inside, within', never with hyphen, see below; do not confuse with **inter**.

intrabasinal, intracellular, intraclast, intracontinental, intracratonic, intradepartmental, intraformational, intraplate, one word.

Irish-type, initial capital, with hyphen, e.g. Irish-type mineralisation.

iron glance, iron meteorite, iron mica, iron ore, two words, but as adjectives with hyphen, e.g. **iron-meteorite** shower, **iron-ore** mine.

ironstone, one word.

island arc, two words, but as adjective with hyphen, e.g. **island-arc** volcanicity, see also **arc**.

its, is a possessive pronoun, e.g. a peculiar rock and its minerals.

it's, is a contraction of *it is* or *it has*, e.g. it's a modern interpretation, it's been suggested before.

J

Jacob's staff, spelt so.

jag has several meanings; in geology: 'a sharp projection of rock'.

jagged means 'unevenly cut' or 'deeply indented'.

January, June, July, all months have initial capital; abbr. **Jan.**, **Jun.**, **Jul.** with full stop, see under **month**.

jellyfish, one word.

jewel, jeweller, jewellery, not jeweler, jewelery (Amer.).

joint filling, joint plane, joint system, two words, but as adjectives with hyphen, e.g. **joint-plane** coating.

justify, justified, justification, spelt so.

juxtapose, juxtaposition, spelt so.

K

Kalaallit Nunaat, note initial capitals, the Greenlandic name for **Greenland** in new orthography.

kame plain, kame terrace, two words.

kame-and-kettle, with hyphens.

karst plain, karst valley, two words.

karstland, one word.

kettle hole, two words.

key bed, key fossil, key horizon, two words.

keystone, keyword, one word.

kg, abbr. kilogram(s), small letters, no full stop, not kgs or Kg. In the form **6 kg** note the space between 6 and kg.

kidney ore, two words.

kidney-shaped, with hyphen.

kilogram, not kilogramme; abbr. **kg**, see above.

kilometre, not kilometer (Danish/Amer.); abbr. **km**, see below.

kinematic, with prefix, **postkinematic, prekinematic, synkinematic**, but **late kinematic**, two words.

kink folds, two words, spelt so.

km, abbr. kilometre(s), small letters, no full stop, not kms or Km. In the form **10 km** note the space between 10 and km.

KMS, abbr. **Kort & Matrikelstyrelsen**, capitals, no full stops; see under the full name.

knob, knobly, spelt so.

know-how, with hyphen.

knowledge, knowledgeable, spelt so.

Kommissionen for Videnskabelige Undersøgelser i Grønland, Copenhagen, English name is The Commission for Scientific Research in Greenland. Reference to this commission should always be followed by Copenhagen since the reader may incorrectly assume that the commission is based in Greenland. Abbr. **KVUG**, see below.

Kort & Matrikelstyrelsen, Copenhagen, English name is National Survey and Cadastre. Official name, spelt so; note no hyphen after Kort, and the use of ampersand (&). Abbr. **KMS**, see above.

KVUG, abbr. **Kommissionen for Videnskabelige Undersøgelser i Grønland**, Copenhagen, capitals, no full stops; see under the full name.

kyanite, not cyanite.

L

l, abbr. litre(s), no full stop, never capital L, never ls. In the form **10 l** note the space between 10 and l.

label, labelled, labelling, not labeled, labeling (Amer.).

labour, not labor (Amer.), but **laborious**.

-laden, e.g. **sand-laden**, with hyphen, e.g. the sand-laden water and the water is sand-laden.

lake core, lake delta, lake deposit, lake ice, lake mud, lake sediment, two words.

lakebed, lakefront, lakeland, lakeshore, lakeside, lakewater, one word, like **riverbed, seashore**.

land accretion, land bridge, land ice, land surface, two words.

landform, landmark, landmass, landscape, landslide, landslip, landuse, one word.

land-locked, with hyphen, e.g. land-locked embayment.

Landsat, name of satellite used for satellite imagery, initial capital.

landward-dipping, landward-facing, with hyphen, e.g. landward-facing escarpment.

large-scale, as adjective with hyphen, but: the map has a **large scale**.

lat., abbr. latitude, small letters, with full stop.

late, never with hyphen, e.g. late Caledonian, late Jurassic, late kinematic.

left-lateral, with hyphen, e.g. left-lateral (sinistral) strike-slip.

lens, plural is **lenses**.

lens-shaped, with hyphen.

lenticular, spelt so.

leuco-, as prefix meaning 'white', never with hyphen, see examples below. Used in a purely descriptive sense in geology, i.e. **leucocratic** means 'a white or pale-coloured rock'. Leucocratic is sometimes used incorrectly for **acid/acidic** or **felsic** that have compositional implications.

leucocratic, leucocyte, leucodiorite, leucogabbro, leucoplast, leucosome, one word.

level, levelled, levelling, not leveled, leveling (Amer.).

licence, noun, not license (Amer.); the verb is **to license**, hence **licensee**.

lime, limy, not limey (lime fruit is limey).

liquid, liquidise; liquefy or liquify, optional spelling.

lithify, verb, the noun is **lithification**, not lithofraction that has another meaning.

lithiophorite, lithiophosphate are minerals, note the io, **lithophyte** is a plant.

litho-, as prefix relating to stone, seldom with hyphen, see examples below.

lithofacies, lithology, lithosphere, lithotype, one word.

litre, spelt so, not liter (Danish/Amer.); abbr. **l**, see above.

loc. cit., abbr. (Lat.) *loco citato*, 'in the place cited', with full stops, in italics.

l.o.i., abbr. loss on ignition, small letters, with full stops, not italicised, no spaces.

long., abbr. longitude, small letters, with full stop.

longshore, longwave, one word, e.g. longshore current.

low pressure, low profile, low relief, low tide, low water, two words.

low-angle, low-energy, low-grade, low-key, low-level, low-lying, low-pitched, as adjectives with hyphen, but: the fault has a **low angle**, the sediments indicate **low energy**.

lowland, lowlands, one word, like **highland, highlands**.

lustre, not luster (Amer.).

-lying, e.g. **flat-lying**, **low-lying**, with hyphen, e.g. the flat-lying beds and the beds are flat-lying.

M

m, abbr. metre(s), no full stop, never capital M, never ms. In the form **10 m** note the space between 10 and m.

Ma, abbr. (Lat.) *mega anna* or million years (10^6 years), always capital M, no full stop, not italicised, placed after the date with space, e.g. 3450 Ma.

macro, used in computing.

macro-, prefix meaning 'long', 'large' or 'large-scale', seldom with hyphen, see examples below.

macro-evolution, **macro-organism**, with hyphen.

macrofauna, **macrofossil**, **macronutrient**, **macroplate**, **macropod**, **macroscopic**, one word.

mafic is used to describe igneous rocks in which dark-coloured minerals rich in iron and magnesium predominate. When used to describe the relevant minerals, it is synonymous with **ferromagnesian**. Note that **mafic** is not a synonym of **basic**, although often used as such.

magnetic compass, **magnetic dip**, **magnetic field**, **magnetic north**, **magnetic poles**, **magnetic variation**, two words.

magnetic-high, **magnetic-low**, with hyphen; short for **high-** and **low-magnetic anomalies**.

magnetite (mineral), **magnetitite** (rock), **magnetic**, **magnetise**, **magnetism**, spelt so.

magneto-, as prefix meaning 'relating to a magnet or magnetism', seldom with hyphen, see examples below.

magneto-electric(ity), with hyphen, often reversed to give **electromagnetic**.

magnetometer, **magnetopolarity**, **magnetosphere**, **magnetostratigraphy**, **magnetozone**, one word.

main, adjective, e.g. main fault, main river, main sheet, main stream, see below.

main stream means 'the principal stream' of an area, cf. **mainstream** below.

main type, **main vein**, two words.

mainframe, **mainland**, **mainstay**, **mainstream**, one word; note that **mainstream** (geol.) means 'the principal current of a river', cf. **main stream** above.

maintain, **maintained**, spelt so, but **maintenance**.

manifold, spelt so, means 'diverse, various', rather than 'many times' (Fowler 1998).

man-made, with hyphen, e.g. the man-made dam and the dam is man-made.

map, **mappable**, **mapping**, spelt so.

map area, **map legend**, **map scale**, **map series**, **map sheet**, **map unit**, two words.

marshland, one word, like **coastland**.

mass balance, **mass energy**, **mass flux**, **mass movement**, **mass transport**, **mass wasting**, two words.

massive, not massiv (Danish).

mass-spectrometer, **mass-spectrum**, with hyphen.

material, not *materiel* (Danish); the English word **materiel** refers specifically to military materials and equipment (in contrast to personnel).

max., abbr. maximum, small letters, full stop.

M/B, abbr. motorboat, capitals, no full stops, not italicised, e.g. *M/B Gulunguak* (note that the name of the boat is italicised).

meagre, not meager (Amer.).

meantime, **meanwhile**, one word, as adverbs synonymous; **mean time** is a noun and has another meaning, e.g. as in Greenwich Mean Time, see **GMT**.

medium-bedded, **medium-grained**, with hyphen, e.g. the medium-bedded limestone and the limestone is medium-bedded.

megabreccia, **megaclast**, **megacryst**, **megafauna**, **megashear**, **megaspore**, **megastructure**, one word.

mélange (French) with accent, not italicised.

meltdown, **meltwater**, nouns, one word but the verb is **to melt down**.

meta-, as prefix meaning ‘change of condition or position’, in geology often synonymous with metamorphic; with or without hyphen, see examples below.

meta-anorthosite, **meta-arkose**, **meta-igneous**, with hyphen.

metabasalt, **metadiorite**, **metagabbro**, **metagreywacke**, **metasediment**, **metavolcanic**, one word.

metamictisation, not metamictization.

meter, an instrument, spelt so.

metre, a unit of measure, spelt so, not meter (Danish/Amer.).

micro-, prefix meaning ‘small’, seldom with hyphen, see examples below.

microfauna, **microfiche**, **microfossil**, **microphotograph**, **microplate**, **microscope**, one word.

micro-organisms, with hyphen.

mid-, prefix, never stands alone except in formalised names, see below; either with or without hyphen, see examples below.

Mid Danish Till, formal stratigraphic name (Houmark-Nielsen 1987), therefore the exceptional (incorrect) use of ‘mid’ as a single word, see below.

midair, **midfan**, **midline**, **midnight**, **midland**, **midpoint**, **midsection**, **midship**, **midstream**, **midsummer**, **midrange**, **midway**, **midweek**, **midwinter**, one word.

mid-Atlantic Ridge, **mid-August**, **mid-Cretaceous**, **mid-fjord**, **mid-graben**, **mid-grey (to light grey)**, **mid-latitude**, **mid-ocean**, **mid-Proterozoic**, with hyphen – as in most geological word constructions.

middle class, **middle course**, **middle distance**, two words.

middle ground, two words, a good term to describe the position between **foreground** and **background**; ‘centre ground’ and ‘central ground’ are not recommended.

migmatization, **migmatise**, **migmatite**, **migmatitic**, spelt so; like **agmatization**. Not with z.

militate, spelt with one l, means ‘to have force or effect in argument of facts or evidence’, mainly used against rather than in favour of, e.g. these facts militate against a sea-floor spreading scenario. Do not confuse with **mitigate** that means ‘to appease, to make milder, to moderate’.

Miljøministeriet, official name. English name is Ministry of the Environment, see below.

min., abbr. minimum or minute, small letters, full stop, never Min.

mine, **mineable**, spelt so.

mineral, mineralisation, mineralise, note the single l, unlike **crystallisation, crystallise**.

Not with z.

Ministry of the Environment, official name; note the use of 'of' – not 'for' – and 'the'. English name for Miljøministeriet.

mobilise, not mobilize.

model, modelled, modelling, not modeled, modeling (Amer.).

modern, not moderne (Danish).

modern-day, as adjective with hyphen, e.g. modern-day thinking but: thinking of the **modern day**; like present-day.

mollusc, not mollusk (Danish/Amer.).

month means 'a calendar month' or 'a period of time between same dates in successive calendar months'. **Jan., Feb., Mar., Apr., Jun., Jul., Aug., Sept., Oct., Nov., Dec.** are recognised abbreviations, with initial capitals and full stops. **May** is never abbreviated. Do not use abbreviations for months in main text; restrict to illustrations/tables.

moonstone, one word.

MORB, abbr. mid-ocean ridge basalt, capitals, no full stops.

motif and **motive** are often used incorrectly. They have not common derivation and are not synonyms, see below.

motif means 'a dominant theme, distinctive feature, idea, design or pattern'.

motive means 'a motif in art, literature or music' and 'a factor or circumstance that causes action'.

motor ship, motor vessel, two words, abbr. M/S and M/V, respectively.

motorboat, motorcycle, motorvehicle, motorway, one word, see **M/B**.

mould, not mold (Amer.).

mountain area, mountain chain, mountain range, two words.

mountaineer, mountainside, one word.

M/S, abbr. motor ship, capitals, no full stops, not italicised, e.g. *M/S Aurora* (note that the name of the ship is italicised).

mud, muddy, spelt so.

mud glacier, mud polygon, mud volcano, two words.

mud-ball, mud-drape, with hyphen.

mudbank, mudcrack, mudflat, mudflow, mudslide, mudstone, one word.

multi-, prefix meaning 'many, more than one', used with or without hyphen, see examples below.

multi-access, multi-article, multi-axial, multi-choice, multi-party, multi-purpose, multi-stage, multi-user, with hyphen.

multibeam, multicellular, multichannel, multicolour, multidimensional, multidirectional, multidisciplinary, multifaceted, multifunctional, multilateral, multimedia, multinational, multipartite, multiphase, multivariate, one word.

mushroom-shaped, with hyphen.

musk ox, two words.

M/V, abbr. motor vessel, capitals, no full stops, not italicised, e.g. *M/V Danica* (note that the name of the vessel is italicised).

MVT, abbr. Mississippi Valley-type mineralisation, capitals, no full stops.

N

- N**, abbr. north, never lower case n, no full stop; see also under **north-east** and **north-south** and note the use of hyphen and dash. See also **true north**.
- n. gen.**, abbr. (Lat.) *novum genus*, 'new genus', with full stops and space, not italicised; used in palaeontology; see also the alternative **gen. nov.**
- n. sp.**, abbr. (Lat.) *novum species*, 'new species', with full stops and space, not italicised; used in palaeontology; see also the alternative **sp. nov.**
- n.a.**, abbr. not analysed, small letters, full stops, no space.
- NAA**, abbr. neutron activation analysis, capitals, no full stops.
- NASA**, abbr. **National Aeronautics and Space Administration**, capitals, no full stops.
- native copper, native iron**, two words.
- natural**, not naturel (Danish).
- N.B.**, abbr. (Lat.) *nota bene*, 'note well', capitals, with full stops, not italicised, no space.
- n.d.**, abbr. not detected, small letters, full stops and no space.
- near go, near miss, near thing**, two words.
- nearby, nearly, nearshore, nearside**, one word.
- near-horizontal, near-surface** (or **surface-near**), with hyphen.
- NERI**, abbr. **National Environmental Research Institute**, capitals, no full stops. Danish name is Danmarks Miljøundersøgelser (DMU).
- never-ending**, adjective with hyphen, e.g. a never-ending study.
- nevermore, nevertheless**, one word.
- no.**, abbr. (Lat.) *numero*, 'number', small letters, with full stop (to distinguish it from the word 'no'), not nr. that is the abbreviation for nummer (Danish).
- non-**, a prefix meaning 'not doing, not involved with', used with or without hyphen, see the examples below. With such words as **non-essential, non-metamorphic** and **non-scientific**, it is often much better to use the 'un-' forms, viz. **unessential, unmetamorphic** and **unscientific**. Constructions like **non-active** should be avoided since it is better to use **inactive** or revert to the positive form **passive**.
- non-aligned, non-conductor, non-directional, non-erosional, non-essential, non-existent, non-gneissic, non-linear, non-magmatic, non-magnetic, non-marine, non-metallic, non-metamorphic, non-organic, non-productive, non-rigid, non-scientific, non-sequence, non-sorted**, with hyphen.
- nonconformity, nondeposition, nongraded, nonpenetrative, nonsorted**, one word.
- nonetheless**, one word.
- north-east, north-north-east, north-west, north-north-west**, with hyphens, i.e. not northeast, etc.; abbr. **NE, NNE, NW, NNW**, capitals, no full stops.
- northern, northerly**, spelt so; 'northerly' is incorrect.
- north-south, N-S, NE-SW, NNE-SSW, NW-SE, NNW-SSE**, no full stops, with dash (en rule / kort tankestreg) that means 'to' ('til').
- noticeable**, spelt so.
- nowadays**, one word.

O

occasion, occasionally, spelt so.

occur, occurred, occurring, occurrence, spelt so.

odour, but **odoriferous, odorous**, not odor (Amer.).

off-island, off-line, off-peak, off-platform, off-reef, off-road, off-season, off-white, with hyphen.

offload, offprint, offset, offshoot, offshore, one word.

oil sand, oil seep, oil shale, oil trap, two words.

oilfield, one word, like **coalfield, gasfield**.

oil-prone, with hyphen, e.g. oil-prone source rock.

old-fashioned, old-style, with hyphen.

olive-green, with hyphen, not olivine-green; the mineral olivine usually has an olive-green colour (see under **colour**).

on and off means 'now and then, intermittently', three words, never with hyphen.

on-board, on-line, on-screen, on-site, with hyphen.

one-half, one-third, one-sixth, with hyphen, but: **one half** of the section is covered by scree.

ongoing, onlap, onshore, one word.

on-set means 'on the set/scene'; cf. **onset**.

onset means 'beginning', e.g. onset of life; cf. **on-set**.

op. cit., abbr. (Lat.) *opere citato*, 'in the work cited', with full stops and space, in italics.

open fold, open system, open water, two words, but as adjectives with hyphen, e.g. **open-fold** system, **open-water** mires.

opencast, opencut, openpit, one word, but: the **open pit** is the one south of the road (= pit that is not closed).

ore bed, ore microscopy, ore mineral, ore shoot, two words.

orebody, one word.

organise, not organize.

organism, not organisme (Danish).

orientated and **oriented** are synonymous and both are acceptable; but use one or the other of the two forms in a manuscript. The verbs are **orientate** and **orient**.

outbreak, outdoor, outgoing, outgrowth, outline, outlook, outweigh, one word.

outcrop is a noun, e.g. the chalk outcrops are in the road cutting; do not use as verb, e.g. the chalk outcrops in the road cutting. The verb is **to crop out**, i.e. chalk crops out in the road cutting.

out-of-date, with or without hyphens, e.g. out-of-date material but: the equipment is **out of date** or has been **outdated**. Same construction as **up-to-date**.

over-, prefix meaning 'excessively, upper, outer, extra, completely', etc., used with or without hyphen, see examples below.

over all, two words, means 'taken as a whole'; do not confuse with overall, see below.

over-abundant, over-dimensional, over-elaborate, over-refine, over-represent, with hyphen.

overall, spelt so, as adjective means 'total', as adverb 'in all parts, taken as whole' and as a noun it refers to 'a garment' – as it does in Danish. The spelling 'overal' has no meaning, cf. **over all**.

overbank, overburden, overdevelop, overestimate, overfill, overflow, overgrow, overhang, overland, overlap(ping), overload, overpressure, overprint, override, overrun, overstep(ping), overstrain, overthrust, overturn, one word.

overlie means 'to lie on top of', **overlain, overlay, overlying**, spelt so; do not confuse with **overly**, see below.

overly means 'excessively' or 'too', often confused with **overlying**, see above.

oxidise, not oxidize, but **oxidizing agent** is preferred usage.

P

P, abbr. pressure, capital, no full stop, in italics, e.g. ***P–T*** conditions.

p., abbr. page, plural is **pp.**, small letters, with full stop. In the form **83 pp.** note space between 83 and pp.

p.a., abbr. (Lat.) *per annum*, 'for each year', small letters, full stops and no space.

pack ice, two words.

packsand, packstone, one word.

palaeo-, as prefix meaning 'ancient, old', not paleo- (Amer.), seldom with hyphen, see below.

palaeobotany not paleobotany, **palaeoclimatology** not paleoclimatology, **palaeoecology** not paleoecology, **Palaeogene** not Paleogene; **palaeontology** not paleontology, **Palaeozoic** not Paleozoic. See also under **Paleocene**.

palaeo-oceanography, with hyphen.

palaeont., abbr. palaeontology, palaeontological, with full stop.

Paleocene, the correct spelling of the earliest epoch of the Tertiary (see Pulvertaft 1999 and under **Tertiary** in this glossary). The spelling is not governed by the choice between English and American spelling, palaeo- or paleo-, and thus it is consistent to say that the **Paleocene** is the earliest part of the **Palaeogene** period.

para-, prefix, seldom with hyphen, see examples below.

paradox, not paradoks (Danish).

parallel, paralleled, paralleling, not paralleled, parallelling.

parallel to and **parallel with**, there is a slight difference in usage. One geological feature is *parallel to* another while one can draw a *parallel with* something.

parautochthonous, paragenetic, paragneiss, paramagnetic, one word.

part-time, part-way, with hyphen.

past-climate, as adjective with hyphen, e.g. past-climate changes but: the **past climate** was tropical.

pct, abbr. (possibly of pseudo-Latin *per centum*), 'per cent', small letters, no full stop.

pea ore, two words.

peacock ore, two words.

pear-shaped, with hyphen.

peat, peaty, spelt so.

pebble conglomerate, two words.

penecontemporaneous, spelt so.

peneplain, peneplanation, peneplaned, spelt so. Same construction as **explain/explanation**.

peninsula, noun, spelt so, e.g. the Iberian Peninsula; the adjective is **peninsular**.

per annum, two words, cf. **p.a.**

per cent, two words, not percent (Amer.), cf. **pct.**

percentage, one word.

perfect, not perfekt (Danish).

persist, persistent, spelt so.

personal, spelt so, means 'individual, private, concerned with a person', etc., not personel (Danish); do not confuse with **personnel**.

personnel, spelt so, means 'a body of employees, persons', etc., not personel (Danish); cf. **personal** above.

PGE, abbr. platinum-group elements, capitals, no full stops.

PGM, abbr. platinum-group metals, capitals, no full stops.

phenomenon, phenomenal, plural is **phenomena**.

photo, abbr. photograph, plural is **photos**, small letters, no full stop in both cases. Always write in full within the text but the abbreviated form can be used in captions to illustrations, etc. Used in a variety of forms, with or without hyphen and in two words, see examples below.

photo-, prefix meaning 'to do with light or photography', used with or without hyphen, see examples below.

photo series, photo session, two words.

photobiology, photochemistry, photocopy, photodetector, photoelectric, photogeology, photogrammetry, photography, photolineament, photometer, photomicrograph, photopattern, photosensitive, one word.

photo-interpretation, photo-montage, photo-offset, with hyphen.

pillow lava, pillow structure, two words, but as adjectives with hyphen, e.g. **pillow-lava** sequence.

pinch out, verb, two words; e.g. the vein pinched out; the noun is **pinch-out** with hyphen, e.g. the pinch-out of the vein is located ...

pinch-and-swell, noun, with hyphens. Do not use as verb, e.g. the pegmatite pinched and swelled.

pinpoint, one word.

pipe amygdale, pipe clay, pipe rock, two words. Not pipe amygdule (Amer.).

pipe-like, with hyphen, e.g. a pipe-like body and the intrusion is pipe-like.

pipeline, one word, like **snowline, treeline, waterline**, etc.

plate, platy, spelt so.

plate tectonics, two words, but as adjective with hyphen, e.g. **plate-tectonic** model, **plate-tectonic** theory.

plateau, plural is **plateaus** and **plateaux**.

-plunging, as adjective with hyphen, e.g. **south-plunging** fold but: the **southerly plunging** lineations.

p.m., abbr. (Lat.) *post meridiem*, after noon, with full stops, no space, always placed after the time, e.g. 2 p.m.; note space between 2 and p.m.

pockmark, one word.

polarise, not polarize, but **polarized light, polarizing microscope** are preferred usage.

poly-, as prefix meaning 'many, much', never with hyphen, see examples below.

polycrystalline, polycyclic, polydemic, polygamous, polygenetic, polygonal, polykinematic, polymorph, polysynthetic, polythalamonous, one word.

polymerisation, not polymerization.

polymict or **polymictic**, optional spelling, e.g. polymictic breccia.

post-, prefix meaning 'after in time or order', used with or without hyphen, see examples below.

post-date, post-eruption, post-Innuitian, post-Mesozoic, post-tectonic, post-tension, with hyphen.

postdepositional, postdoctoral, postglacial, postgraduate, posthumous, postkinematic, postoperative, postorogenic, postscript, one word.

ppb, abbr. parts per billion (10^9), small letters, no full stops, no spaces, always placed after the amount, e.g. 200 ppb copper; note space between 200 and ppb.

ppm, abbr. parts per million (10^6), small letters, no full stops, no spaces, always placed after the amount, e.g. 5 ppm gold; note space between 5 and ppm.

practise, verb, not practice (Amer.); the noun is **practice**.

pre-, prefix meaning 'before in time, place and order', used with or without hyphen, see examples below.

pre-anomaly, pre-arrange, pre-cool, pre-date, pre-drift, pre-exist, pre-flight, pre-heat, pre-ignition, pre-organism, pre-production, with hyphen.

Precambrian, preconceived, precondition, predefine, predeposition, predict, preglacial, prehistoric, prekinematic, premillennial, prerequisite, one word.

precede means 'to come before', do not confuse with **proceed**, see below.

prefer, preferred, preferring, spelt so.

premise, never with z.

present, verb and noun; the adverb is **presently**.

present-day, as adjective with hyphen, e.g. present-day theories, but: the theories of the **present day**; like **modern-day**.

primitive, not primitiv (Danish).

principal, spelt so, means 'first in order of importance, main, leader, etc.'; do not confuse with **principle**.

principle, spelt so, means 'truth or law, code of conduct, fundamental source, etc.'; not principiel (Danish); cf. **principal**.

print-out, noun, with hyphen; verb is **to print out**.

prise means 'to force open or move, remove', never with z; do not confuse with **price** and **prize**. All three words exist as nouns and verbs and have different meanings.

prism, not prisme (Danish).

pro-, prefix, never with hyphen, see examples below.

pro forma, two words, never initial capitals, no full stops.

proceed means 'to continue' or 'to move forward'; do not confuse with **precede**, see above.

process, verb and noun, spelt so.

prodelta, proglacial, prograde, progression, proscribe, one word.

product, production, not produkt, produktion (Danish).

professional, not professionel (Danish).

program means 'a series of coded instructions in operation of a computer', not **programme**, see below. The spelling program is now generally used in computer terminology.

programme means 'a printed list, plan of events, series of studies' etc., not program (Danish/Amer./Australian) *except in* computing **program**, see above.

project, projection, not projekt, projektion (Danish).

propellant, noun, spelt so, means 'a thing or substance that causes something to move or be driven forwards or outwards'; the adjective is spelt **propellent** or **propellant**.
propeller is 'a mechanical device for propelling a boat or aircraft', not propellor (Amer.).
publication, not publikation (Danish).
pull-apart, with hyphen, e.g. pull-apart basin, but this is at times shortened to simply pull-apart.

Q

Quark Xpress, name of desk-top publishing programme, spelt so.
quarry, plural is **quarries**.
quartz andesite, **quartz diorite**, **quartz gabbro**, two words.
quartz lens, **quartz pebble**, **quartz vein**, two words, but as adjectives with hyphen, e.g. **quartz-lens** layer, **quartz-pebble** conglomerate, **quartz-vein** system.
quartz-bearing, with hyphen, e.g. the quartz-bearing vein and the vein is quartz-bearing.
quartzofeldspathic, one word.
quartz-phyric, with hyphen.
quasi-, prefix meaning 'seemingly, apparently but not really' and 'being partly or almost', with hyphen, see examples below.
quasi-crystalline, **quasi-equilibrium**, **quasi-scientific**, with hyphen.
Quaternary, the upper system of the Cenozoic Erathem, spelt so, always with initial capital. Do not confuse with the Danish equivalent 'Kvartær' that has an r, and the English word **quarter/quarterly**. The spelling 'Quaternary' has no meaning.
question mark = **?**, two words. The question mark (?) is placed immediately after the question posed *without* a full stop. When used to express doubt the question mark should be placed *before* the item in question, e.g. ?kimberlite, ?gold, ?saltwater. ?Ordovician–Silurian means that the age range is in doubt while in the form Ordovician–?Silurian, the doubt concerns the Silurian. If doubt is to be placed on the first part of a compound term, reverse the position, i.e. Ordovician?–Silurian. Note the use of the dash (en rule / kort tankestreg) substituting the word 'to' in the geological time range Ordovician–Silurian.
quicksand, one word.

R

radioactive, **radiocarbon**, **radioelement**, **radiogenic**, **radiometric**, one word.
radius, plural is **radii**.
rain gauge, **rain forest**, two words.
raindrop, **rainfall**, **rainwash**, **rainwater**, one word.
raise, noun; the verb is **to rise**.
rare earth, **rare gas**, two words, but as adjectives with hyphen, e.g. **rare-earth** element, see **REE**.
ratio, plural is **ratios**.
rational, not rationel (Danish).

re-, prefix meaning 'once more, return to previous state', attachable to almost any verb or its derivative, used with or without hyphen, see examples under **readapt** and **re-drill**. In some cases the inclusion of a hyphen is critical for the meaning of the word, e.g. **re-collect**, **re-cover**, **re-form**, **re-fund**, **re-fuse**, **re-sign**, **re-soluble**, **re-sort**, **re-strain**, **re-treat**; for explanation see under these words.

reaction, not reaktion (Danish).

readapt, **readvance**, **reaffirm**, **reallocate**, **reanalyse**, **reappraise**, **rearrange**, **reassemble**, **reassign**, **reconnect**, **reconstruct**, **recrystallise**, **redesign**, **redetermine**, **rejuvenate**, **remap**, **remeasure**, **reorganise**, **repack**, **reprocess**, **reproduce**, **resample**, **resedimented**, **reselect**, **resurvey**, **reuse**, **revisit**, **rework**, **rewrite**, one word.

realise, **realisable**, not realize, realizable.

recede, spelt so.

recognise, **recognisable**, not recognize, recognizable.

re-collect means 'to collect again'; do not confuse with **recollect** that means 'to remember, call to mind'.

recommendation, spelt so, note the double m.

reconnaissance, spelt so, note the double n and double s.

reconnoitre, not reconnoiter (Amer.).

re-cover means 'to cover again or provide with a new cover'; do not confuse with **recover** that has several meanings, e.g. 'to regain possession, use or control of,' 'to return to health, obtain or secure' etc.

recover, **recovery**, **recoverable**, spelt so.

redbed, one word; do not confuse with a red-coloured bed.

red-brown, with hyphen (see under **colour**).

reddish brown, two words (see under **colour**).

re-drill, **re-edit**, **re-educate**, **re-elect**, **re-emphasise**, **re-entrant**, **re-equilibration**, **re-equip**, **re-erect**, **re-establish**, **re-evaluate**, **re-examine**, **re-release**, with hyphen, see under **re-** for examples in which the hyphen is vital for correct meaning.

REE, abbr. rare-earth element, capitals, no full stops.

refer, **referred**, **referring**, but **referable**.

refold, one word, e.g. refolding took place, a refolded fold.

re-form means 'to form again'; do not confuse with **reform** that has several meanings, e.g. 'to make or become better', 'abolish or cure, correct, convert' etc.

refraction, not refraktion (Danish).

refuel, **refuelled**, **refuelling**, spelt so.

re-fund means 'to fund again'; do not confuse with **refund** that means 'to pay back or reimburse'.

re-fuse means 'to fuse again'; do not confuse with **refuse** that means 'indicate unwillingness, not grant, withhold acceptance of or consent to'.

relevance, **relevant** (*to*, not *for*), spelt so.

relic and **relict**, as nouns the usage varies in different disciplines of the earth sciences, see *Glossary of geology* (Jackson 1997); as adjective spelt **relict**.

remote control, **remote sensing**, two words.

resemble means 'have a similarity to', 'the same appearance as', 'features in common with'; note that **resemblance** is used to show resemblance *to*, not resemblance *with*.

reserve, noun, do not confuse with **resource**. A mineral reserve is that part of a resource which can be mined legally at pre-determined and accepted economic conditions. A pre-

requisite is a feasibility study. In short, a reserve is ‘what will come out of the ground’ not ‘what is in the ground’ (resource).

re-sign means ‘to sign again’; do not confuse with **resign** that has two meanings: ‘to give up or leave voluntarily’ and ‘to accept that something cannot be avoided’.

resist, resistance, resistant, spelt so.

re-soluble means ‘that can be dissolved again’; do not confuse with **resoluble** that means ‘that can be resolved or is analysable’.

re-sort means ‘to sort again’; do not confuse with **resort** that has several meanings, e.g. ‘to frequent or go often to’, ‘to turn to’, etc.

resource, not *ressource* (Danish); do not confuse with **reserve**. A mineral resource is a natural substance in such a quantity and at such a grade or quality that economic extraction is currently or potentially feasible. In short, a resource is ‘what is in the ground’, and not necessarily ‘what will come out of the ground’ (reserve).

re-strain means ‘to strain again’; do not confuse with **restrain** that has several meanings, e.g. ‘to prevent’, ‘to control’, ‘to repress’, ‘to keep in check’, etc.

résumé (French), with accents; note that the verb **to resume** has another meaning.

re-treat means ‘to treat again’; do not confuse with **retreat** that means ‘to go back, move back, retire, relinquish position’.

revise, never with *z*.

-rich, as adjective with hyphen, e.g. **fossil-rich** bed, **ilmelite-rich** rock, **volatile-rich** coal.

rift has several meanings (see Jackson 1997); with hyphen when modified by prefix, e.g. **post-rift, pre-rift, syn-rift**.

rift fault, rift valley, rift zone, two words.

right-lateral, with hyphen, e.g. right-lateral (dextral) slip fault.

rigour, not *rigor* (Amer.) but **rigorous**.

ripple mark, two words.

rip-up, adjective, e.g. rip-up clasts; the verb is **to rip up**.

ring dyke, ring fault, ring mark, ring structure, two words.

ring-shaped, with hyphen.

river bar, river bottom, river system, river terrace, river valley, two words.

riverbank, riverbed, rivershed, riverside, riverwash, one word, cf. **lakebed, seabed**.

road map, road metal, two words.

road-cut, road-cutting, with hyphen, e.g. the type locality is the road-cut 3.5 km east of ... See also **cutting**.

roadside, roadway, roadwork, one word, e.g. the rocks crop out by the roadside.

rock flour, rock glacier, rock platform, rock pool, rock salt, rock type, rock unit, two words.

rockburst, rockfall, rockfill, rockslide, one word.

roentgen, unit of measure, spelt so although named after the German physicist Wilhelm Conrad Röntgen; **roentgenography, roentgenology**.

roe-stone, meaning **oolite**, with hyphen.

rose-coloured, rose-tinted, with hyphen (see under **colour**).

runoff, noun, one word; the verb is **to run off**.

R/V, abbr. research vessel, capitals, no full stops, not italicised, e.g. *R/V Dana* (note that the name of the vessel is italicised).

S

S, abbr. south, never lower case s, no full stop; see also under **south-east** and **north-south** and note the use of hyphen and dash.

S folds, two words, like **Z folds**.

salt lake, **salt marsh**, **salt tectonics**, two words.

saltwater, one word.

sand dune, **sand flat**, **sand flow**, **sand pipe**, **sand plain**, **sand sheet**, **sand spit**, two words, but as adjectives with hyphen, e.g. **sand-dune** complex.

sandbank, **sandbar**, **sandblast**, **sandhill**, **sandpit**, **sandstone**, **sandstorm**, one word.

sand-laden, with hyphen, e.g. sand-laden stream and the stream is sand-laden.

-scale, as adjective with hyphen, e.g. **crustal-scale**, **large-scale**, **small-scale**.

scenario, plural is **scenarios**.

sea bottom, **sea floor**, **sea ice**, **sea level**, **sea mud**, **sea plain**, two words, but as adjectives with hyphen, e.g. **sea-floor** spreading, **sea-ice** barrier, **sea-level** changes, **sea-mud** sequence.

seabed, **seacoast**, **seamount**, **seaplane**, **seashore**, **seawater**, one word.

seaward-dipping, **seaward-inclined**, with hyphen, e.g. seaward-dipping reflectors.

second-degree, **second-generation**, **second-growth**, **second-hand**, **second-rate**, as adjectives with hyphen, e.g. second-hand equipment.

section, **sector**, not sektion, sektor (Danish).

SEDEX, abbr. sedimentary-exhalative mineralisation, capitals, no full stops; note the hyphen, not dash, joining sedimentary and exhalative.

self-evident, **self-explanatory**, **self-financed**, **self-generating**, **self-imposed**, **self-induced**, with hyphen.

SEM, abbr. scanning electron microscopy, capitals, no full stops.

semi-, prefix meaning 'half' used with or without hyphen, see examples below.

semianthracite, **semiaquatic**, **semiarid**, **semicircular**, **semiconductor**, **semipelite**, one word.

semi-continuous, **semi-fluid**, **semi-independent**, **semi-nunatak**, **semi-official**, **semi-opaque**, **semi-permanent**, **semi-plastic**, **semi-precious**, **semi-rigid**, **semi-synthetic**, with hyphen.

sense, **senses**, spelt so; the spelling 'sence' has no meaning.

sensu (Lat.) 'in the sense of', no full stop, in italics.

sensu lato (Lat.) 'in a broad sense', no full stops, in italics, do not abbreviate.

sensu stricto (Lat.) 'in the restricted sense', no full stops, in italics, do not abbreviate.

separate, spelt so; 'seperate' has no meaning.

September, as all calendar months, with initial capital; abbr. **Sept.**, with full stop, not 'Sep.'.

sequence, **sequential**, spelt so.

series, spelt so, both singular and plural (same as **species**).

sever means 'to divide, break or make separate'; do not confuse with **serve** or **severe**.

severe, adjective, spelt so, means 'rigorous, strict, serious, critical'; adverb: **severely**; noun: **severity**.

shale, **shaly**, spelt so.

shale oil, two words.

shallow-dipping, with hyphen, e.g. shallow-dipping strata and the strata are shallow-dipping.

-**shaped**, as adjective with hyphen, e.g. **cigar-shaped**, **dome-shaped**, **trough-shaped**.
shear zone, two words, but as adjective with hyphen, e.g. **shear-zone** tectonics.
sheet-like, with hyphen, e.g. sheet-like geometry.
shelf-to-trough, with hyphens, e.g. shelf-to-trough transition; note the alternative form **shelf–trough** transition, *with dash* (en rule / kort tankestreg).
shore ice, two words, like **lake ice**, **sea ice**, but as adjective with hyphen, e.g. **shore-ice** compaction.
shoreface, **shoreline**, one word.
shore-fast, with hyphen, e.g. shore-fast ice.
shortwave, one word, like **longwave**.
SHRIMP, abbr. Sensitive High-Resolution Ion Microprobe, capitals, no full stops.
sideroad, **sidestep**, **sidewall**, **sidewards**, **sideways**, one word.
side-scan, with hyphen, e.g. side-scan sonar.
side-valley, with hyphen, means ‘a secondary valley to a main valley’; do not confuse with **side of valley** or **valleyside**.
signal, **signalled**, **signalling**, not signaled, signaling (Amer.).
siliceous, spelt so.
silt, **silty**, spelt so.
silver-grey, with hyphen (see under **colour**).
silvery grey, two words (see under **colour**).
size, **sizeable** or **sizable**, optional spelling.
sketch map, two words.
ski, **skiing**, **skidoo**, spelt so.
skill, **skilled**, but **skilful**, not skillfull (Amer.).
Skov- og Naturstyrelsen, English name is Danish Forest and Nature Agency. Official name, spelt so; note the hyphen after Skov- and the ‘og’; cf. Forskningscentret for Skov & Landskab that has an ampersand, see under **FSL**.
slack-water, with hyphen, e.g. slack-water periods.
slate, **slaty**, spelt so.
SNF, abbr. **Statens Naturvidenskabelige Forskningsråd**, capitals, no full stops. English name is Danish Natural Science Research Council.
snow cover, **snow sampler**, **snow survey**, two words.
snowbank, **snowdrift**, **snowfall**, **snowfield**, **snowflake**, **snowline**, **snowmelt**, **snowmobile**, one word.
so-called, adjective with hyphen, e.g. opinion differed about the origin of the so-called gabbro.
soft coal, **soft copy**, **soft focus**, **soft ground**, **soft mineral**, **soft ore**, **soft shore**, **soft tissue**, **soft water**, two words, but as adjectives with hyphen, e.g. **soft-coal** sequence, **soft-rock** geology.
software, **softwood**, one word.
solid-state, with hyphen.
somehow, **something**, **somewhat**, **somewhere**, one word.
sometime, **sometimes**, adverbs, one word, e.g. sometime during the Jurassic but: it took **some time** to map the granite.
someway, adverb, one word, but: the rocks crop out **some way** from the church.
south-east, **south-south-east**, **south-south-west**, **south-west**, with hyphen, not south-east, etc.; abbr. **SE**, **SSE**, **SSW**, **SW**, capitals, no full stops.

southern, southerly, spelt so; 'southernly' is incorrect.

sp. nov., abbr. (Lat.) *species novum*, 'new species', with full stops and space, not italicised; used in palaeontology; see also the alternative **n. sp.**

specialise, not specialize.

species, spelt so, both in the singular and plural (same as **series**).

spectrum, not spektrum (Danish).

spillway, one word.

spindle-like, spindle-shaped, with hyphen.

spine, spineless, spinulose, spiny, spelt so.

spin-off, noun, with hyphen, meaning 'a side benefit', e.g. the spin-off of the research project was ...; the verb is **to spin off** meaning 'to throw off by centrifugal force'.

Spitsbergen, the largest island in the Norwegian archipelago of **Svalbard**; never use the name Spitsbergen for the entire archipelago; cf. **Svalbard**.

S-plunging, with capital and hyphen, e.g. S-plunging folds.

SPOT, abbr. Système Probatoire de l'Observation de la Terre, name of satellite used for satellite imagery, capitals, no full stops.

sq. cm, sq. km, sq. m, abbr. square centimetre, square kilometre, square metre, small letters, with full stop after sq. only and with space, not italicised. **cm², km², m²** can also be used.

square centimetre, square kilometre, square measure, square metre, square number, square root, two words.

SSMS, abbr. spark source mass spectrometry, capitals, no full stops.

s-surface, with hyphen.

St, abbr. Saint, initial capital, no full stop; note that **St.** with full stop is the abbreviation for street. Do not abbreviate in authorised/formalised names, e.g. Saint George Fjord.

stabiliser, not stabilizer or stabilisator (Danish).

step-like, with hyphen, e.g. step-like sheet.

stillstand, stillwater, one word.

stone, stoneless, stony, spelt so.

stonewall, stonework, stoneworker, one word.

stony ground, two words, like **coral ground**.

straight angle (180°), **straight chain**, two words.

straight-cut, straight-edge, with hyphen.

straightforward, one word.

strandflat, strandline, strandplain, one word.

stratabound, one word.

stratiform, spelt so.

stratosphere, stratovolcano, spelt so.

stratum, plural is **strata** which is often used incorrectly as the singular form.

strike-slip, with hyphen, e.g. strike-slip displacement, strike-slip fault, strike-slip movements.

-striking, as adjective with hyphen, e.g. a **west-striking** belt but: a **westerly striking** belt. In some geographic directions used in combination with dash (en rule / kort tankestreg), e.g. the **N-S-striking** rocks.

strip, stripped, spelt so, e.g. the outcrop is stripped of vegetation, see **stripe**.

stripe, striped, spelt so, e.g. the outcrop is striped in grey and black; avoid confusion with **stripped**.

sub-, prefix meaning 'to or from a lower level or position', seldom with hyphen, see examples below.

subaerial, subalpine, subangular, subarctic, subarea, subdivide, subduction, subfabric, subfacies, subfamily, subgroup, subhorizontal, sublevel, sublittoral, submarine, submerged, subophitic, suborder, subordinate, subparallel, subprovince, subsection, subsoil, subspecies, subsurface, subtidal, one word.

sub-aquatic, sub-basalt (strata), sub-basin, sub-bituminous, sub-Boreal, sub-bottom, sub-standard, sub-zero, with hyphen.

subcrop, not synonymous with 'subsurface' or 'poorly exposed surface outcrop'. Refers to a defined area in which a rock unit occurs directly beneath an unconformity.

substantial, not *substantiel* (Danish).

succeed, spelt so.

sulphide, sulphur, not sulfide, sulfur (Amer.).

summarise, not summarize.

super-, prefix meaning 'above, beyond or over in place or time or conceptually', 'to a great or extreme degree', 'extra good or large', and 'of a higher kind', never with hyphen, see examples below.

superabundant, superaqueous, supercharge, superclass, superconductor, supercontinent, supercool, supereminent, superfamily, supergroup, superimpose, superincumbent, supernormal, superorder, supersaturate, supersede, superstructure, supervise, one word.

superficial means 'of or on the surface of anything, lacking depth', 'swift or cursory', 'apparent but not real', 'trivial'. The word thus has a wider meaning than **surficial** that refers to (the) Earth's surface. One *can* say that: the superficial deposits were only superficially studied, but it is much better to say: the *surficial* deposits were only *superficially* studied. See under **surficial**.

supersede, spelt so.

supervise, never with z.

supra-, prefix meaning 'above, beyond, transcending', never with hyphen, see examples below.

supracrustal, suprafluvial, supranational, supraordital, supratidal, one word.

surficial means 'of or related to (the) Earth's surface'; in the context of surface deposits, it has the same meaning as **superficial**, i.e. surficial or superficial sediments. But avoid incorrect use, e.g. the study of the superficial deposits was surficial. See under **superficial**.

surmise, never with z.

surprise, never with z.

Svalbard, group of islands in the North Atlantic; not synonymous with **Spitsbergen**.

symposium, plural is **symposia**.

syn-, prefix meaning 'with, together, alike', never with hyphen, see examples below.

synchronous, synkinematic, synmetamorphic, synonymous, synorogenic, syntectonic, synthesis, syntype, one word.

synthesise, not synthesize.

T

T, abbr. temperature, capital, no full stop, in italics, e.g. *P–T* conditions.

table diamond, **table mountain**, **table reef**, two words.

tableland, one word.

technical, **technician**, **technique**, spelt so.

tectono-magmatic, **tectono-stratigraphic**, with hyphen.

TEM, abbr. transmission electron microscopy, capitals, no full stops.

tent camp, two words.

terrain, geomorphological or physiographical term to describe a region characterised by distinctive landscape features, cf. **terrane**.

terrane, tectonic term to describe a fault-bounded body of rock of *regional* extent, characterised by a geological history different from that of contiguous terranes. Often confused with **terrain**.

Tertiary, spelt so, always initial capital. Note that the use of Tertiary in Survey publications is being phased out, and the internationally recognised periods – Palaeogene and Neogene – should be used (see Dawes & Glendal 1998, p. 45).

testhole, one word.

thank you, two words. Avoid using **thankfully** in Acknowledgements since as well as meaning ‘in a thankful manner’ it also means ‘fortunately’.

thesis, plural is **theses**.

thick-bedded, with hyphen, e.g. the thick-bedded strata and the strata are thick-bedded.

thick-skinned, **thin-skinned**, with hyphen, e.g. thin-skinned tectonics.

thin section, two words, but as adjective with hyphen, e.g. a **thin-section** study.

thin-bedded, with hyphen, e.g. the thin-bedded member and the member is thin-bedded.

three-dimensional can be abbreviated to **3-D**, with capital, no full stop, e.g. 3-D dunes.

threefold, one word, like **twofold**, **fivefold**.

three-phase, **three-piece**, **three-quarter**, **three-way**, with hyphen.

throw away, verb; the noun is **throwaway**, one word.

thrust block, **thrust fault**, **thrust plane**, **thrust sheet**, **thrust slice**, two words, but as adjectives with hyphen, e.g. **thrust-fault** system.

tide gauge, **tide range**, two words.

tideland, **tidemark**, **tidepool**, **tidewater**, **tideway**, one word.

tie-in, **tie-line**, with hyphen.

timescale, one word.

today, **tomorrow**, **tonight**, one word.

ton is a weight of 20 cwt = 2240 lb (UK, long ton) or 2000 lb (US, short ton).

tonnage is weight in tons (any type).

tonne is a metric ton = 1000 kg or 2204.6 lb.

top-down-to-the-south, with hyphens, e.g. a fault with top-down-to-the-south sense of displacement.

topset, one word, like bottomset, foreset.

topsoil, one word.

top-to-the-north, with hyphens, e.g. top-to-the-north displacement.

total, **totalled**, **totalling**, not totaled, totaling (Amer.).

traceable, spelt so.

transmit, **transmitted**, **transmitting**, spelt so.

travel, travelled, travelling, traveller, not traveled, traveling, traveler (Amer.).

travel time, two words, as adjective with hyphen, e.g. **travel-time** curve.

treeline, one word, like **pipeline, snowline, waterline**.

tremolite-phlogopite-diopside-(calcite) vein, no hyphen before vein, brackets indicate minor mineral.

-trending, as adjective with hyphen, e.g. the **north-trending** outcrops, but: the **northerly trending** outcrops. In some geographic orientations used in combination with dash (en rule / kort tankestreg), e.g. **N-S-trending** basic dykes.

tri-, prefix meaning 'three or having three', like bi- seldom with hyphen, see examples below.

trialogue, triangular, tribasic, tricolour, triennium, tripartite, triploblastic, one word.

troy or **troy weight**, a system of weights used for precious metals and gems; 12 oz troy = 1 lb, 1 oz troy = 31.10 g.

true, trueness, truly, spelt so, see truly below.

true horizon, two words.

true north, two words, means 'north according to (the) Earth's axis'; contrasts with **magnetic north**.

truly, spelt so, has several meanings, 'sincerely, genuinely', 'really, indeed', 'faithfully, loyally', 'accurately, truthfully' and 'rightly, properly'.

two-dimensional can be abbreviated to **2-D**, with capital, no full stop, e.g. 2-D dunes.

two-edged, two-handed, two-man, two-phase, two-piece, two-sided, two-way, with hyphen, e.g. two-man teams, two-phase system, two-dimensional section, two-way time.

twofold, one word, like **threefold, fivefold**.

-type, as adjective with hyphen, e.g. **vein-type** mineralisation.

tyre (of a wheel), not tire (Amer.).

U

ubiquitous, spelt so.

UK, abbr. United Kingdom, capitals, no full stops. UK consists of four countries: England, Northern Ireland, Scotland and Wales. **England** is not a synonym; see under that name.

ultra-, prefix meaning 'beyond, on the other side of, extremely, excessively', seldom used with hyphen, see examples below.

ultrabasic, one word, used in igneous petrology *sensu stricto* for a rock with less than 45% SiO₂; not a synonym of **ultramafic**. In system with **acid/acidic, basic, intermediate**.

ultra-high frequency, with hyphen.

ultralight, ultramarine, ultramicroscopic, ultrashort, ultrasonic, ultrasound, one word.

ultramafic, one word, used to describe a rock in which mafic minerals total more than 90% in modal mineralogy (volumetric); also used simply to denote an igneous rock composed chiefly of mafic minerals. It is not a synonym of **ultrabasic**.

ultraviolet, one word, see also **UV**.

un-, prefix meaning 'not' or 'the reverse', rarely with hyphen, see examples below.

unaltered, unanalysed, unauthorised, unavailable, unbalanced, unbiased, unbroken, uncertain, unchanged, uncoloured, unconstrained, uncontaminated, uncontrolled, uninterrupted, unmarked, unmixed, unnamed, unnatural, unparalleled, unresolved, unscientific, one word.

un-American, un-Scandinavian, with hyphen.

under-, prefix meaning 'below, beneath, lower in status, subordinate, incomplete, insufficient', seldom used with hyphen, see examples below.

undercurrent, undercut, underestimate, underexpose, underflow, underground, undergrowth, underlie, underline, undermanned, undermine, undersoil, underwater, one word.

under-prepared, under-report, under-represent, under-resourced, with hyphen.

unique is an absolute concept, 'only one, unequalled, having no like', therefore it cannot be compared, and such terms as 'rather unique' and 'somewhat unique' are meaningless. Adverbs such as absolute, most and quite are often used incorrectly as qualifications of unique.

University of Aarhus, spelt so, an official name, not University of Århus, Aarhus University or Århus University; see also under **Aalborg University**.

up-dip, up-river, up-section, up-slope, up-stream, up-valley, with hyphen.

update, updoming, upend, uphold, upgrade, upgrowth, upland, uplift, uprate, upright, upstream, upthrust, upward(s), upwarp, upwell, one word.

uppermost, one word, avoid 'upmost'.

up-to-date, with or without hyphens, e.g. up-to-date analysis but: surely the report is **up to date** or has been **updated**. Same construction as **out-of-date**.

upward(s)-coarsening, upward(s)-fining, see under **coarsening-upward, fining-upward**.

USA or **US**, abbr. United States of America, capitals, no full stops.

use, useable or **usable**, optional spelling.

U-shaped, always with capital and hyphen.

UTM, abbr. Universal Transverse Mercator projection, capitals, no full stops.

UV, abbr. ultraviolet, capitals, no full stops.

V

vacuum, not vakuum (Danish).

valley, plural is **valleys**.

valley floor, valley glacier, valley head, valley system, valley wind, two words.

valley-fill, with hyphen like **basin-fill**, e.g. the valley-fill is 200 m thick.

valleyside, one word, like **lakeside, riverside, waterside**, means the side of the valley; do not confuse with **side-valley** that has another meaning.

vaporise, not **vaporize**.

vapour, not vapor (Amer.).

varicoloured, variform, variegated, one word.

V-bar, with capital and hyphen.

vein-lode, vein-quartz, vein-rock, vein-type, with hyphen.

vein swarm, vein system, vein zone, two words.

-verging, as adjective with hyphen, e.g. a **west-verging** fold, but: a **westerly verging** fold.

vertebra, plural is **vertebrae**.

via (Lat.) way, road, meaning 'by way of or through', no full stop, not italicised.

vigour, not vigor (Amer.) but **vigorous**.

visual, not visuel (Danish).

viz., abbr. (Lat.) *videlicet*, 'namely', with full stop, not italicised.

vol., abbr. volume, small letters, full stop. In the form **vol.%** note that there is no space between vol. and %.

volatile-rich, with hyphen.

volcanic, volcanicity, volcanoclastic, volcanism, spelt so; do not use the variant *vulcanic, vulcanism*, etc.

volcano, plural is **volcanoes** not *volcanos*; 'vulcano' is incorrect, see **vulcanology** below.

volcanogenic, volcanology, spelt so.

volcano-tectonic, with hyphen.

vs., abbr. (Lat.) *versus*, 'against', with full stop, not italicised.

V-shaped, always with capital and hyphen.

vug, vuggy, spelt so.

vulcanology, volcanology, optional spelling, *but* 'vulcano' is incorrect.

W

W, abbr. west, never lower case w, no full stop; see also under **west-north-west** and **east-west** and note the use of hyphen and dash.

wallchart, wallrock, one word.

water balance, water mass, water mound, water power, water rate, water supply, water survey, water system, two words. As adjectives with hyphen, e.g. **water-mound** aquifer.

watercourse, waterfall, waterlevel, waterline, waterpipe, watershed, waterside, wassertable, waterway, waterwell, one word.

water-repellant, water-resistant, water-vascular, with hyphen.

wave erosion, wave front, wave spectrum, two words.

wave-cut platform, with hyphen.

wavelength, wavemark, one word.

way-up, with hyphen, e.g. normal way-up sequence, *except in* the sense of the best way up the mountain.

website, one word.

wedge-shaped, with hyphen, *but*: the fault block has the shape of a wedge.

well means 'better, best', as adjective with hyphen, e.g. **well-defined** boundary, **well-developed** spines, **well-equipped** laboratory, **well-established** standards, **well-preserved** fossils, **well-rounded** pebbles, **well-sorted** texture, *but* when used as adverb, without hyphen, e.g. the fossils are **well preserved**.

well data, well location, well log, well name, well site, well spud, two words, *but* as adjectives with hyphen, e.g. **well-site** services.

western, westerly, spelt so; 'westernly' is incorrect.

west-north-west, west-south-west, with hyphens; abbr. **WNW, WSW**, capitals, no full stops.

whatever, one word when modifying a noun, e.g. whatever material is available ...

whichever, always one word, e.g. whichever gives the best results.

whole-rock, adjective with hyphen, e.g. whole-rock analysis, *but*: the **whole rock** was analysed.

wide-angle, wide-ranging, with hyphen.

widespread, one word.

wind abrasion, wind erosion, wind gap, wind gauge, wind load, two words.

windbreak, windward, one word, like **landward, seaward**.

wind-driven, wind-scoured, wind-shaped, with hyphen, e.g. wind-driven currents.

wire-line, with hyphen, e.g. wire-line drilling rig.

work area, work programme, two words.

workforce, workplace, workshop, workstation, one word.

world-class, world-famous, with hyphen.

worldwide, one word.

worthwhile, one word.

wt, abbr. weight, small letters, no full stop. In the form **wt%** note that there is no space between wt and %.

www, abbr. World Wide Web, small letters, no full stops.

X

xerox, use **photocopy** instead.

X-ray, with initial capital and hyphen.

XRD, abbr. X-ray powder diffraction, capitals, no full stops.

XRF, abbr. X-ray fluorescence analysis, capitals, no full stops.

xylan is a plant carbohydrate.

xylem is plant tissue, the adjective is spelt **xylary**.

Y

yellow-brown, yellow-orange, with hyphen, e.g. yellow-brown dolomites (see under **colour**).

yellowish brown, two words (see under **colour**).

young, verb, as applied to rock successions means 'to become younger in age', cf.

younging-downwards.

young ice, young plain, young river, young valley, two words.

younging-downwards, younging-upwards, with hyphen; younging-downwards means the succession is inverted, cf. **young**.

Y-shaped, always with capital and hyphen.

Z

Z folds, two words, like **S folds**.

zero curtain, zero energy, zero length, zero meridian, zero offset, zero time, but as adjectives with hyphen, e.g. **zero-energy** coast, **zero-offset** section.

Zig-Zag Dal Basalt Formation, formal name, spelt so.
zigzag folds or **zig-zag folds**, optional spelling.
zinc blende, two words, preferably use **sphalerite**.
Zinc-Zap, trade name of an identification (test) liquid, spelt so.
zone axis, **zone fossils**, **zone symbol**, two words.
zool., abbr. zoological, zoology, small letters, with full stop.
zooplankton, one word.

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