

DANMARKS OG GRØNLANDS GEOLOGISKE UNDERSØGELSE RAPPORT 2007/55

A glossary for GEUS publications: spelling and usage of troublesome words and names made easy

Peter R. Dawes & Esben W. Glendal

4th edition

GEOLOGICAL SURVEY OF DENMARK AND GREENLAND
DANISH MINISTRY OF THE ENVIRONMENT



G E U S

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Also available at http://www.geus.dk/publications/geus_rap_2007_55-uk.htm

This is the third revised edition of the initial report –
Danmarks og Grønlands Geologiske Undersøgelse Rapport 2001/98

Preface

This glossary gives recommended spellings for GEUS' English language publications. Specifically compiled for use in our peer-reviewed publications – *Geological Survey of Denmark and Greenland Bulletin* and *Geological Survey 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 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. 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.

2nd edition

This new edition, with revised title, is prompted by two things: (1) improvements, including more troublesome words, suggested by users and editors and (2) requests for more printed copies. Rather than reprint the original report, we have produced a 2nd edition.

April 2004

3rd edition

Once again, rather than just reprint, we have updated the text with c. 50 new entries and changes that have sprung from the queries of the past year. One of these is the word 'environment' (as in the name of our own Ministry), found on occasion spelt without the second 'n'.

April 2005

4th edition

New entries and text refinements characterise this edition. We are pleased to acknowledge the suggestions for improvement from John C. Bailey (University of Copenhagen) who has used the glossary in his undergraduate courses to improve written English. And we have now gone electronic, see http://www.geus.dk/publications/geus_rap_2007_55-uk.htm

October 2007

Contents

Introduction	7
Glossary composition	9
The choice of spelling	11
Geographical subdivisions of Greenland used by the Survey	13
The glossary	15
A	15
B	17
C	19
D	23
E	26
F	28
G	30
H	32
I	33
J	35
K	35
L	36
M	37
N	41
O	42
P	43
Q	46
R	47
S	49
T	54
U	56
V	57
W	57
X	59
Y	59
Z	59
References	60

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).

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* (Neuendorf *et al.* 2005) 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 *acomodated*, **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, **migmatiisation** not *migmatitisation*, **northerly** not *northernly*, **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 **valleyside**, **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, **caesium** not cesium, **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. 43).

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**.

Geographical subdivisions of Greenland used by the Survey



Map showing the Survey's formal geographical subdivisions of Greenland, both onshore and offshore. Thus Nares Strait, the seaway separating Greenland from Ellesmere Island, Canada, borders parts of North-West Greenland and western North Greenland. However, the strict application of all subdivisions can be cumbersome, for example in descriptions of large regions. This can be avoided by using informal terminology, e.g. "the geology of north-western Greenland bordering Nares Strait ...".

It should also be noted that the names West Greenland and East Greenland are used in two ways: in the sense as shown on the map (each with two subdivisions, viz. central and southern) and for the entire western and eastern sides of Greenland, respectively. In this broader sense, West Greenland covers the four western subdivisions, viz. North-West, central West, southern West and South-West Greenland whereas East Greenland covers the four eastern subdivisions, viz. North-East, central East, southern East and South-East Greenland.

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 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 e after 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 double d, not adresse (Danish).

adviser or (less frequent) **advisor**, optional spelling.

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

aggregate, not aggregat (Danish).

agmatiation, **agmatise**, **agmatite**, **agmatitic**, spelt so; like **migmatiation**. 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.

allochthonous, spelt so.

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.

amend means 'to correct or make (minor) adjustments, for the sake of clarity, to something that has been written or spoken', cf. **emend**.

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 **apices** or **apexes**.

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.

arenite, arenaceous, spelt so.

argillite, argillaceous, spelt so.

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, without hyphens, abbr. **BIF**, see below.
barite or **baryte**, not barytes.
barrier, not barriere (Danish).
barrier lake, 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 facies, basin range, two words, but as adjectives 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.
basinward, basinwide, one word, e.g. basinward shift in facies.

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; the mound is water-bearing.

bed configuration, bed load, bed size, two words.

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

biota designates a unit and should therefore be followed by a singular verb, e.g. the biota *is* the animal and plant life of a particular region, habitat or geological period.

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

blue, bluish, spelt so (note no e before i); see also **colour**.

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

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

bona fide, adverb (Lat.) literally 'with good faith', meaning 'without intention to deceive', two words, no full stops, italicised.

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

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

borehole, one word, a hole of small diameter drilled into rock or the ground to enable an assessment of the characteristics of the rock or of potential hydrocarbon or water resources in the subsurface. A completed borehole is frequently termed a **well**.

boring is a palaeontological term (trace fossils) and should not be used as a synonym of **borehole** and **well**.

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 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.Sc., abbr. 'Bachelor of Science', a first university degree in one or more science subjects, with two capital letters and two full stops, no space, not italicised.

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; 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 name is Aatsitassanut Ikummatissanulla Pisortaqarfik. Note the common mistake that 'Mines' inadvertently replaces *Minerals*. Abbr. 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.

caesium, not cesium (Amer.).

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

calcarenite, calcdolomite, calclithite, one word.

calcareous, spelt so; do not use the form **calcarious** which is now rare.

calcilutite, calcimicrite, calcirudite, calcisiltite, spelt so.

calf ice, two words, but as adjective with hyphen, e.g. **calf-ice** production.

calliper, not caliper (primarily Amer.).

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.).

CD-ROM, abbr. compact disc read-only memory, capitals and hyphen, no full stops.

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.).

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 (note no e before y).

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.

circle, as a verb, means 'to move all the way around'. Do not confuse with **circulate**.

circulate means 'to move continuously or freely through a system or area'. Do not confuse with **circle**.

circulation, not cirkulation (Danish).

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

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

circumcircle, circumdenudation, circumflex, circumlunar, circumnavigate, circum-polar, one word.

clay, clayey, spelt so (note e before y).

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 (note no e before y).

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; 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**.

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

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. 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).

compiler, spelt so.

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.

concessionaire, 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**.

contemporaneity, spelt so.

contemporaneous, spelt so.

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.

convener or **convenor**, optional spelling.

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

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

coral ground, two words, like **stony 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-cut**, **cross-lamination**, **cross-section**, **cross-stratified**, with hyphen, e.g. the sandstone is cross-bedded; the cross-bedded sandstone; the granite is cross-cut by quartz veins.

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

DANIDA (Copenhagen), Danish name and also abbr. of the official English name Danish International Development Agency.
Danish Coastal Authority, English name for Kystdirektoratet (Lemvig).
Danish Energy Authority, English name for Energistyrelsen (Copenhagen).
Danish Environmental Protection Agency, English name for Miljøstyrelsen (Copenhagen).
Danish Forest and Landscape Research Institute, English name for Forskningscentret for Skov & Landskab (Hørsholm).
Danish Forest and Nature Agency, English name for Skov- og Naturstyrelsen (Copenhagen).
Danish Institute of Agricultural Sciences, English name for Danmarks JordbrugsForskning (Tjele).
Danish International Development Agency, English name for DANIDA (Copenhagen).
Danish Lithosphere Centre, English name for Dansk Lithosfærecentre (Copenhagen). A research institute administratively connected to GEUS until the end of 2004 when it was abolished. Note the spelling of *Centre* (British English); cf. Danish Polar *Center*. Abbr. DLC, see below.
Danish National Research Foundation, English name for Danmarks Grundforskningsfond (Copenhagen).
Danish Natural Science Research Council, English name for Statens Naturvidenskabelige Forskningsråd (Copenhagen).
Danish Polar Center, English name for Dansk Polarcenter (Copenhagen). Note the spelling of *Center* (American English); cf. Danish Lithosphere *Centre*. Abbr. DPC, see below.
Danish Research Agency, English name for Forskningsstyrelsen (Copenhagen).
Danmarks Grundforskningsfond (Copenhagen), English name is Danish National Research Foundation. Do not confuse with the Danish Natural Science Research Council, see below.
Danmarks JordbrugsForskning (Tjele), English name is Danish Institute of Agricultural Sciences.
Danmarks Miljøundersøgelser (Copenhagen). Note the r in Miljøundersøgelser and thereby the difference to Danmarks og Grønlands Geologiske Undersøgelse. Abbr. DMU, see below. English name is National Environmental Research Institute.

Danmarks og Grønlands Geologiske Undersøgelse, official name of our institution until 31 May 2007 when it was replaced by **De Nationale Geologiske Undersøgelser for Danmark og Grønland**. English name is The Geological Survey of Denmark and Greenland although in most cases the definite article is dropped. Greenlandic name is Qallunaat Nunaanni Kalaallit Nunaannilu Ujarassiuut Misissuisoqarfiat. Abbr. GEUS, see below.

Danmarks Tekniske Universitet (Lyngby), English name is Technical University of Denmark. Abbr. DTU, see below.

Dansk Lithosfærecenter (Copenhagen), English name was Danish Lithosphere Centre. Abbr. DLC, see below.

Dansk olie og naturgas A/S (Hørsholm), English name is the Danish abbr. DONG (i.e. no translation).

Dansk Polarcenter (Copenhagen), English name is Danish Polar Center. Abbr. DPC, 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 collection, data input, data logger, data management, data processing, data retrieval, data set, two words.

databank, database, datapoint, datasheet one word.

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

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

daylight, daytime, one word.

De Nationale Geologiske Undersøgelser for Danmark og Grønland, the Survey's official name since 1 June 2007. The English and Greenlandic equivalents of the Survey's name are unchanged, as is the abbreviation GEUS (see also **Danmarks og Grønlands Geologiske Undersøgelse**).

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, but 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.

Department of Geography and Geology, University of Copenhagen, English name for Institut for Geografi og Geologi, Københavns Universitet.

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 single s and double c; two common incorrect forms are ‘dессicate’, ‘dессicate’.

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.

dewater, one word.

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. the shallow-dipping beds; the beds are shallow-dipping.

direct, spelt so.

disappoint, spelt so (note 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 double s).

disseminate, spelt so (note 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 Dl. In the form **5 dl** note the space between 5 and dl.

DLC, abbr. Dansk Lithosfærecenter, 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; see under the full name.

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; see under the full name.

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. Dansk Polarcenter, 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 core, drill head, drill hole, drill pipe, drill stem, two words.

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

drinking water, two words, but as adjective with hyphen, e.g. **drinking-water** production.

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

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

DTU, abbr. Danmarks Tekniske Universitet, capitals, no full stops; see under the full name.

dumbbell-shaped, with hyphen.

dyke, not dike (Amer.).

dykelet, not dyklet (or dikelet).

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. ***P/E*** 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. Do not confuse with **i.e.**

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, electroscopes, 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 means 'to take mistakes out of something that has been written'. A rather formal word to which Fowler (1998, p. 47) has the following comment: "*Emend* is the property

mainly of textual scholars who propose improvements to a word or phrase by the addition, deletion, or alteration of some linguistic element.” It is frequently used in palaeontological descriptions.

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 (French) 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.

Energistyrelsen (Copenhagen), English name is Danish Energy Authority.

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

enquire, not inquire (primarily Amer.).

enterprise, never with z.

environment, spelt so (note the second n, as in the word ‘environs’).

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

epicentre, epicontinental, epicycle, epigenetic, epilogue, epiphenomenon, episcopo, one word.

epimerise, not epimerize.

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 incorrectly 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.

event stratigraphy, two words.

eventual, eventually mean ‘occurring or existing in due course or ultimate’ (Danish = endelig), 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.

evidence is singular and plural. Do not add -s, i.e. evidences. *Little* evidence (få beviser), *much* evidence (mange beviser).

exceed, spelt so.

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

excise, never with z.

exercise, never with z.

existence, spelt so.

expanded-foot glacier, with hyphen.

explain, explanation, explanatory, spelt so. Same construction as **penplain/penplanation**.

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, Faroos, 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 (Faroos) 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.

Faroe–Shetland Basin, Faroe–Shetland Channel are proper names. Note the dash, not hyphen, joining the two parts of the names, and that Faroe is spelt *without* an s.

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 growing, two words, but with hyphen when used as an adjective before a noun, e.g. **fast-growing** bacteria.

fast ice, two words.

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

fault-bend fold, spelt so, but when used as an adjective before a noun, another hyphen is inserted, e.g. **fault-bend-fold** structures.

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.

feldspathic, spelt so.

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, ferrosphenel, 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.

Figure, abbr. **Fig.**, with initial capital and full stop; 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; the fine-grained rock.

fining-upward (downward) or fining-upwards (downwards) unit, with hyphen, but the unit **fining 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, but the aircraft has **fixed wings**.

fjord, spelt so. Use *fjord* only when part of a proper name, e.g. Alexandra Fjord (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; the flat-lying beds.

flight line, two words.

flood basalts, flood tide, two words.

floodplain, floodwater, one word.

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

fluviodeltaic, 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.
foothills, footprint, footwall, 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).
Forskningscentret for Skov & Landskab (Hørsholm), English name is Danish Forest and Landscape Research Institute. Note the ampersand (&) after Skov; cf. Skov- og Naturstyrelsen that has a hyphen (-) and ‘og’.
Forskningsstyrelsen (Copenhagen), English name is Danish Research Agency.
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.
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).
Funen, do not use this English translation of the Danish name **Fyn**.
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’.
Fyn, use this Danish name – not the English translation **Funen**.

G

g, abbr. gram(s), small letter, no full stop, plural form is also g. In the form **10 g** note the space between 10 and 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**, not **gasses** (primarily Amer.); as verb, **gasses, gassed, gas-sing**.
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.

genus, plural is **genera**.

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, geo-syncline, one word.

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

Geocenter København, English name is Geocenter Copenhagen.

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.

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, glaciotectonic, 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; 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; the graded-bedded sandstone.

grain size, two words, but as adjective with hyphen, e.g. **grain-size** distribution.

-grained, e.g. **coarse-grained, fine-grained**, with hyphen, e.g. the rock is fine-grained; the fine-grained rock.

gram, not gramme; abbr. **g**, see above.

gravel, gravelled, gravelling, gravelly, not graveled, graveling (Amer.).

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

Great Belt, the, do not use this English translation of the Danish name **Storebælt**.

greenish grey, two words (see under **colour**).

Greenland, for the use of small and capital letters in names of geographical regions, e.g. **western North Greenland** and **North-West Greenland**, see map of the Survey's geographical divisions of Greenland on p. 13.

Greenland Institute of Natural Resources, English name for Grønlands Naturinstitut, Greenlandic name is Pinngortitaleriffik.

grey, not gray (Amer.).

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

greywacke, not graywacke (Amer.).

Grønlands Naturinstitut (Nuuk), English name is Greenland Institute of Natural Resources.

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).

guesstimate or (less frequent) **guestimate**, noun, optional spelling, meaning 'an estimate based more on guesswork than calculation'.

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, 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.

heat flow, two words, but as adjective with hyphen, e.g. **heat-flow** measurements.

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 class, **high frequency**, **high grade**, **high level**, **high octane**, **high plain**, **high precision**, **high resolution**, **high tide**, **high water**, two words, but as adjectives with hy-

phen, e.g. **high-grade** ore, **high-level** performance, **high-resolution** temperature log, **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.

hypothesis, plural is **hypotheses**.

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 field, ice floe, ice flow, ice front, ice island, 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-dam** lake, **ice-shelf** thickness, **ice-surface** measurements.

ice floe, two words, meaning 'a large, detached, flat piece of ice floating in water'; do not confuse with **ice flow** which has a different meaning.

iceberg, iceblock, icecrete, icefall, icefjord, icefoot, one word.

ice-bound, ice-breaker, ice-cold, ice-flux, ice-free, ice-radar, ice-rafting, 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. Do not confuse with **e.g.**

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, see **on**.

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.

inc. sed., abbr. (Lat.) *incertae sedis*, 'of uncertain place', with full stops, not italicised. A term used in palaeontology to indicate that the affinity of a fossil or modern specimen is uncertain.

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**.

index, plural is **indices** and **indexes**.

individual, not individuel (Danish).

induction, not induktion (Danish).

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

information is singular and plural. Do not add -s, i.e. informations. *Little* information (få oplysninger), *much* information (mange oplysninger).

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, note spelling variation, see under **Eskimo**.

inquire, see **enquire**.

insect, not insekt (Danish).

inset, spelt so, e.g. the inset illustrates the well-defined nature of the formational contact. Do not confuse with **insert** that has another meaning.

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

Institut for Geografi og Geologi, Københavns Universitet, English name is Department of Geography and Geology, University of Copenhagen.

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, interfolding, interformational, interglacial, intergrowth, interlayered, 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**.

Internet, spelt with a capital I.

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.

ionise, not **ionize**.

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

iron formation, two words, see also **BIF**.

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**.

isle is a literary or poetic word for an island. Seldom used except in proper names, e.g. Isle of Skye, the British Isles. Use **island**, e.g. Sjælland and Fyn are the largest islands (not isles) in Denmark.

islet is a literary or poetic word for a small island. Do not use.

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

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

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

justify, justified, justification, spelt so.

Jutland, do not use this English translation of the Danish name **Jylland**.

juxtapose, juxtaposition, spelt so.

Jylland, use this Danish name – not the English translation **Jutland**.

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, plural form is also 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 band, kink fold, 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, knobbly, 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. 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.

Kystdirektoratet (Lemvig), English name is Danish Coastal Authority.

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; 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. the escarpment is landward-facing; the 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.

layout, noun, one word; the verb is **lay out**, e.g. lay out the samples.

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**.

Lillebælt, use this Danish name – not the English translation **Little Belt**.

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

liquefaction, liquid, liquidise, spelt so.

liquefy or **liquify**, optional spelling.

lit-par-lit (French) 'bed-by-bed', with hyphens, not italicised.

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.

Little Belt, the, do not use this English translation of the Danish name **Lillebælt**.

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

Locality, abbr. **Loc.**, with initial capital and full stop; abbr. for plural form is **Locs** with no full stop. Note that **loc.** without initial capital is used when referring to an external source.

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 angle, low energy, low grade, low key, low level, low lying, low pitched, low porosity, low pressure, low profile, low relief, low tide, low water, two words, but as adjectives with hyphen, e.g. **low-energy** environment, **low-grade** ore, **low-porosity** basalts.

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; 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**, **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**, though often used so.

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), **magnetite** (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; 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**.

measure, **measurement** but **measurable**, spelt so (note no e after r).

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

megabreccia, megaclast, megacryst, megafauna, megashear, megaslump 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.

metallic, metalliferous, metallogenic, spelt so (note double l).

metamictisation, not metamictization.

meteorological, spelt so.

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.

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

micro-organisms, with hyphen.

mid-, prefix, meaning 'in the middle part of', rarely stands alone, either with or without hyphen, see examples below. See one exception, Mid Danish Till.

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, mid-1990s (note no apostrophe before s), with hyphen.

mid-upper amphibolite facies, i.e. the middle part of the upper amphibolite facies, not the middle to upper amphibolite facies.

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 (Copenhagen), English name is Ministry of the Environment.

Miljøstyrelsen (Copenhagen), English name is Danish Environmental Protection Agency.

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

mine, mineable, spelt so.

mineral, mineralisation, mineralise, note single l, unlike **crystallisation, crystallise**. Not with z.

Ministeriet for Videnskab, Teknologi og Udvikling (Copenhagen), English name is Ministry of Science, Technology and Innovation.

Ministry of the Environment, English name for Miljøministeriet. Note the use of 'of' – not 'for' – and 'the'.

Ministry of Science, Technology and Innovation, English name for Ministeriet for Videnskabskab, Teknologi og Udvikling. Note the use of ‘of’ – not ‘for’.

mismatch, spelt so.

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.

more or less, spelt without hyphens.

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).

M.Sc., abbr. ‘Master of Science’, a second university degree in one or more science subjects, with two capital letters and two full stops, no space, not italicised.

mud, muddy, spelt so.

mud gas, 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-choice, multi-party, multi-purpose, multi-stage, multi-user, with hyphen.

multiaxial, 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.

National Environmental Research Institute, English name for Danmarks Miljøundersøgelser (Copenhagen).

National Survey and Cadastre, English name for Kort & Matrikelstyrelsen (Copenhagen).

nationwide, one word.

native copper, **native iron**, two words.

natural, not naturel (Danish).

NB, abbr. (Lat.) *nota bene*, 'note well', capitals, no 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.

never-ending, with hyphen when used as adjective before noun, e.g. a never-ending study; but his interest in plate tectonics was **never ending**.

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). Plural is **nos** (without full stop).

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-westerly**, **north-north-west**, with hyphens, i.e. not northeast, north-northeast, etc.; abbr. **NE**, **NNE**, **NW**, **NNW**, capitals, no full stops.

northern, **northerly**, spelt so; 'northernly' 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 **in** are both used to indicate locality, e.g. on the Moon, in France, but when referring to islands or peninsulas **on** is the more common and should be used, e.g. on Disko, on Hareøen, on Petermann Halvø, on Nuussuaq. However, islands and peninsulas that form independent nations or self-governing areas are usually referred to with **in**, e.g. in Malta, in Sri Lanka, in Cyprus, in Greenland.

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).

optimise, not optimize.

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, overfly, 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, thus **palaeoclimatology, palaeocontinent, palaeoecology, palaeoenvironment, palaeogeography, Palaeogene, palaeolatitude, palaeolongitude, palaeomagnetism, palaeontology, palaeopeneplain, palaeosurface, palaeotopography, palaeovalley, Palaeozoic**. See also under **Paleocene**.

palaeo-oceanography or **palaeoceanography**, optional spelling (note only one o in the latter option).

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 parallelled, 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.

passageway, one word.

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.

Ph.D., abbr. (Lat.) *Philosophiae Doctor*, 'Doctor of Philosophy', a university degree, with two capital letters and two full stops, no space, not italicised.

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

phosphorous, adjective; the noun is **phosphorus**.

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.

phylum, plural is **phyla**.

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; the intrusion is pipe-like.

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

plate, platy, spelt so (note no e before y).

plate tectonics, two words, but as adjective with hyphen and without final s, e.g. **plate-tectonic** model, **plate-tectonic** theory. Note that plate tectonics is followed by a singular verb, e.g. plate tectonics *is* a well-established concept.

plateau, the plural form **plateaux** is preferred to **plateaus**.

-plunging, as combined 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**, **polydiapirism**, **polygamous**, **polygenetic**, **polygonal**, **polykinematic**, **polymorph**, **polysynthetic**, **polythalamonous**, one word.

polymerisation, not polymerization.

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

pore water, two words, but as adjective with hyphen, e.g. **pore-water** pressure.

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**, **post-thrust**, with hyphen, also when modifying another hyphenated prefix, e.g. **post-mid-Cretaceous**.

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

pp., see under **p**.

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-process**, **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, adjective, 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.

progress is singular and plural. Do not add -s, i.e. *progresses*. *Little progress* (få fremskridt), *much progress* (mange fremskridt).

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.).

prove, verb, past tense **proved**, past participle **proved**, not *proven* (primarily Amer.). However, when used as an adjective before a noun, **proven** is the more common form, e.g. a proven fact, a proven talent.

provenance, noun meaning ‘the place where something originally came from’; do not confuse with **providence** which has a different meaning.

P–T, abbr. pressure–temperature, capitals, no full stops, dash not hyphen, in italics, e.g. ***P–T*** conditions.

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; 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.

Note also that questions in reported speech are not followed by a question mark, e.g. The student asked the professor whether the species ranged from the Ordovician to the Silurian. (Full stop, not question mark.)

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, verb, 'to move something to a higher position', 'to lift up' etc. Example: The formation is raised herein to group status. Do not confuse with **rise**. Note that the *noun raise* is primarily American.

rare earth, rare gas, two words, but as adjectives with hyphen, e.g. **rare-earth** element, see **REE**.

Råstofdirektoratet (Grønlands Hjemmestyre, Nuuk), English name is Bureau of Minerals and Petroleum. Abbr. BMP, see above. Greenlandic name is Aatsitassanut Ikummatissanulla Pisortaqaarfik.

ratio, plural is **ratios**.

rational, not rationel (Danish).

raw material, two words.

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, reorient, reorientate, 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 double m).

reconnaissance, spelt so (note 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 elements, 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* (Neuendorf *et al.* 2005); 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 prerequisite 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.

resistivity, 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 extrac-

tion 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 combined adjective with hyphen, e.g. **fossil-rich** bed, **ilmenite-rich** rock, **volatile-rich** coal.

rift has several meanings (see Neuendorf *et al.* 2005); 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.

rise, noun and verb, ‘moving or travelling upwards’, ‘to get up from a lying, sitting or kneeling position’, etc. The verb is inflected *rise*, *rose*, *risen*. Example: The feldspar crystals rose upwards through the magma. Do not confuse with **raise**.

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

riverbank, **riverbed**, **riverhead**, **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.

roche moutonnée (French) with accent, not italicised.

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. the sand-laden stream; the stream is sand-laden.

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

scenario, plural is **scenarios**.

sea bottom, sea cliff, 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. the seaward-dipping reflectors; the reflectors are seaward-dipping.

second-degree, second-generation, second-growth, second-hand, second-rate, as adjectives with hyphen, e.g. second-hand equipment, but the **second generation** of computers were much faster.

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**.

several means 'more than two but not many' (= a few). Therefore, used in any context of listing, e.g. there are several reasons for this, the list given must contain at least three reasons.

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

shale, shaly, spelt so (note no e before y).

shale oil, two words.

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

-shaped, as combined 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.

short-lived, with hyphen, e.g. short-lived species.

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, **silvery**, spelt so (note no e before y).

silver-grey, with hyphen (see under **colour**).

silvery grey, two words (see under **colour**).

size, **sizeable** or **sizable**, optional spelling.

Sjælland, use this Danish name – not the English translation **Zealand**.

sketch map, two words.

ski, **skiing**, **skidoo**, spelt so.

skill, **skilled**, but **skilful**, not skillfull (Amer.).

Skov- og Naturstyrelsen (Copenhagen), English name is Danish Forest and Nature Agency. Note the hyphen (-) and the ‘og’ after Skov; cf. Forskningscentret for Skov & Landskab that has an ampersand.

slack-water, with hyphen, e.g. slack-water periods.

slate, **slaty**, spelt so (note no e before y).

smoke, **smoky**, spelt so (note no e before y).

SNF, abbr. Statens Naturvidenskabelige Forskningsråd, capitals, no full stops; see under the full name.

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, two words, but as adjective with hyphen, e.g. **solid-state** microelectronics.

solifluction, preferred spelling is with c, not solifluxion.

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 hyphens, i.e. not southeast, south-southeast, 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 (note no e before y).

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.

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 or Street, initial capital, no full stop, e.g. St George, St Petersburg, Fleet St; do not abbreviate in authorised/formalised names, e.g. Saint Andrew Bugt.

stabiliser, not stabilizer or stabilisator (Danish).

Statens Naturvidenskabelige Forskningsråd (Copenhagen), English name is Danish Natural Science Research Council. Do not confuse with the Danish National Research Foundation, see above.

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

stepwise, one word.

stillstand, stillwater, one word.

stone, stoneless, stony, spelt so (note no e before y).

stonewall, stonework, stoneworker, one word.

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

Storebælt, use this Danish name – not the English translation **Great Belt**.

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 combined 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, subaquatic, subaqueous, subarctic, subarea, subcrop, subdivide, subduction, subfabric, subfacies, subfamily, subfossil, subgroup, subhorizontal, sublevel, sublittoral, submarine, submerged, subophitic, suborder, subordinate, subparallel, subprovince, subsection, subsoil, subspecies, subsurface, subtidal, subunit, one word.

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**, **synsedimentary**, **syntectonic**, **synthesis**, **syntype**, one word.

synthesise, not synthesise.

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.

tantalum, not tantalium (Danish).

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

Technical University of Denmark, English name for Danmarks Tekniske Universitet (Lyngby).

tectono-magmatic, **tectono-metamorphic**, **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, but as a noun and adjective with hyphen, e.g. the author forwarded a sincere **thank-you** to all who had supported her, a **thank-you** letter. 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; 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; 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**, **thrust zone**, two words, but as adjectives with hyphen, e.g. **thrust-fault** system, **thrust-zone** breccias.

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

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

tie-in, tie-line, with hyphen.

-tilted, as combined adjective with hyphen, e.g. the **north-tilted** block, but the **northerly tilted** block.

time frame, time span, two words.

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

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

traceable, spelt so.

transmit, transmitted, transmitting, spelt so.

transport is preferred to **transportation** which is primarily Amer.

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

travel time, two words, but 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 combined 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 combined 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', see examples below.

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

under-explored, **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-section**, **up-slope**, **up-valley**, with hyphen.

update, **updoming**, **upend**, **uphold**, **upgrade**, **upgrowth**, **upland**, **uplift**, **uprate**, **upright**, **upriver**, **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.

Vandrammedirektiv, English name is Water Framework Directive.

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 combined 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).

visualise, not **visualize** (Amer.).

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**, **volcaniclastic**, **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 escape**, **water mass**, **water mound**, **water power**, **water rate**, **water supply**, **water survey**, **water system**, **water treatment**, two words, but as adjectives with hyphen, e.g. **water-escape** structures, **water-mound** aquifer.

Water Framework Directive, English name for Vandrammedirektiv.

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

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

watershed, one word, means a drainage divide, i.e. a 'water parting' or the line, ridge or summit of high ground separating two drainage basins. However, in American usage the word means a drainage basin or region drained by a watercourse. To avoid ambiguity the term 'watershed line' can be used.

wave erosion, wave spectrum, two words.

wave-cut platform, wave-ripple data, with hyphen.

wavefront, 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-known** section, **well-preserved** fossils, **well-rounded** pebbles, **well-sorted** texture, but when used as adverb, without hyphen, e.g. the fossils are **well preserved**, the locality is **well known**.

well, a completed **borehole** producing water or hydrocarbons. The hole may also be 'dry', i.e. not producing hydrocarbons (although containing water).

well data, well head, 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 (not wt., primarily Amer.), 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 (noun) / **xerox** (verb), this is a trademark and not recommended, 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**.

Zealand, do not use this English translation of the Danish name **Sjælland**.

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 (i.e. with a hyphen in Zig-Zag).

zigzag, one word, e.g. zigzag folds.

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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