

TECHNICAL NOTES

February 13, 2003

MO-1 Technical Note Number 13 (Revised)

Re: Manuscript - Format Instructions

This technical note clarifies the formatting acceptable for soil survey manuscripts. Any word processor or text editor can be used to produce the documents (Word for Windows 6.0 or above, Unix Word, Write, Word Pad, DOS Edit, etc.) so long as the end product can be saved as an ASCII file (text only). For interim use, the documents can be formatted with centered headings, bold text, etc., for easier readability because this type of formatting will be lost when saved as "text only." The text-only files should be in block style and left aligned (no tabs, special formats or style sheets, or centering, etc.). Text-only files should be submitted with the final manuscript.

Each repetitive section, including the general and detailed soil map units and the taxonomic units, should be submitted as one continuous file in the order the units should appear in the manuscript. For example, all of the detailed map units should be included in one continuous file in the order given in the final correlation document; they should NOT be submitted as individual files.