

Information Handling Panel  
Executive Summary  
18-20 January 1988

The IHP made the following recommendations:

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A. Publications

1. Concerning the Editorial Review Board

- The Panel recommends that ODP add a copy edit step to their model of manuscript flow (see page 6), with the final division of where editorial help will be used to be left to the Editorial Review Board.

- That the duties of the outside member of the Board be clearly outlined for him/her at the time that the person makes a commitment (see page 6).

- That the Board have each data paper reviewed by an expert in the measurement techniques used in the data collection (see page 7).

2. Concerning pricing of the Proceedings volumes

- That ODP adopt the model hereby presented as Attachment 4 when charging for copies of the Proceedings volumes (see page 7).

3. Regarding participating scientists who do not fulfill their obligations

- That a system be established under which non-performing participating scientists' names will be ultimately reported to the appropriate governmental or funding agency (see pages 7-9).

B. Computer Services

1. Concerning software development and purchase

- That the CSG develop a manuscript tracking system as soon as possible (see page 7).

- That the CSG select a suitable package of graphics software to run on an IBM/PC in an effort to use the stand-alone computing power of the PCs as much as possible (see page 5).

2. Concerning Hardware enhancement

- To PCOM, that the proposal to enhance the VAX hardware on the ship be accepted (see page 5).

- That limited facilities be provided on board the drillship to allow shipboard scientists to use a wide variety of computer hardware that is standard in the scientific community (see page 5).

C. Repositories

1. Concerning whole round samples

● That taking whole round samples for physical properties studies not be done on a routine basis (see page 10).

● That samples recovered from engineering legs be considered for special studies (see page 10).

2. Concerning the sample distribution policy

● That ODP's request to ammend the sample distribution policy to make it explicit that ODP can request some proof of responsibility from requestors be approved (see page 11).

3. Concerning the collection core photographs

● That the option of making the collection available in the video disc format be pursued (see pages 11-12).

Information Handling Panel  
Meeting Notes - January 18-20, 1988

Present: T. Moore, M. Loughridge, A. Loeblich, I. Gibson, M. Jones, J. Nowak, J. Hertogen, R. Merrill, R. Ingersoll, S. Gartner

A. Correction to last minutes: M. Jones was inadvertently left off the "members present" list.

B. Report on action items

1. R. Merrill and P. Brown were not able to get a response from P. Cepek regarding his Mesozoic paleontologic data base. The panel suggested that ODP not rely on this source of data compilation, but rather develop their own complete paleontologic data base.

2. Memorial to L. Musich - A copy of the text prepared by M. Peterson was forwarded to JOIDES for inclusion in the February (1988) issue of the JOIDES Journal. M. Loughridge suggested that a copy should be included in Lillian's last publication, "Lithologic Data from Pacific Ocean Deep Sea Drilling Project Cores," which is ready for distribution from the NGDC, and the Panel agrees.

3. J. Nowak tells of her agreement with the PCOM motion that the authors should be given at least 20 free reprints. She indicates that funds are not available to authors in the F.R.G. for this purpose. The Panel, T. Moore explains, can no longer pursue the issue. PCOM made a recommendation to JOI. JOI did not feel it was able to comply with this recommendation. E. Moussat and J. Nowak should address their concern directly to JOI through their EXCOM representatives.

4. E. Moussat and J. Nowak expressed concern about not having received the necessary materials before they came to the meeting. M. Loughridge suggested that what they would probably find most useful is: a) A copy of the agenda items, b) a list of the action items, and c) a list of problems to be discussed. Judith and Eric feel that that should be sufficient, so long as as much documentation as possible is enclosed so that they can discuss problems with their colleagues before they come to the meeting.

C. Data Base Group Report

P. Brown presented the report (Attachment 1). She also announced the availability of a Technical Note which documents the DSDP data that are available on-line. The Panel expressed their congratulations on the progress being made. P. Brown and R. Merrill indicated that a concerted effort is being made to catch up on entering the back log of visual core description (VCD) data into the data base. T. Moore noted that the VCD back log will continue to exist (and perhaps even worsen) until shipboard VCD data entry into the computer is accomplished. Furthermore, the paleontologic data base, though technically not started until the first Part B of the Proceedings is published, looms large as a potential data base problem because of its size and the great diversity of species reported. Again, an onboard paleontologic data entry system would do much to speed the capture of these data in a data base.

J. Hertogen voiced a concern that the data base layouts that are being developed for shipboard data collection may not fill the needs of the scientists that will use them. J. Foster explained that the forms will be evaluated after they have been in use for awhile.

With respect to the data structure of the systems that are being developed for data collection from studies done post-cruise, it was agreed that P. Brown and R. Merrill will select those that should be sent for review by specialists in the respective discipline. They will send those to IHP, and IHP members will do (or find an expert to do) the review. J. Hertogen and I. Gibson will review the format for the Hardrock Geochemistry data base.

M. Loughridge proposed that all the data that clearly fits into the established format of the ODP "leg-related" data bases, but derives from subsequent samples from DSDP/ODP legs, should be labeled so that they can be identified as such. R. Merrill acknowledged this was the plan. Other data derived from ODP/DSDP material, but of a clearly different type than presently in the data base, will be stored separately.

D. Computer Services Group Report

J. Foster presented the CSG report (Attachment 2).

The CSG is giving first priority to development of computerized data collection on the ship. Programs for the scientists to extract data will come next. J. Foster presented plans to upgrade the VAX system on the ship (development of local-area VAX cluster), and discussed the guiding philosophy of trying to use the stand-alone computing power of the PCs as much as possible. IHP fully supports this proposal as suggested by the CSG. We recommend that PCOM accept this proposal.

IHP endorses the efforts of the CSG to develop stand-alone data acquisition modules which run on the IBM PCs and which allow the data to be later moved to the S1032 data base management system. IHP recommends that the CSG select a suitable package of graphics software to run on an IBM/PC, and try to resolve difficulties in using output from such a graphics system in the production of the Proceedings, Part A.

IHP endorses the efforts of the Science Services Department to keep abreast of changes in the hardware and software available, to ensure that an optimum combination is in use, and that users are not locked into a particular hardware and software environment. We also endorse the efforts of the CSG to install a minimum set of software tools on the IBM PCs. We feel that this basic software installation should include:

- Wordprocessing software and its associated dictionaries (WordPerfect)
- A wordprocessing translation package
- A communications and file transfer package
- A spreadsheet package (preferably compatible with Lotus 1-2-3)
- Some system and memory resident utilities

We recommend that limited facilities be provided on board the drillship to allow shipboard scientists to use a wide variety of computer hardware that is standard in the scientific community such as: 3.5" drives in addition to the present 5.25" standard, IBM PC software that requires the use of the newer EGA/VGA standards, graphics software that uses an IBM PC parallel printer, and MacIntoshes.

The Panel also agreed that scientists that are scheduled to participate on a cruise need to be informed as to what is available on the ship, both with respect to software and hardware. Updated information in that respect should be routinely sent to them. R. Merrill and J. Foster explained that this is already being done and the effort will continue.

E. Publications Report

The Publications report was presented by W. Rose (Attachment 3)

The Panel discussed the model of manuscript flow and of the duties of the Editorial Board as presented by ODP (Attachment 3-D). T. Moore presented comments received from individual scientists privately and from the meetings of the Panel Chairmen and Planning Committee held in November. As supported by these comments, IHP made the following recommendations.

1. Editorial Review Board

The Panel recommends that ODP add a copy edit step to their model of manuscript flow. Copy editing for consistency and accuracy should be performed after the manuscript has been accepted for publication and before it goes to production. Given the limited editorial manpower available, the relative proportion of time spent on this activity versus that spent in aiding non-English speaking scientists to produce acceptable manuscripts will vary from leg to leg. It should be left up to each editorial board how this division of editorial labor will be made.

The Panel is pleased that ODP has been able to find established scientists to serve as outside Editorial Review Board members for the volumes now in progress. IHP recommends that the duties of the outside member of the Board be clearly spelled at the time that the person makes a commitment, much in the same manner as the responsibilities of the co-chiefs are pointed out in the "contract" that ODP will ask co-chiefs to sign.

The Panel recommends that the editorial board have each data paper reviewed by an expert in the measurement techniques used in the data collection. The object of this review is to assure that the methods description and data presentation are accurate and complete.

IHP fully supports the need for ODP to make ad-hoc decisions based on the peculiar characteristics of each leg to ensure that the quality of the volumes is maintained.

Publications requested guidance from the Panel regarding how to list the members of the ERB on the title pages. IHP wants Publications to draw some models to be presented at the next IHP meeting.

The complexities of the proposed Editorial Review Board system pose an urgent need for a computerized manuscript tracking system. The Panel recommends that the CSG develop such a system as soon as possible. The Panel further indicates that a) the system should be developed in a modular fashion, and b) it should be accessible by the Editorial Review Board members.

2. IHP recommends to PCOM that ODP adopt the model hereby presented as Attachment 4 when charging for copies of the Proceedings volumes. This model reflects the actual cost of producing the books.

### 3. Non-Performers

T. Moore reported on the alarmed response of PCOM when they were told that some shipboard and shore-based ODP leg participants received data and samples, yet failed to produce a manuscript for the leg volume. These scientists are labeled as "non-performers" by ODP, yet they have sometimes been asked to participate on additional ODP legs because they were recommended either by PCOM or by their sponsoring nation, and are needed for both, political balance and the shipboard balance of scientific expertise.

J. Hertogen explained that it is important that non-U.S. panel members know who the non-performers from their countries are because each country wants to have good representatives for their limited seats on ODP legs, particularly for co-chiefs. This feeling was also expressed by non-U.S. members of PCOM.

There are basically three classes of "non-performers." Those who do not participate in any way with the ODP legs, but receive samples or data after it becomes public domain. This part of the problem is handled within ODP, based on their curatorial policy, which briefly put is "if you don't report on samples already received, you don't get more samples." The second kind of non-performer is a shipboard scientist who receives samples or data, promises a manuscript, but does not deliver one for the ODP volume. The third is a co-chief scientist who does not fulfill his post-cruise responsibilities regarding the production of Volumes A and B of the Proceedings.

The policies regarding performance of participating scientists for DSDP and ODP legs have been in place since almost the beginning of the Program. IHP wants to set in motion a rigorous enforcement of this policy. The issue is more critical now, when co-chiefs are responsible for much of the work in getting the Proceedings volumes published.

A. Meyer explained that the main problem with respect to non-performing co-chiefs as members of the Editorial Review Board will be dealing with those legs for which the co-chiefs accepted the position under the previous model. R. Merrill explained that the responsibilities of the co-chiefs and participating scientists on ODP cruises have not changed. However, to make these responsibilities more clear, A. Meyer drafted a document that the co-chiefs will be asked to sign. The document spells out what is expected of co-chiefs in the manner of contribution toward the publication of both Initial and Final Reports of the Program.

The Panel reached a consensus that the contract that ODP proposes that co-chiefs be asked to sign includes enough provisions to ensure that they perform their function. The Panel will endorse this contract after a few minor changes have been made.

U.S. scientists can be screened for previous performance at the time of selection of participants for each cruise, but at present there is no system in place by which ODP provides this sort of background information on people that are being considered for participation in a cruise as representatives of other ODP member countries.



IHP recommends that a system of reporting those who do not perform be established. Under such a system, ODP/TAMU and the Borehole Research Group would be required to provide a list of non-performing participating scientists to the IHP. The list would be reviewed prior to submission to IHP to exclude those who had valid reasons for not fulfilling their obligations. IHP would examine the list and recommend to PCOM that notification letters be sent to those perceived as non-performers. The letters would explain that if an acceptable explanation is not received, the non-performers' names will be reported to the appropriate governmental or funding agency.

4. After discussions with M. Loughridge and M. Jones, ODP announced that it planned to cooperate in developing the World Data Center A, 1:40,000 scale base map series.

#### F. Repositories Report

1. C. Mato presented the report (Attachment 5). She stressed the fact that the work load at the repositories is increasing while staffing remains at the same, or at an even lower level.

An expansion of the West Coast Repository is being planned. The expansion would include an additional sampling table. As it is right now, with one sampling station, all work on filling sample requests stops when there is a visitor collecting samples.

#### 2. Whole Round Samples

Over the past few months there has been an increasing number of requests for whole round samples. In addition, a recently completed USSAC workshop on physical properties strongly recommended increased use of whole round samples for a variety of physical measurements. After discussion of these needs and the constraints of the present sampling policy, the Panel made the following recommendations:

The task of routinely taking whole round samples for physical properties studies is very time-consuming. IHP recommends that such sampling not be done on a routine basis.

In view of a need to respond to whole round sample requests in a timely fashion, IHP decided to delegate its responsibility to the Curator for routine decisions regarding such requests. R. Merrill, in cooperation with B. Bryant, will draw up a policy to handle whole round sample requests and will submit it to IHP for review. The Curator may choose to refer a request for consideration by the IHP.

After the JOIDES Panels are restructured (as proposed by PCOM) the IHP will forward a copy of the whole round sampling policy to the appropriate panel for review.

IHP reviewed the whole round sample requests that were pending, and agreed on the following actions:

- a) Approve the whole round sample requests for legs 117 and 118.
- b) Approve the Leg 123 request subject to actual recovery and approval by the co-chief scientists.
- c) Approve the Leg 119 request with the exception that the number of samples requested by Pittinger for the consolidation studies be limited to five 10-cm sections.

### 3. Sample Policy

IHP endorses the geriatric core study to be carried out as part of the curatorial program (see Attachment 6).

IHP recommends that samples recovered from engineering legs such as 125E be considered for the proposed study of geriatric cores, and for physical properties studies requiring closely spaced whole round samples.

ODP would like to be able to amend the sample distribution policy so as to make it explicit that ODP can request some proof of responsibility of the scientists submitting requests for samples. Such proof could consist of a bibliography of papers published by the individual, a resume, or an abstract of that individual's dissertation proposal endorsed by his/her graduate committee chairman. IHP recommends that this request be approved.

IHP thanks Russ McDuff for the inventory of the DSDP Interstitial Water samples.

#### G. Paleontological Reference Centers

T. Moore determined that the Smithsonian Institution in Washington was asked to serve as a Paleontological Reference Center approximately six years ago. They are still willing to take on the materials. T. Moore presented a motion to designate the Smithsonian to be the Eighth Center, barring any contrary directive from PCOM. The motion was approved unanimously. T. Moore will let R. Merrill know when he should send the materials to the Smithsonian.

PCOM approved funding for the Centers out of the JOI budget. W. Riedel and J. Saunders need to get together an acceptable proposal to support continued sampling and sample preparation. They also need to document the fact that the Centers are being used. T. Moore will talk with T. Pyle regarding the procedures for submission and review of this proposal in time to be considered for FY 1990.

Japan got their center off the ground quickly and it has been well received.

#### H. Collection of core photographs

IHP reviewed the report by R. Merrill and J. Beck regarding the options to archive core photographs (Attachment 7). The core photographic collection will be available chiefly as a library tool, used for rapid searches of cores for particular features or for planning a sampling program. The Panel endorses the

option of the video disc, mainly because of the capability of conducting library searches. Further, IHP recommends that an index be prepared and included as the first few frames on the disc.

I. Logging Operator's Report

T. Moore presented the report that was sent by C. Broglia (Attachment 8). The request by M. Lovell for a large number of core tapes was discussed. The Panel requests that Cristina inform IHP before responding to similar large requests which propose to set up a subsidiary data base. M. Jones will check with M. Lovell to make certain that he does intend to make log data available to British scientists.

J. National Geophysical Data Center Report

M. Loughridge reported that the NGDC finished the publication of "Lithologic Data from Pacific Ocean Deep Sea Drilling Project Cores."

The following DSDP files at the NGDC have been fully quality-controlled and errors annotated in their accompanying documentation files: age codes, age profile, Core Curators', core depths, paleontology, fossil codes, site summary, screen.

Quality control is underway on the visual text and smearslide data files. Smearslide appears to have problems.

The site summary, age profile, Core Curators', and core depths files are all fully searchable as dbase III+ files on a local AT-clone.

The NGDC also received funding from USSAC to put the DSDP data base on a CD-RAM disc, with separate funding for making 500 copies. There will be enough room on the disc to include the DSDP subject index, which they will try to do.

Action Items

1. R. Merrill and P. Brown will send the data structure formats that need review to the IHP. IHP will do, or find an expert to do, the review.
2. J. Hertogen and I. Gibson will review the format for the hard rock geochemistry data base.
3. ODP Publications will draw a few models of title pages listing the Editorial Review Board. The models will be studied at the next IHP meeting.
4. R. Merrill, in cooperation with B. Bryant, will draw up a policy to handle whole round sample requests and will submit it to IHP for review.
5. T. Moore will talk with T. Pyle about the procedures for submission and review of the proposal to support continued sampling and sample preparation for the Paleontological Reference Centers.
6. T. Moore will let R. Merrill know when to send the materials for the eighth Paleontological Reference Center to the Smithsonian Inst. in Washington.
7. M. Jones will check with M. Lovell to make certain that Lovell does intend to make log data available to British Scientists.
8. J. Hertogen, E. Moussat and M. Jones will investigate cases of participants from their countries who have failed to complete manuscripts for Part B, volume 101 of the Proceedings.

DATA BASE GROUP REPORT TO IHP  
January 11, 1987

I. PERSONNEL

	[Aug.	Sept.	Oct.	Nov.	Dec.	Jan.]
Supervisor	[-----Patricia Brown-----]					
Assis. Supervisor	[-----]	[-----Dennis Duval-----]				
Data Librarian	[-----Kathe Lighty-----]					
Data Analyst	[-----]			[-----Susan Shorr-----]		
Graduate Student	[-----Mark Simpson-----]					
Graduate Student	[-----Steve Vest-----]					

The DBG will hire one full time consultant and several geological graduate and undergraduate students in January, 1988. This group will tackle the backlog of sedimentary/sed. rock visual core descriptions.

II. DATA REQUESTS

To date the Data Librarian has responded to 171 requests outside of ODP.

<u>Data Base Accessed</u>	<u>Number of Times Accessed</u>
Photos	108
Sediment Description	13
Leg. Site, Hole Summary	10
Underway Geophysical	8
Physical Properties	7
Paleomagnetics	6
Sample Record	6
Sample Request	4
Sediment Smearslide	3
Chemistry	3
Corelog	2
Paleontology	2
Igneous/Metamorphic Rock Description	1

III. STATUS OF THE DATABASES

All the DSDP data files have been loaded into system S1032. See Technical Note #9 for all the Data File Documents for the DSDP data. Table 1 reports the status of the ODP databases.

IV. MISCELLANEOUS

1. Paleo Reference Center Brochure Status--Awaiting input from Ted Moore.
2. P. Cepek--Awaiting a response as to his interest in continuing work on Cretaceous and older fossils.

January 5, 1988

EFFORTS TO ELIMINATE THE BACKLOG OF ODP DATA  
BY THE DATA BASE GROUP AND COMPUTER SERVICES GROUP

The Data Base Group (DBG) and the Computer Services Group (CSG) are currently concentrating their efforts on the computerization of the backlog of paper collected data and the elimination of a future backlog by computerizing data collection on the ship. A backlog exists partly because the staffs of both the DBG and CSG have been limited.

The DBG, due to limited personnel, has not been able to computerize all the paper collected data received after an ODP Leg in a timely fashion. This is especially a problem with the sedimentary visual core description data. These data require extensive editing by a person with a geological background. We are currently in the process of hiring a group of geology graduate and undergraduate students (about 6-7) along with a full-time geologist/supervisor to edit and keypunch the backlog of sedimentary visual core description data. The group is scheduled to work until the end of FY88 at which time we plan to be caught up to the current Leg.

To eliminate a backlog of data in the future, we are working to computerize data collection on the ship. This means providing the shipboard personnel with computerized screen entry forms and data reporting capabilities. Data are thus entered immediately into the computer on the ship rather than recorded on paper to be keypunched on shore. The CSG, along with the DBG, has not been able to provide all the shipboard data collection applications needed due to limited personnel and other important projects. The CSG currently has the majority of its personnel working on the shipboard data collection applications. To complete the task by the end of FY88 an additional full-time consultant and half-time graduate assistant have been hired.

Computer Services Group  
 Applications Completion Report  
 01/18/88

Attachment 2

\* - Completion since last IHP meeting

Application Name	Ship/Shore Usage	Status	Comments
Core Log	Ship	Complete	Enhancements planned, but unscheduled at this time. (see Applications Status Report)
Art Stations	Shore	Complete	
Sedimentary Smear Slide/ Thin Section	Both	Complete	
Leg, Site, Hole Data Base & Reports	Both	Complete	
NAVLOG (GPS data to seismic headers)	Ship	Complete	
Materials Management (MATMAN)	Both	Complete	Bar-code support to be added when time permits. (see Applications Status Rep.)
ODP Participant Data Base	Shore	Complete	
Underway Data Analysis	Both	Complete	
Core Sample Inventory (Phase 1)	Both	Complete	
GRAPE (Standalone vers.)	Ship	Complete	
SATCOM Communication Msg. Distribution and Billing	Shore	Complete	Software to distribute messages received via daily satellite communication with the ship to the shorebased electronic mail system and to provide billing information so that each cost center pays for messages sent.
Pwave Logger (Standalone)	Ship	Complete *	
Heat Flow(Bowmar/White)	Ship	Complete *	
Sample Request and Bibliographic Data Base	Shore	Complete *	
Load DSDP Data Bases to System 1032 Data Sets	Shore	Complete *	25 DSDP data sets are available for System 1032 access via System 1032 DBMS.
Physical Props.- Strength (Phase 1) - Index Properties	Ship Ship	Complete * Complete *	Phase 1 permits data to be collected in machine-readable form with minimal reporting and plotting capability provided in the programs.
- Velocity	Ship	Complete *	
- 2-minute GRAPE	Ship	Complete *	
Chemistry - Calc. Carb. (Phase 1) - Inter. Water	Ship Ship	Complete Complete *	Phase 1 permits data to be collected in machine-readable form with minimal reporting and plotting capability provided in the programs.



Computer Services Group  
Applications Status Report  
01/18/88

Application Name	Ship/Shore Usage	Status	Expected Compl. Date	Comments
Core Sample Inventory (Phase 2)	Both	Design	To Be Detrmd	Phase 2 will involve linkage with VAX central data base, and tracking samples on shore.
Physical Props.— Strength (Phase 2)	Ship	Pending	Sept. 1988	Phase 2 is for enhancements to plotting & printing capabilities in the programs based on user feedback while using Phase 1 programs.
- Index Properties	Ship			
- Velocity	Ship			
- 2-minute GRAPE	Ship			
Chemistry — Gas Chrom. (Phase 1) — Rock Eval.	Ship Ship	Design Design	June 1988 April 1988	Phase 1 permits data to be collected in machine-readable form with minimal reporting and plotting capability provided in the programs.
Chemistry — Calc. Carb. (Phase 2) — Inter. Water	Ship	Pending	Sept. 1988	Phase 2 is for enhancements to plotting & printing capabilities in the programs based on user feedback using Phase 1 programs.
- Gas Chrom.	Ship			
- Rock Eval.	Ship			
Multi-Sensor Track(MST)	Ship	Development	May 1988	In development to support PWave Logger Mag. Susceptibility, and GRAPE with hooks for additional sensors.
GRAPE(MST version)	Ship	Conversion	March 1988	Conversion for use on MST
Pwave Logger(MST vers.)	Ship	Conversion	March 1988	Conversion for use on MST
Modify WordPerfect Word Processing Software to Conform to ODP Standards	Both	Development	February 1988	Establish default parameters, printer definitions, and special character support to ODP standards
Install IBM PC compat. Systems on Resolution	Ship	Equip. Testing	April 1988	Installation of IBM PC compatible word processing stations on ship.
Install 60 IBM PC compat. Systems on shore	Shore	Pending	To be Detrmd	
Igneous/Metamorphic Thin Section Desc.	Both	Pending	To be Detrmd	
Publications Tracking	Shore	Pending	To be Detrmd	
Materials Management (MATMAN) Enhancements	Both	Pending	To be Detrmd	Bar Code support, and additional report and retrieval procedures.
Core Log Enhancements	Ship	Pending	To be Detrmd	Inclusion of more engineering data, and enhancement of video displays.
Core Description Stations	Ship	Pending	To Be Detrmd	Automation of core descriptions
Real-Time Navigation Plotting System	Ship	Pending	To Be Detrmd	Plotting of ship position in near real-time from multiple positioning sources.
Magnetometry	Ship	Pending	To Be Detrmd	Rewrite and enhancement of software.
Thermal Conductivity	Ship	Pending	To Be Detrmd	Rewrite and enhancement of software.
XRD (X-ray Defraction)	Ship	Pending	To Be Detrmd	Transfer software from PDP11 to VAX
Engineering Drawings Data Base	Both	Pending	To Be Detrmd	Eng. Drawing data base with link to MATMAN system for component inventory.
Develop & Improve User Interfaces on Computers	Both	Pending	To Be Detrmd	Provide user-friendly interfaces between VAX and microcomputers.
Data Analysis Software	Both	Pending	To Be Detrmd	Additional data analysis software as identified and specified by scientist
Interfacing of MASSCOMP Logging Computer to VAX	Ship	Pending	To Be Detrmd	Connection of Lamont Logging computer to VAX for data transfer.
Computer Utilities and Tools	Both	Pending	To Be Detrmd	Make CSG utility libraries available to users with appropriate documentation, and supply other utilities as requested.

Jan. 83  
Attachment 3

Summary of Publications Activities, August 1987 - January 1988  
(Prepared 11 January 1988 for Information Handling Panel Meeting)

Principal Activities

1. Continued preparation and publication of ODP Proceedings volumes (see Attachments 1 and 2).
2. Prepared article for JOIDES Journal explaining changes in publication procedures for ODP Proceedings as a result of budget cuts for FY88.
3. Sent letter to JOIDES community explaining changes mentioned above together with updates on preparation of camera-ready artwork and text and table preparation (see Attachment 3).
4. Worked out details of Editorial Review Board procedures, including instructions and checklists to reviewers and Board members, with Science Operations Department (see Attachment 4). Will refine procedures as plans progress.
5. Began work on incorporating these and subsequent changes in revision of lavender booklet entitled "Instructions for Contributors to the Proceedings of the Ocean Drilling Program."
6. Collaborated with Data Base and Computer Services Groups and Science Operations Department in investigating suitable software for automating data for range charts. Continuing investigation.
7. Worked with the Computer Services Group to identify a more efficient software package for word-processing use. Identified WordPerfect as the best.
8. Investigated Ventura Publisher software system as an aid in preparing tables for publication. Concluded that it was all right for simple tables but that it was more cost-efficient to have our typesetting subcontractor set complicated tables. Experiments with page makeup and electronic typesetting were successfully concluded, but system was considered not fully appropriate for our publication needs. Plan to continue investigation with respect to new hardware and software developments and applications.
9. With respect to cumulative index to DSDP Initial Reports:
  - a. Rewrote Introduction to index that was prepared by Peter Supko.
  - b. Received the first 100 pages of the edited subject index (looks good).
  - c. Proceeding with design and paste-up plans for preparation of camera-ready copy; printing to be done by the U.S. Government Printing Office.

(continued on reverse side)

10. Status of current and forthcoming requests for proposals (RFPs):

a. Indexing of ODP Proceedings:

Amended RFP went to prospective offerors 16 Dec. 1987.  
Proposals due at ODP 10 Feb. 1988.  
Subcontract expected to be issued 26 Feb. 1988.

b. Routine microfilming of ODP Proceedings volumes and microfilming for Data Base Group:

To prepare bid package 15 Feb. 1988.  
To send RFP to prospective offerors 14 March 1988.  
Proposals due at ODP 25 April 1988.  
Subcontract expected to be issued 16 May 1988.

c. Renewing typesetting and printing subcontracts for ODP Proceedings:

To prepare new bid package (or request extension) 15 April 1988.  
To send RFP (or extension notice) to offerors 16 May 1988.  
Proposals due at ODP 30 June 1988.  
Subcontracts (or extensions) expected to be issued 18 Sept. 1988.

Additional Activities

1. Worked out, with colleagues in ODP and JOI, three possible schemes for pricing of individual ODP Proceedings volumes for outside orders. IHP to be requested to recommend a plan to Planning Committee.

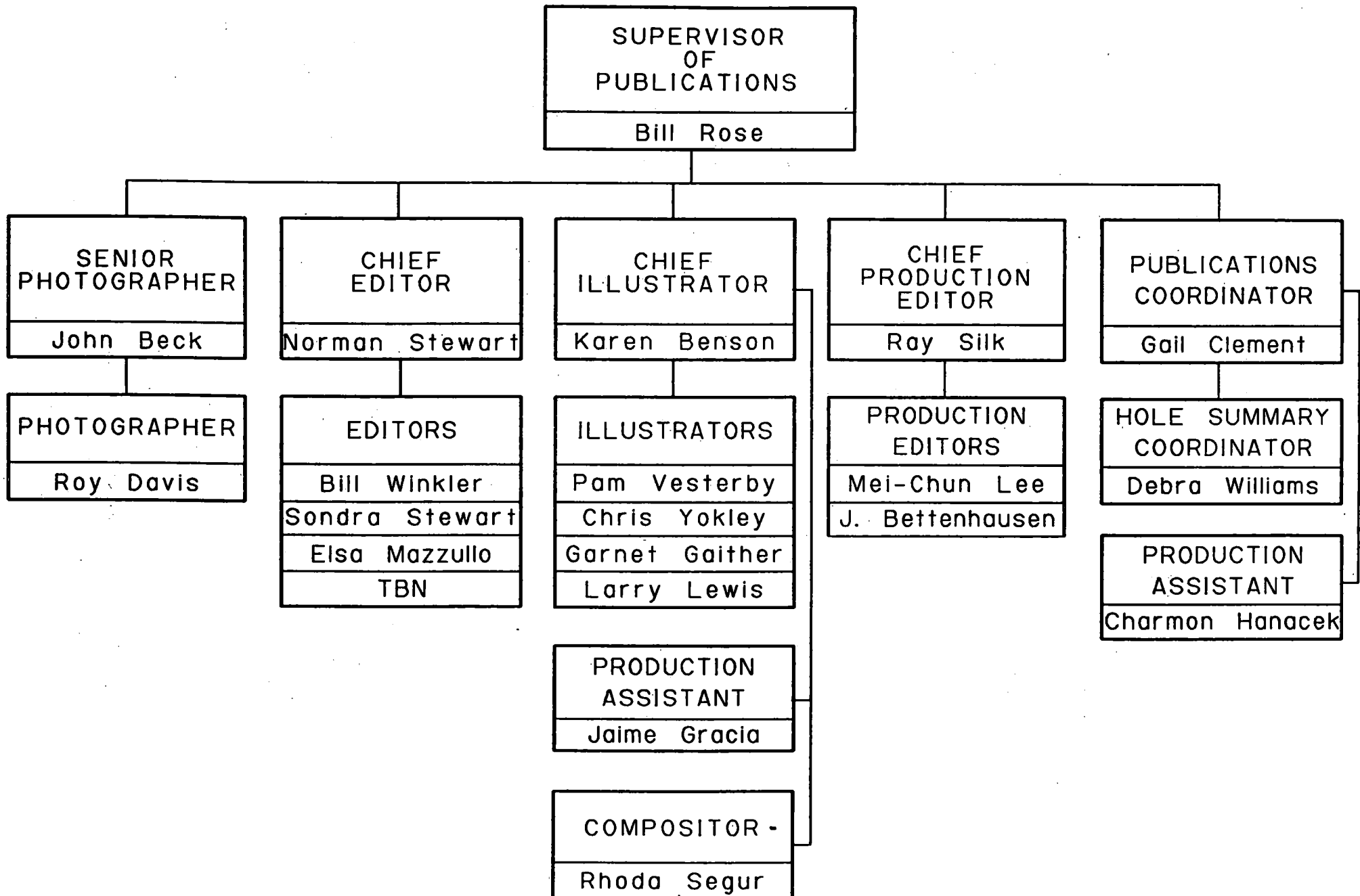
2. Held a one-day meeting in December with representatives of our printing subcontractor, Edwards Brothers, to resolve deficiencies in printing and binding. (A plan was adopted to re-cover and rebind Vols. 101A/102A and 103A.) Will continue to have such meetings whenever problems occur.

3. Began preliminary stages of planning a global map showing ODP drilling sites. Will choose the most suitable map projection for publication, and develop a plan for color preparation and printing. Following initial publication, updated versions of the map will be issued every 2 or 3 years.

4. Plan to design an additional Preliminary Editorial Review Check (PERC) form for use by ODP Editors to address concerns by PCOM and to ensure that the "Methods" sections of data papers are clear and complete.

TABLE OF ORGANIZATION  
ODP PUBLICATIONS GROUP

Attachment: BA  
IHP- Jan. '88



PUBLICATIONS PRODUCT SCHEDULE

IHP - Jan. '88  
Attachment 3B

	FY1987												FY1988												FY1989																
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104									▲(21)																																
105										▲(22)																															
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OPEN TRIANGLES REPRESENT POSSIBLE ACCELERATED SCHEDULE WITH ADDITIONAL PERSONNEL

▲(20) = MONTHS POSTCRUISE

Attachment 3C

HP- 10/1/88

2 October 1987

All ODP Shipboard and Shore-based Scientists

Dear Colleagues:

Because of the need to cut costs in the ODP Publications budget beginning with the 1988 fiscal year, the JOIDES Information Handling Panel and Planning Committee approved a number of changes in the publication process at their August 1987 meetings. These changes are aimed at maintaining as high a quality as possible in the final published volumes of the Proceedings of the Ocean Drilling Program while making the necessary budget cuts.

First, a stringent peer-review system will be maintained for Part B Proceedings manuscripts. Because the ODP Science Operations Department is losing about one-third of its staff scientists, also because of budget cuts, much of the responsibility of the peer-review process will be borne by the co-chief scientists for each cruise instead of by the ODP staff scientists. An editorial board will be established to handle review of the Part B manuscripts from each cruise; this board will consist of the co-chief scientists, the ODP staff scientist for that cruise, an ODP editor, and one other scientist to be selected by the manager of the ODP Science Operations Department in consultation with the co-chief scientists. This board will be responsible for obtaining adequate reviews and in making decisions concerning the acceptance or rejection of papers. The board will be assisted by the ODP manuscript coordinator, who occupies a key role in making sure that the manuscript flow is orderly and remains on schedule. Members of this board will be listed prominently in the front matter of each Part B volume. The possibility of reimbursing non-ODP members of the editorial boards for postage and other communication expenses is being explored.

Second, owing to a reduction in numbers of ODP editorial personnel, manuscripts for Part B volumes no longer will be routinely copy edited. Authors whose primary language is not English, however, can be provided suitable editorial help in polishing their manuscripts. Similarly, owing to reduction in personnel in the illustration section, authors will be required to submit all artwork for figures and plates for their accepted papers in final camera-ready form, ready for publication. Attachment A to this letter describes in some detail the steps to follow in preparing camera-ready illustrations for publication in Part B Proceedings volumes.

Other economies resulting in changes to both Part A and Part B volumes include the following:

- Elimination of color frontispieces in both series of volumes unless funds are furnished by the authors to defray printing costs.

Ocean Drilling Program  
Publications  
Texas A&M University Research Park  
Discovery Drive  
College Station, Texas 77840 USA  
(409) 845-1909  
Telex Number: 792779 ODP TAMU  
or Easylink Number: 62760290

- Use of uncoated, acid-free paper except for micropaleontological plates in Part B volumes, which will be printed on coated, acid-free paper.

- Elimination of unnecessary pages in Part A volumes by grouping several "barrel sheets" on a page and by treating core photographs in the same manner.

- Reduction of the printing run from 2000 to 1800 copies. This will be accomplished principally by reducing free distribution to companies and individuals. No formal microform distribution of the Proceedings is contemplated, although microfiche and microfilm versions will be available to those who prefer them.

- Elimination of free distribution of offprints. Authors will be given an opportunity to order offprints at cost.

- Reduction in length of indexes from about 6000 entries per volume to about 3000. Indexes will cover both Part A and Part B volumes but will be published only in Part B.

- Allowance of only one free back-pocket figure per book; others will be permitted only if funds to cover printing costs are provided by the authors.

- Publication of lengthy tables and seismic sections on microfiche as back-pocket inserts.

- Requirement of authors to provide manuscript copy for Part B books in a format that is electronically capturable, either from "hard" manuscript copy by means of our optical character reader (OCR) or from DEC- or IBM-compatible magnetic diskettes (see Attachment B).

In view of the foregoing, it is well to note that many aspects of our publishing procedure will remain the same as originally established:

- Printing of both Part A and Part B volumes in traditional leg-coherent, typeset, hardbound form.

- Maintenance of a rigorous peer-review system.

- Allowance of 5 free plates per paper.

- Retention of English as the required language for all manuscripts.

We are sure you would like to know how these revised procedures will affect your specific manuscript(s) and volume(s). These plans are outlined as follows.

All ODP Shipboard and Shore-based Scientists

2 October 1987

Page 3

For Vols. 101B, 102B, and 103B, we will handle all accepted manuscripts in the traditional manner, with full editorial processing and assistance in completing artwork.

Vols. 104B and 105B will be handled in a transitional manner: For these volumes the ODP Science Operations Department will provide the necessary staff support to complete the peer-review procedure already in place; authors will be required to provide camera-ready artwork for their illustrations, however, unless their manuscripts were accepted for publication by 15 August 1987.

Vol. 106B and subsequent volumes will be processed under the new system of editorial boards and procedures as given previously.

Changing procedures in the middle of a volume obviously will not make our joint task any easier. We regret this inconvenience and will make every effort to resolve any interim difficulties as quickly and harmoniously as possible.

Meanwhile, we are revising our lavender booklet entitled "Instructions for Contributors to the Proceedings of the Ocean Drilling Program." In this revised edition you will find further information for preparing your text and artwork for publication. We plan to distribute this booklet to each of you in the near future.

Finally, if you have any questions, please feel free to contact William D. Rose, Supervisor of Publications, or Russell B. Merrill, Curator and Manager of Science Services.

Sincerely,



William D. Rose  
Supervisor of Publications

Attachments



## Attachment A

### PREPARING ILLUSTRATIONS FOR ODP PROCEEDINGS, PART B

#### Introduction

Illustrations include line drawings and halftones (photographs). All illustrations, except for photographic plates, are to be submitted as final camera-ready copy. Photographic plates will continue to be prepared by ODP. Each illustration should be identified (on the back in light pencil) by the name(s) of the author(s), leg number, manuscript access number, and figure or plate number. In addition, its top should be indicated.

To maintain continuity, quality, and conservation of space within the Part B Proceedings volumes, we request that you adhere closely to the following specifications. Illustrations that do not meet these specifications will be returned to the author for redrafting.

It should be noted that hand-drawn and hand-lettered illustrations usually are suitable for initial submission and review of your manuscript, as long as all artwork is clear and legible. Only after your manuscript has been accepted for publication do you need to furnish your artwork in final, camera-ready form.

#### Size and Proportion

Space within the volumes has become a critical factor because of the need to reduce costs. Therefore, all figures should be prepared as small and simply as the subject matter will allow. Recommended final sizes, in their order of preference, are as follows:

1/4 page (1 column): 3 3/8 in. wide by 4 5/8 in. high (8.5 by 11.75 cm)

1/2 page (1 column): 3 3/8 in. wide by 9 1/4 in. high (8.5 by 23.5 cm)

1/2 page (2 columns): 7 1/16 in. wide by 4 5/8 in. high (18 by 11.75 cm)

3/4 page (vertical): 7 1/16 in. wide by 7 in. high (18 by 17.75 cm)

full page (vertical): 7 1/16 in. wide by 9 1/4 in. high (18 by 23.5 cm)

full page (horizontal): 9 1/4 in. wide by 7 1/16 in. high (23.5 by 18 cm)

Note that the above sizes do include space for the caption. Extra-large illustrations can be placed as two facing pages, either vertical or horizontal, but only if absolutely necessary. Artwork can be prepared at any size, as long as the final reduction meets ODP requirements.

### Lettering

The type style selected by ODP as the standard for all artwork is Helvetica medium, prepared on phototypesetting equipment. The ideal reduced size as it appears in the printed volume is 8-point type, with key elements made to stand out by using bold or slightly larger type. Helvetica typeface also is available in rub-on transfer sheets from most art-supply stores. If Helvetica is not available, the next recommended typefaces are Univers medium and Megaron medium. Standard office typewriter type is not acceptable, nor is hand lettering.

Fossil names (generic and lower taxa) and underwater features are always set in italic or slanted type.

Most type and layout problems can be resolved by referring to recent Proceedings volumes. Be aware, however, that many graphs used in the Proceedings are computer-generated and thus do not display Helvetica type. Author-furnished, computer-generated type of similar quality will be acceptable, but we recommend that you furnish samples in advance for approval.

### Lines and Ruling

All ruled lines should be sharp and solid, and only good-quality waterproof ink used. Ruling normally is done with a "technical pen." This kind of pen is manufactured by several companies and is available through most art-supply stores. The thickness of the lines (line weight) is determined by the size of the pen being used. No specific rules for line weights have been established for the Proceedings volumes, but a range of weights between 000 and 2 should cover most applications. Line weights and their metric equivalents are:

"Rapidograph"	Metric
3x0 _____	.25 mm
00 _____	.30
0 _____	.35
1 _____	.50
2 _____	.60

Please remember that if art is being prepared oversize, proportionately thicker lines and larger type should be used.

## Symbols and Shading

Dot patterns, shading, crosshatching, and lithologic symbols are best prepared using "cut-out" type transfer sheets, which can be obtained from most art-supply stores and from many university bookstores. "Formatt" is the brand used mostly at ODP, but other brands work equally well. Although the lithologic symbols used on the "barrel sheets" in the Proceedings volumes are computer generated, many are available in cut-out sheets. Hand-drawn (inked) symbols will be accepted if they are done neatly and accurately. If artwork is being submitted at an oversized scale, be sure that the symbols or shaded areas are open enough to withstand the required reduction.

## Photographs

Glossy black-and-white prints must be submitted for all photo- and seismic profile-type figures. Copies produced from copying machines cannot be accepted. Figures consisting of photographs should be prepared in the following manner:

1. Mount the photograph only on a piece of art board using rubber cement or wax.
2. Place all type (letters, numbers, etc.) that go in the photograph in position on a separate transparent film overlay. (Otherwise, type placed directly on the photo will appear screened when printed.)
3. Place this overlay over the photograph and tape it at the top only.
4. Lift the overlay and affix three registration marks on the photo board; marking the bottom and each side is preferred. Drop the overlay and affix three more registration marks precisely over the first set of marks.

Core photos, close-up photos, and seismic profiles taken during the cruises are on file with ODP Publications and can be ordered as needed. Please order any such photos well in advance of submitting your paper.

## Plates

Because a film mask must accompany each plate submitted to the printer, ODP will continue to prepare the final artwork for all plates. We ask only that authors provide us with good-quality black-and-white photographs mounted in proper position on heavy white cardstock. The maximum illustration size is 7 in. wide by 7 in. high (17.75 by 17.75 cm). The maximum caption size is 7 in. wide by 2 1/4 in. high (17.75 by 5.75 cm).

The figure numbers and scale bars will be placed on the mask by the ODP illustrator, so authors need only "rough-in" this information on their submittals. If a black background is desired, merely indicate this in your instructions, as the printer accomplishes this photographically and does not need the photos mounted on a black board.

### Range Charts

Range charts in which species abundances appear in the form of letters or numbers are considered tables. Charts in which abundances appear as bars or stripes of different widths are considered figures. We would prefer to present range charts as tables, so we ask that you use a standard letter and/or number code rather than symbols to depict preservation and abundance, if possible.

We welcome your submission of range charts as camera-ready copy or in electronic form (as IBM PC AT/XT or DEC PRO 350 compatible floppy disks). Recent volumes of the Initial Reports of the Deep Sea Drilling Project contain good examples of range charts. But you should not have your range charts drafted or typeset in final, camera-ready form until your manuscript has been accepted for publication. If you decide to mail us floppy disks, please be sure they are packaged securely in protective, anti-static mailers.

Any questions you might have regarding preparation of range charts should be referred to the Chief Production Editor at 409-845-1160.

## Attachment B

### PREPARING TEXT AND TABLES FOR ODP PROCEEDINGS, PART B

#### Introduction

Authors now are required to provide manuscript copy for text and tables in 2 basic formats: (1) typewritten, typeset, or computer-generated copy on paper ("hard copy") that is electronically capturable by our optical character reader (OCR), or (2) copy on magnetic diskettes (floppy disks).

To comply with a directive from the JOIDES Information Handling Panel, a typesetting surcharge of \$20.00 per printed page will be assessed authors who do not submit their manuscripts in one of the formats listed above. This requirement does not apply to any manuscripts that have already been accepted for publication in Part B of the Proceedings, but it does apply from this point forward.

Range charts and their preparation are discussed in the final section of Attachment B, "Preparing Illustrations for ODP Proceedings, Part B."

#### Submitting OCR-capturable Manuscript Copy

Contributions must be clean and carefully typed or printed using a good grade of paper (not erasable bond), with dimensions not to exceed 8.5 by 14 in. (21.5 by 35.5 cm) and margins of at least 1.2 in. (3 cm). The material must be completely double-spaced, including references, figure and plate captions, tables, and appendixes. An original and 6 copies of the manuscript are required.

Only high-quality printing equipment should be used, such as carbon-ribbon typewriters and "letter-quality" printers, to produce dense, black type. Copy produced by dot-matrix printers is unacceptable, as is copy produced by all but the highest density laser printers.

The typeface used must be clean and distinct, with visible separation between characters. The typeface should have no broken characters; typefaces with thin strokes likewise are to be avoided. Either 10- or 12-pitch spacing is acceptable as long as individual characters are distinct and separated.

If at all possible, choose a typeface that displays clear distinctions between an "O" and a zero (0), a lowercase "el" and the numeral 1, an uppercase "I" and a lowercase "el," and so on.

Examples of acceptable typefaces in wide use are as follows:

Courier  
Letter Gothic  
Prestige  
Delegate  
Adjutant

If the typefaces listed above are not available to you, and if you believe you have one that is equivalent in style, please send us a sample page that we can test.

No marks should be made on the original manuscript: all notations to be added, including diacritics (accent marks), symbols, and suggested locations of figures and tables, should be made on a copy of the manuscript. Please make sure that all diacritical marks are clearly indicated, whether generated by machine or by hand.

To indicate italics, authors now should underline pertinent words and phrases rather than furnish them in italic type. Please do all underlining (by hand, if you like) on a copy of the manuscript rather than on the original.

Please do not use any bold type in your manuscript. It is usually hard for the OCR to "read."

You should make sure that the manuscript is formatted "ragged right" (that is, the right margin is ragged or unjustified). No words should be broken (hyphenated) at the ends of lines.

Even though we will continue to publish reference citations at the end of papers in a hanging-indentation format, we ask that you type them in a flush-left format for purposes of OCR scanning.

If you have any questions about whether or not your manuscript copy meets these requirements, call the Chief Production Editor at 409-845-1160.

#### Submitting Copy on Floppy Disks

Floppy disks containing manuscript copy are required to be compatible with IBM PC AT/XT or DEC PRO 350 electronic word-processing equipment. If you have any doubt about compatibility, call Wanda Johnson, Program Librarian, at 409-845-7918.

Please be sure to package your floppy disks in protective, anti-static mailers. This will ensure that your electronic copy will not be "pied" when it reaches ODP.

We also require you to furnish 7 printed "hard" copies of your manuscript, which will be used for review purposes and editorial scrutiny. Be sure that all of these materials, including references, figure and plate captions, tables, and appendixes, are completely double-spaced.

Please make sure that all words to be set in italic type are underlined rather than expressed in italics, both in your electronic version and paper copies. Also, it is important that you indicate any diacritical (accent) marks as well as other special symbols that are not in your electronic version on the paper copies. Also, you should indicate on these copies the preferred locations of figures and tables.

Editorial Review Board

(Prepared 10 November 1987)

An Editorial Review Board will be established for every Final Reports, or Part B, volume of the Proceedings of the Ocean Drilling Program. The primary purpose of this Board is to maintain an independent and effective peer-review system comparable to those of leading journals in the geological sciences.

Each Board is composed of five persons: the two Co-chief Scientists for that particular leg, the ODP Staff Scientist for that leg, an external scientist-specialist who is chosen by the Manager of Science Operations in consultation with the Co-chief Scientists, and an ODP Editor.

Other persons who interact closely with each Board include the ODP Manuscript Coordinator, the external reviewers, and the authors.

The ultimate responsibility for the integrity of the peer-review system rests with the Manager of Science Services. This is beneficial primarily for two reasons: maintenance of uniform standards of acceptance/rejection from Board to Board, and having a court of last appeal in the event of irresolvable conflict among members of the Board.

The overall roles of the various individuals and groups involved in the review process are described briefly as follows.

o Co-chief Scientists, ODP Staff Scientist, external scientist, and external reviewers: Working cooperatively, the four science members of the Board divide the submitted manuscripts into four groups. Each of these members is responsible for obtaining honest, thorough peer reviews from qualified external specialists for his or her group of manuscripts. For each manuscript at least two such external reviews are obtained. The ODP Manuscript Coordinator provides a list of prospective reviewers from a data base maintained at ODP headquarters. The Board is responsible for conducting a brief preliminary review of each manuscript submitted. It is also responsible for evaluating reviews and for communicating with authors as necessary. Once they have accepted, reviewers fulfill their professional obligation by furnishing thorough and candid reviews and by completing their reviews in a timely manner. Reviewers should return their reviewed manuscripts to the Manuscript Coordinator, who assists the Board in sending manuscripts for revision and conducting necessary correspondence with authors and reviewers.

An important role of the Board scientists, in conjunction with the reviewers, is identifying manuscripts that need partial or total rewriting, either because of English-language problems or other problems, such as poor organization. The ODP Editor is available to assist in this task under the direction of the responsible science member of the Board.



Another important function of the Board is to identify manuscripts that consist mainly of data sets and little or no scientific interpretation. These are to be considered for inclusion in a separate section of the volume called "Data Reports" and would not be peer reviewed. Note that manuscripts that have been reviewed may not be reclassified later as "Data Reports."

o ODP Editor: The Editor normally is responsible for two or more volumes at a time and so cannot perform routine copy editing on every accepted manuscript. However, the Editor conducts a preliminary editorial review check (PERC) for each manuscript that is submitted. At that time the Editor notes any discrepancies, such as missing copy (tables, artwork, etc.), or other deficiencies, such as a manuscript format that is not electronically capturable. The Editor also notes weaknesses in English-language expression, such as lapses in grammar and syntax, that might signal the need for a rewriting of the manuscript. If a rewriting is deemed necessary, it is done under the supervision of one of the scientists on the Board with the assistance of the Editor. All rewritten manuscripts that are accepted, following peer review, are copy-edited by the Editor before going to the typesetter. (Manuscripts that require only normal revision by their authors will not be copy-edited.) The Editor also provides assistance to the Board in handling other manuscripts that may have special problems. Finally, the Editor marks the "hard-copy" version of the manuscript with special instructions, which is then transmitted to the typesetter along with the electronic version.

o ODP Manuscript Coordinator: The Manuscript Coordinator logs in all manuscripts received and is responsible for managing and tracking the manuscripts through the initial peer-review process, author revision, and acceptance. This includes handling correspondence and routing manuscripts through members of the Board, reviewers, and authors. The Manuscript Coordinator also has access to author and reviewer data bases and works cooperatively with the Board in providing a list of prospective peer reviewers as well as making sure that manuscript flow is smooth and timely.

o Authors: Last, but certainly not least, authors are involved at several points in the review and production processes. Authors can expect to be asked to rewrite their submitted manuscripts as well as to revise their reviewed manuscripts. They should plan ahead in order to meet all deadlines. Now that routine copy editing is not performed except in unusual cases, authors are responsible for careful proofreading of their manuscripts and especially their galley proofs, which is their last chance to catch typographical or substantive errors. Included with authors' galley packages are forms for ordering offprints of their papers.

To make the publication process most effective, a spirit of cooperation should pervade the interaction of authors, Board members, and ODP personnel.

The following paragraphs describe some of the steps involved at various stages of manuscript flow through the initial stages of the publication process (see attached flow chart).

## Conducting the Peer Review

The peer-review process actually begins at the post-cruise meeting, when an external scientist is selected by the ODP Manager of Science Operations and the Co-chiefs. The science members of the Board plan how they want to assign primary responsibility among themselves for handling the manuscripts.

Each manuscript undergoes three stages of review. The first is the preliminary editorial review check (PERC) by the ODP Editor when the manuscript is first submitted; at this stage, deficiencies in grammar and syntax, whether or not copy is submitted in an acceptable format, and similar problems are pointed out. Next, the four scientists on the Board conduct cursory evaluations of the submitted manuscripts, checking scientific content and organization. Finally, thorough peer reviews are conducted by external qualified specialists--at least two per manuscript. At all three stages, artwork, tables, and plates are checked in conjunction with text.

Although each scientist on the Board is responsible for obtaining reviews for his or her assigned manuscripts, all four scientists receive copies of all submitted manuscripts and all revised manuscripts together with reviewers' comments. Working closely with the reviewers, all four Board scientists are responsible for determining the fate of each manuscript. Two negative votes by the science members are sufficient to reject a manuscript.

Rewriting. Any of the Board members can and should flag a problem manuscript that needs rewriting. The rewriting itself may be done by the author or by a cruise participant, all with the ODP Editor's help. A Board member may assist in the rewriting. Such a manuscript will be copy-edited by the ODP Editor.

Identifying "Data Reports." Data Reports consist of basic data presentations of the type that are found in Part A Proceedings volumes and that go in a special section so designated at the back of a Part B volume. These reports are not appropriate for peer review. No reviewed and rejected manuscript is eligible for consideration as a Data Report. The subject of a Data Report should be an important aspect of the cruise, such as a set of interstitial-water analyses, that is not accompanied by scientific interpretation. If an author does not explicitly tag such a manuscript for this category upon initial submittal, the Board members are responsible for doing so in advance of (inadvertently) sending it out for peer review.

Meeting of the Board. The Board will meet about 20 months post-cruise at ODP headquarters to conduct an overall review of the submitted manuscripts and especially to plan a course of action for handling problem manuscripts. The ODP Publications staff will be available for assistance and consultation at this meeting. The meeting will take the place of the traditional Co-chiefs' review meeting that was held at DSDP headquarters about 30 months post-cruise to review a volume's page proofs.

### Reimbursement of Expenses

Each non-ODP member of the Board will be reimbursed for up to \$500 apiece for expenses directly related to his or her Board activities for a particular volume. Submittal of invoices, receipts, and the like is required. Travel expenses will be covered by USSAC or analogous national funding organizations, as appropriate.

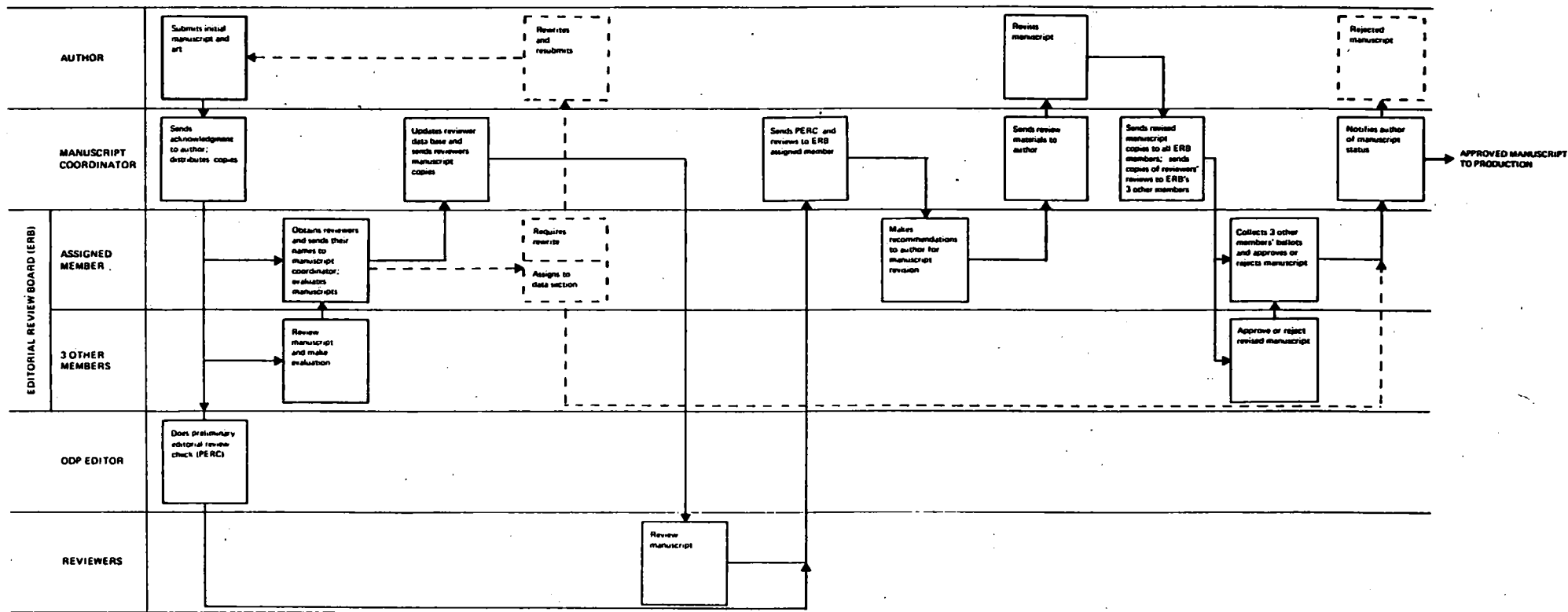
### Recognition of Service

Each member of the Board is given full recognition and credit on the title page of the volume for such service. Each Board member who has handled a manuscript is recognized in the Acknowledgments of that paper as well. All Board members receive a complimentary copy of the volume.

All reviewers for a particular volume are listed by name in the front matter of that volume, without attribution to a particular manuscript.

Attachment

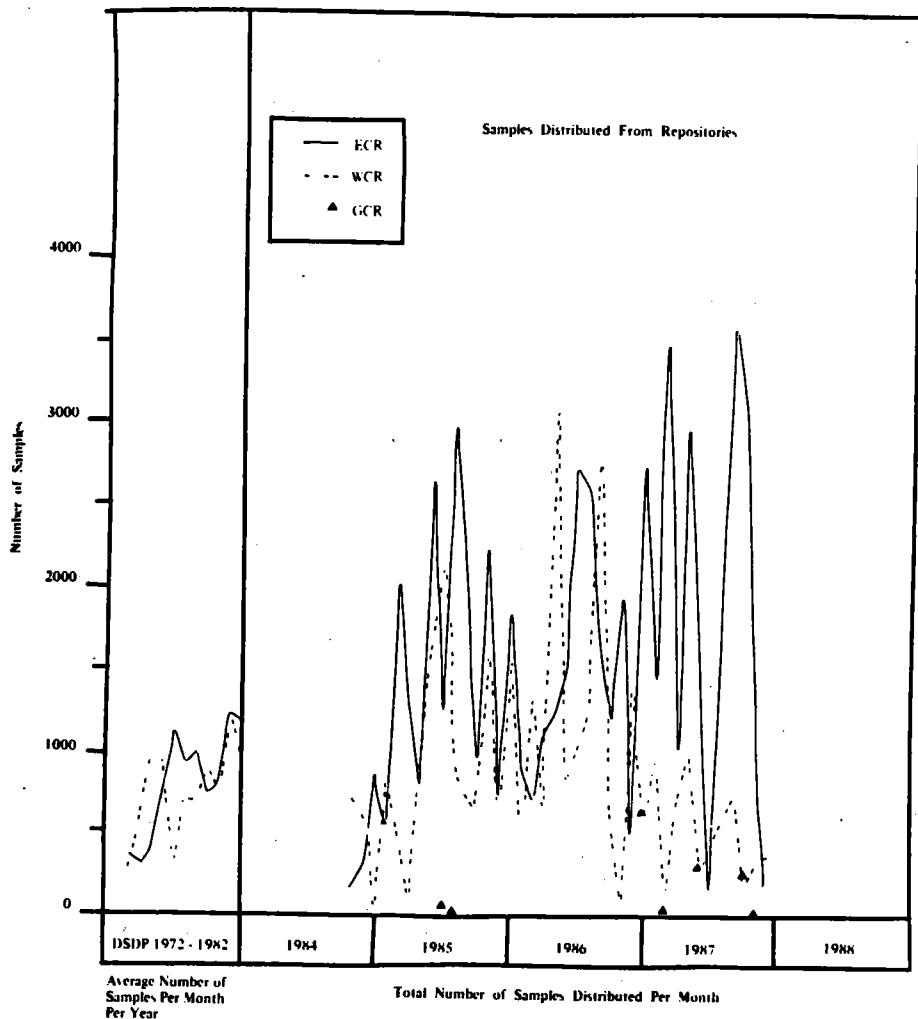
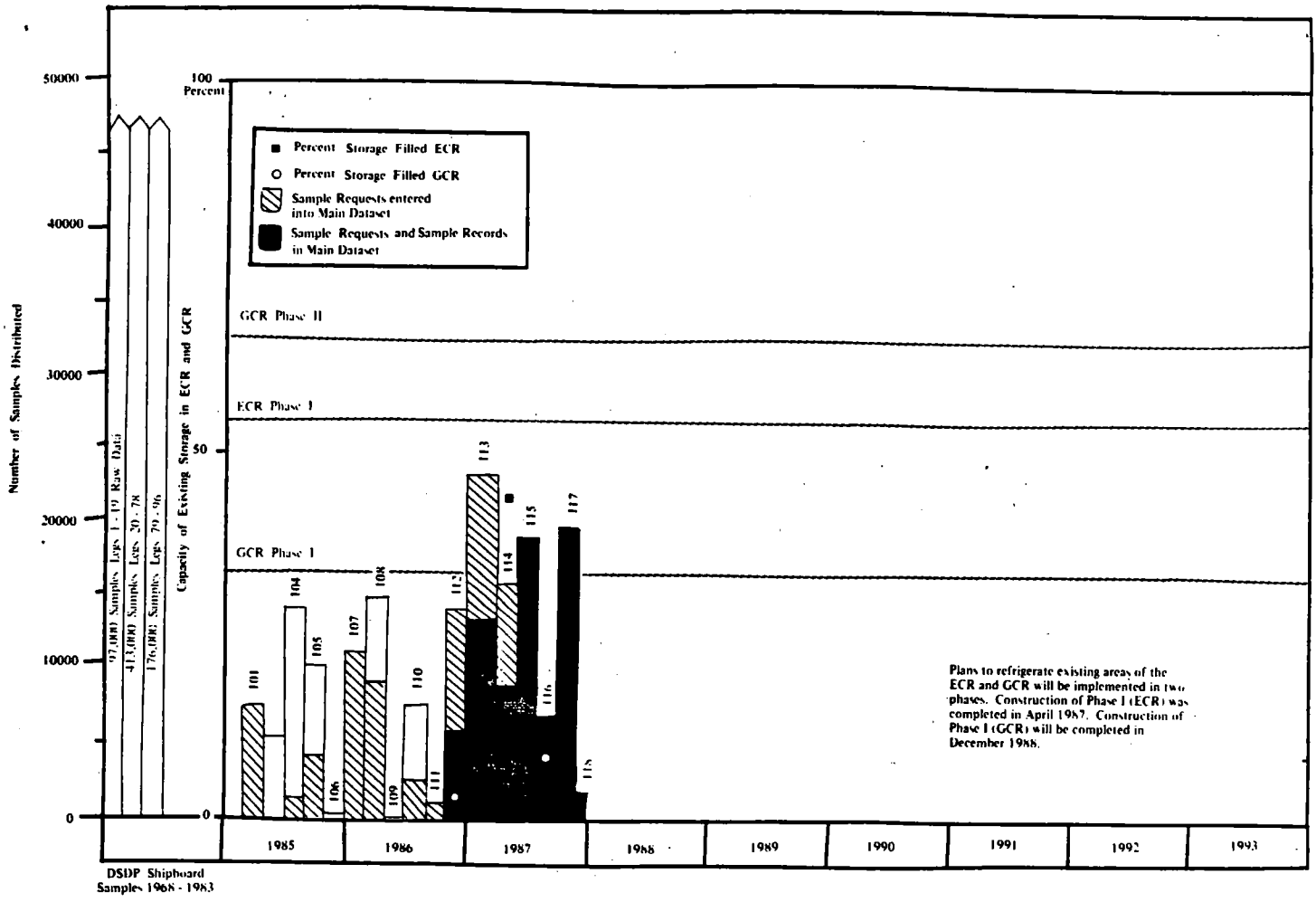
Flow of Manuscript for ODP Proceedings, Part B,  
Through Editorial Review Board



Attachment 4

-- ODP Proceedings subcontract, services and direct labor cost

<u>ITEM</u>	<u>ANNUAL</u>	<u>DISTR.</u>	<u>PART A</u>	<u>PART B</u>
	<u>COST</u>	<u>PERCENT</u>		
6510 On-shore communications	5,000	50A/50B	2,500	2,500
6840 Services	30,000	70A/30B	21,000	9,000
7180 Maintenance/Repair - shore	4,216	50A/50B	2,108	2,108
7220 Supplies	25,000	80A/20B	20,000	5,000
7410 Freelance services	9,430	20A/80B	1,886	7,544
7770 Subcontract cost:				
Printing	455,413	53A/47B	240,469	214,944
Typesetting	155,746	38A/62B	59,183	96,563
Index	38,613	38A/62B	14,841	23,772
Direct Labor Cost	365,000	62A/36B	<u>232,500</u>	<u>132,600</u>
		TOTALS	594,487	494,031
Average volume cost (annual cost divided by 6)			99,081	82,339
Average copy cost (volume cost divided by 1800)			55.05	45.74
Average per page cost (average copy cost divided by average number of pages per copy)			0.061	0.057



document 5

Attachment 6A

15 January 1988

MEMORANDUM

TO: Information Handling Panel  
FROM: Russell B. Merrill *RBMerrill*  
Curator & Manager of Science Services

SUBJECT: Geriatric Core Investigation on Leg 125E

ODP spends a lot of money and time preserving the core collection, some of which is now 20 years old. Investigators sample cores in the collection, and may interpret the results of their work with an implicit assumption that the samples they take from the collection are as representative of the sediments from which the cores originally came as they were when first brought on deck. If this assumption is invalid, then their interpretations may also be invalid.

Over the years, many investigators have noted that properties and characteristics of the cores change with time, most strikingly those that we class as "ephemeral," and which we make a strong effort to measure immediately upon recovery. Recently, we've begun to notice that properties which, at first blush, are thought to be stable may not be. For example, Schnitker, Mayer and Norton (1980) have demonstrated that calcareous microfossil assemblages in nearshore (reduced sulfur-rich) sediments dissolve as samples dry over a period of two to three months. Geyh, Krumbein and Kudrass (1974) showed that bacterial activity in deep sea cores severely affects <sup>14</sup>C measurements. Repository workers are continually fighting mold growth, evaporation, and other forms of physical degradation in the cores, so we are confident that our cores are not immune to the ravages of time.

Clearly, an understanding of the scientific importance of changes which occur in cores while they are stored in the DSDP/ODP repositories is vital to their analysis; however, no systematic study has been made.

About three years ago, several of us at ODP/TAMU designed a study (the Geriatric Core Study) which would monitor changes in faunal assemblages, chemistry, and physical properties over an indefinite period of time, beginning with initial core recovery. It was intended that we should acquire small amounts of core from a variety of sedimentary and igneous lithologies, which would be subjected to repeated subsampling and measurements in order to understand the changes which take place in a repository. Results would, of course, be made available to the scientific community. Additionally, we devised ways in which the existing core

OCEAN DRILLING PROGRAM

collection could be studied in order to recover data which might lend insight to the problem. A copy of a memo describing the plan forms Attachment A.

To this end, we requested three whole-round cores from Leg 108. Subsequently, we have repeated our request to every leg which looked as though it would sample sediment. While co-chiefs in general have approved of the project, they have never succeeded in obtaining cores which they were willing to dedicate to it.

The upcoming engineering leg (now designated 125E) offers a magnificent opportunity to initiate this study, because the engineers have no vested interest in the cores themselves. I ask that IHP and PCOM endorse my request for three to five cores from each site cored during this leg to be dedicated to the Geriatric Core study. My intent is that we should accept cores from whatever environments the engineering goals of the leg dictate, although we will be prepared to suggest some targets if the engineers are amenable, in order to maximize the variety of materials that can be studied. I am asking that entire whole-round cores be assigned to this project, because that will maximize the period of time during which we can obtain sample material from a specific interval without exhausting it, and hence the longevity of the study.

Should opportunities arise to sample environments missed during Leg 125E, perhaps during future engineering legs, then I should like to extend the Geriatric Core study to those environments as well. Additionally, if IHP and PCOM believe it appropriate, I should appreciate their endorsing the program to the extent of encouraging co-chiefs of future legs to work with the Curator to acquire appropriate cores for the study on a "core-of-opportunity" basis. I have attached a copy of our "standing" sample request as Attachment B.

Please note that participation in the study will be open to all interested investigators, under the terms laid out in Attachment A. Several investigators have given us preliminary indications of interest, and additional volunteers will be welcomed. I do not expect that significant financial resources will be required to carry out this study, assuming that cores can be obtained in the manner outlined.

cc: B. Harding  
L. Garrison  
N. Piasias



Attachment EB

10 January 1988

TO: Members of the Information Handling Panel

FROM: Christine Y. Mato *CYM*  
Supervisor Curation and Repositories

SUBJ: Progress Report on Geriatric Study

The proposed Geriatric Core Study was organized to determine how the present storage conditions affect the DSDP/ODP cores. It was conceived after Schnitker (1980) noted a loss of calcareous microfossils from sediments recovered in estuarine and open ocean environments. In January 1986 a study was designed to define the nature and extent of changes in fossil populations and ephemeral properties with time.

The proposed study was organized into two parts. Part one dealt with the present storage environment and establishment of core characteristics using samples obtained from the standing Geriatrics Sample Request. Part two was a historical study on DSDP cores.

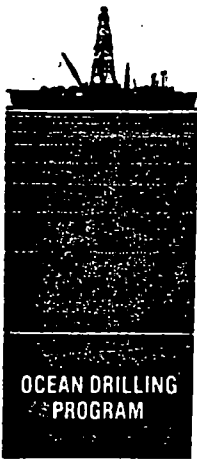
Progress on Part one:

- The ECR, GCR, and WCR have purchased and are monitoring the temperatures and humidities of the Repository refrigerators.

Progress on Part Two:

I. New thin sections were manufactured from residue billets. These are ready for comparison with the original thin sections.

- During the 1984-1986 core photography and maintenance program, crystal growth on the cores were found. XRD results from scrapings of these crystals show that they are all composed of gypsum.



INTEROFFICE MEMORANDUM

30 January 1986

TO: Jack Baldauf, Amanda Palmer, Elliot Taylor,  
Brad Clement, Rob Kidd, Russ Merrill, Dennis  
Graham, Audrey Meyer

FROM: Steve Asquith, Jerry Bode, Chris Mato *Chris*

REF: Geriatric Cores Study

After meeting in the week of 13 January 1986 with most of the persons listed above, a geriatric DSDP/ODP core study was designed. The study was developed to define the nature and extent of changes in fossil populations and ephemeral properties with time in DSDP/ODP cores stored at the Repositories. The study was conceived as a two part study, possibly lasting for two to five years.

All participation in this study is completely voluntary. Any person who wants to join the study may. Any person who joins and later must leave the study is asked only that they leave the data and an explanation of their portion so someone else may continue the work. Any part or all of these results may be published by the individual investigator or the group as a whole. The final work of all participants will be published in some way.

For FY86 and 87, funding is minimal, expenses will be boot-strapped onto the curatorial operations budget. If more money will be required, we should anticipate it in time for FY88 budget preparation.

Part one: Present through future

- Establish existing storage conditions

Monitor the physical Repository and shipboard conditions using temperature and humidity recording devices in various locations within the refrigerators

Measure magnetic components in these storage areas

- Establish core characteristics

A sample request is being submitted to Leg 108 for three dedicated cores of convenience taken on a non-interfering basis. A mudline, 10m and 100m cores are requested in order to separate effects of burial diagenesis or corrosion which may cause loss of solution--susceptible species, from any effects of core handling or repository storage.

A full range of mostly routine shipboard measurements will be conducted to characterize these cores. These cores will be handled using the routine ODP core processing procedures both on the ship, as well as in the Repository.

Core on deck:

PP 30cm whole round 1/core from cores 1, 2 and 3. Samples should be capped without acetone, taped and waxed for shore follow-up studies.

OG 10cm whole round 1/core from cores 1, 2 and 3. These will be frozen immediately.

IW 5cm whole round 1/section from mudline core  
5-10cm whole round 1/core from cores 2 and 3  
IW samples processed per shipboard routine

The core catcher samples will be taken and washed immediately in calgon using the techniques described in DSDP v. 4, p. 745, for processing grain-size analyses samples. These samples will be used for forams and isotope work. Smear slides will be made for nannos. Efforts to standardize all processing is intended. A subsample from the core catcher will be bagged for later processing. Processing will be about 3 months post cruise when most shipboard participants begin working on their samples.

Cryogenic magnetometer and GRAPE whole round measurements

A two to four hour whole round stabilization period is required for thermal conductivity measurements before the core sections are split.

After the cores are split:

Most of the studies will have a sampling frequency of: core on deck (= "time zero"), after the average number of hours (2-4 hours) for whole core measurements when the cores are split, 1 day, 1 week, 1 month and every month thereafter until a stable state is determined. The stable state may not be reached until a year or more.

The middle section will be used to characterize each core using the following shipboard analyses

Ideally the shipboard physical properties routine tests would be taken adjacent to the PP whole-round sample.

- Index Physical property analyses 10cc
- acoustic and thermal conductivity measurements
- pH push in probe measurement
- SEM to determine sedimentary fabric structure and to observe dissolution extent
- XRD
- XRF
- coulometrics analyses for total C and inorganic C measurements
- paleomag (first sample will be duplicated and stored in a field-free box)
- Carbon bomb

Additional paleontology sampling frequency will be determined by staff rep.

The PP whole-round sample will be sent to TAMU and Elliot will follow up with 5cm full-round sampling of the 30cm piece. These samples will be taken at 1, 2, 4, 8, 16, 32 months. They will undergo a complete set of physical properties tests and consolidation testing. The objective here would be to document the changes occurring in full-rounds stored under the presumed "best-possible" conditions used by most geotechnical investigators.

Post-cruise repository sampling - 1/month

The same analyses that were conducted at sea will continue at the Repository at 1-month intervals. Some of the physical properties tests on discrete samples will be conducted at TAMU by Elliot.

The archive sections will be X-radiographed at the designated sampling time intervals (conditional, if Elliot finds someone able to do these measurements at the ECR). Often the radiographs will show hairline desiccation cracks not necessarily visible on the split surface plus they may serve to document changes of sedimentary structures should these be present.

Items under consideration:

Russ will contact Kennett (C isotopes) and Miller (O isotopes) regarding isotope investigations. Samples collected for paleontological studies will also be used for these studies.

Elliot will ask Dan Moos of L-DGO what thermal conductivity and velocity shear vane equipment he uses, and if he is interesting in assisting us by taking the measurements at the ECR. If the equipment is not available, Elliot is going to see if he can provide it for the study.

Elliot is also checking with a colleague at the L-DGO Oceanography Department for possible use of the X-radiograph.

Similar sample requests may be addressed to future legs likely to acquire material from environments of interest.

## Part two: Historical Study

1. A fast method to determine if there are any changes in the evaporites, basalts and limestones was developed. Thin sections will be made after collecting old billets of fresh and altered materials which were stored in the cores, or by cutting a new one adjacent to the previous billet. Both Repositories will send the billets to Chris who will forward them to the ship to be made into thin sections. The original and the new thin sections will be compared for changes.
2. Hard-rock physical property velocities measurements of samples used on the ship and which are presently existing in the repository will be re-measured. Particularly suited for this might be the material from Leg 72 (Carlson's samples vs. those stored in the repository vs. the velocity values obtained on the ship).
3. Legs 3, 14, and 41 were located in the region of ODP cruise 108 (where the 3 new cores for this project will be obtained). Core-catcher, grain size and sample residues from these legs will be used for a historical comparison with modern ("zero-age") cores. It is important to know the sample processing method which was used. Steve has already found sample residues from all three cruises which were studied by Benson of the Smithsonian for Ostracodes.
4. Core catcher sample residues which were washed on-board the D/V Glomar Challenger will be searched for. If found they will be re-examined and compared to a freshly washed core catcher sample from that core.
5. A computerized search of the DSDP bibliographical files and GEOREF will be conducted to find all dissolution studies or related topics. Keywords will be selected with care to search only for diagenetic related work.
6. We will look at the whole-round physical properties samples taken for dedicated geotechnical studies that may still be intact. Some have been waxed and stored under water and represent an opportunity to discern whether this type of "ideal" curation helps samples retain their water content.
7. Jerry is looking into the collection of Boyce cylinder samples at the WCR. These samples can also be used in the same type of study as the above.
8. Smectite may transform to illite over time due to drying. In order to test if there is a problem, old cores for which there is X-ray data with thorough methodology documentation will be re-measured. In order to test if the volcanic glasses are devitrifying in the cores, smear slides will be made at glassy intervals where shipboard slides are available. A comparison of the two slides will be made.

### Secondary Studies

1. High sulfide cores and salts

a. Monitor condition of cores

Contact investigators to determine if there is a perceived need to conduct a geriatric core study of these types of materials. The sulfide study if necessary could possibly include x-ray analyses and thin section studies.

2. Look at the site survey cores which were stored dry and at ambient temperatures and compare them to ODP cores drilled at nearby sites.