

PREPARATION OF MANUSCRIPTS

Do not submit a manuscript which is being considered for publication elsewhere.

ABSTRACT—An informative abstract must accompany each manuscript except for reviews and short paleontological or taxonomic notes. Include all new taxonomic names.

GENERAL

THE *CBE Style Manual* distributed by the Council of Biology Editors, Inc., 9650 Rockville Pike, Bethesda, MD 20814, is recommended as a useful guide in the preparation of manuscripts, but where there is a conflict, recent Journal style will prevail. Manuscripts must be in letter quality type, with **double spacing throughout** text, tables, figure and plate descriptions, and references. All copy must have ample margins and be on 21.5 × 28 cm (8½ × 11 in.) standard weight paper. Submit three copies. Xerox or comparable copies are acceptable except for half-tone illustrations, which must be photographically reproduced. Authors are required to state all measurements in metric. The manuscript should begin with a title, names of authors, and affiliation of authors on the first page leaving 3–4 in. of blank space above title. For additional information on format, see the article by Hoare and Steinker (1987).

TEXT

Headings.—The style of headings used in the Journal is illustrated by the format of this guide. Two grades of headings are sufficient for most journal articles. Primary headings are centered and typed in all capital letters. Secondary headings are indented, italicized, and followed by a period and two hyphens. The heading for the abstract is not indented, is capitalized throughout, and is followed by two hyphens. Do not end manuscript lines with hyphens.

Systematics.—The typical format for arrangement of systematic paleontology can be learned from current issues of the Journal. All descriptions of new taxa must be accompanied by a diagnosis, an indication of type specimens and depository, stratigraphic and geographic data, and specific reference to illustrations of the taxon. Particularly note the format, punctuation, and capitalization conventions used in the synonymy.

ILLUSTRATIONS

Figures.—All illustrations, including maps, geologic sections, and half-tone illustrations (including “plates”) are called figures and must be numbered in the same sequence as their first reference in the text. Citations for the illustrations in the text shall be spelled out in full (e.g., Figure 3 or Figure 3.1).

Captions for figures are to be typed on separate sheets of paper and are identified as follows: FIGURE 1—. Separate illustrations on a figure are identified by numbers.

Copy for figures must be at full page size of 18.3 × 23.3 cm, or at double column width of 18.3 cm, or at single column width of 9.0 cm and, in the case of line drawings, may be either the original or a glossy print. All half-tone illustrations **MUST** be submitted at publication size, as original photographs mounted on stout, preferably white, cardboard, 21.5 × 28 cm. A photograph of a montage is not acceptable.

Fossil photographic subjects must be illuminated from the upper left side. Each separate illustration included in a figure will be identified by a **NUMERAL**. The two additional review copies of all half-tone illustrations must be photographic prints at publication size.

All line drawings must be submitted at publication size and may be originals or crisp glossy reproductions mounted on white cardboard. Pay particular attention to lettering and line size, following instructions by Collinson (1962). Typewritten lettering is *unacceptable*; press-on lettering is acceptable, but tends to break off the original, and care must be taken to assure that it is properly and securely mounted. The two additional review copies of line-drawing illustrations may be Xerox or comparable copies.

REFERENCES

Reference to recent Journal articles will provide information on style. Entries are listed alphabetically. The names of authors will be typed in all capital letters. No abbreviations will be used in article and book titles. Journal titles are written out, not abbreviated.

COLLINSON, C. 1962. Size of lettering for text-figures. *Journal of Paleontology*, 36:1402–1403.

HOARE, R. H., AND D. C. STEINKER. 1987. Format for submittal of manuscripts to the *Journal of Paleontology*. *Journal of Paleontology*, 61:1289–1295.

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