

TEXT

The text must be organized as follows: **1)** Title page, containing the title of the paper, name(s) of the author(s) (first name not abbreviated), affiliation including full address and e-mail. **2)** Key words, abstract in English, abstract in Italian (for non- Italian authors the English abstract may be translated by the Editorial Office), body of the text, acknowledgements, references, **3)** captions of the figures, tables and plates. Sections 1), 2) and 3) should begin on a new page.

The text must be double spaced, with a margin of at least 2.5 cm on each side and not justified on the right side.

Pages must be numbered. International SI system must be used throughout the paper. All acronyms or abbreviations must be explained when used for the first time or in a special section at the beginning of the text. Figures and plates belonging to the paper must be quoted as Fig., Tab. and Pl.; figures in Plates are to be quoted as Pl., fig.; when referring to figures belonging to other papers use fig., tab. and pl., respectively.

Key words

The key words should not exceed 10 and should be an explanation of the title, adding information, not being simply a repetition of the words used in the title.

Abstract

The abstract should not exceed 250 words and must be informative with facts ideas and conclusions, without references. All the new palaeontological taxa should be reported.

Headings

Use a maximum of three kinds of headings, hierarchically arranged in the following way:

1. **First order headings.** Bold, beginning at the left margin.
The text begins on the following line
2. Second order headings. Normal type, left margin.
Text beginning on the following line.
3. *Third order headings* (to be used as less as possible): italic, left margin. Text following on the same line.

Footnotes

No footnotes are allowed. All must be explained in the body of the text.

Bibliographic quotations

They must be as follows: (Smith 1989); Smith (1989: 23-27) Smith (1989) stated that ...; (Smith & Ross 1981); (Smith et al. 1983). Do not italicize words other than generic and specific names, latin words of common use like et al., sensu, etc. must be typed in normal character.

Systematic palaeontology

The taxonomic descriptions should include the systematic categories concerning the adopted classification (conventional or cladistic), followed by the name of the author(s), year of publication, reference to illustrations, and synonymy as follows:

1879 *Ostrea tenuiplicata* Seguenza, p.123, pl.12, fig. 1a,b.

1886 *Dymia tenuiplicata* - Dale, p.231, pl. 3, fig.3-5.

The text should follow with the list of the examined material, diagnosis (if required) description, discussion, range and distribution of the species and the provenance of the material. If a new genus is described, the section should be headed with the name of the new genus as follows:

Emiliomya gen. n.

followed by origin of the name, diagnosis, comparisons with related genera, type species and range. If a new species is described, the paragraph should be headed as follows:

Emiliomya malnatensis n. sp.

followed by references to illustrations, origin of the name, type specimens (holotype and paratypes), type horizon, type locality, repository, diagnosis, description, comparisons with related species and range of the new species.

Stratigraphic sections

When describing stratigraphic sections, the author(s) is(are) asked to follow this scheme:

(top to bottom):

- 4) black cherty limestone...(9 m);
- 3) grey dark limestone... (30 m);

References

Only the cited papers must be reported in the reference list, in alphabetical order, according to the following examples.

- **Papers from journals:**

Sun Dong-Li (1993) - On the Permian biogeographic boundary between Gondwana and Eurasia in Tibet, China as the eastern section of the Tethys. *Palaeogeogr., Palaeoclim., Palaeoecol.*, 100: 59-77.

Bittner A. (1890) - Brachiopoden der Alpinen Trias. *Abh. K. K. Geol. Reichsanst.*, 14: 325 pp.

- **Volumes:**

Rudwick M.J.S.(1970) - Living and Fossil brachiopods. V. of 199 pp. Hutchinson Libr., London

- **Articles in volumes:**

Poole F.G.& Wardlaw B.R. (1978) - Candelaria (Triassic) and Diablo (Permian) formations in Southern Torquina Range (Central Nevada). In: Howell D.G.& Mc Dougall K.A.(Eds) - Mesozoic Palaeogeography Symposium 2. *Soc. Econ. Paleont. Min.*: 271-276, Los Angeles.

ILLUSTRATIONS

All figures must be numbered in the same order as quoted in the text. Figure captions should be printed on separate page(s). Composite text figure should contain references for each single figure (number or letter in the low right corner). Numbers and/or letters in the figures must be of good quality, no typewriting is allowed. Originals of the text figures should be ready for printing, avoiding as much as possible empty spaces. Please note that the **size of lettering should be compatible with final reduction**.

The maximum size for drawings and photos is 17.5x25 cm. Final width for drawings may be 8.4 cm (one column) or 12 cm or 17.5 cm: folded illustrations or tables should be avoided unless absolutely necessary, their cost will be charged to the author(s). Colour figures may appear on the final .pdf free of charge, instead colour figures printed on the hard copy will be charged to Author.

The size of the plates is 17.5x25 cm. If the plate is composite, please try to obtain the same intensity in each picture. Do not join in a plate computer printed photos with normal photos: it creates serious quality problems in final printing.

Tables are printed as they are and not composed by the printer, thus they must be camera ready; the author(s) should carefully consider the format and reduction rate.

EDITING THE TEXT

When editing the text, please follow these instructions:

1. Do not justify the text on the right side.
2. Times, Arial or Helvetica are the preferred fonts. Do not use different fonts for the headings and the text.
3. Names of genera and species must be italicized, NOT underlined.
4. Do not indent the beginning any line in the reference list.

REVIEW PROCESS

All submitted papers will be reviewed at least by two referees. Names of potential referees may be suggested by the authors, the final choice however, is made by the Editor. Originals of photos and drawing must be retained by the author(s) until acceptance.

If paper is accepted, corresponding Author is requested to send the final version in Word, and illustrations in .jpg or .tiff. Drawings in .cdr or .ai are also welcome. Usually quality of illustrations in .pdf is too poor and discouraged.

PROOF

The author (the corresponding author in case of joint authored papers) will receive the proof in .pdf format, that should be checked and sent back to the Editorial Office within a week from receipt. Delay in returning the proof may cause shifting in the publication schedule. Changes in proof not related to printer errors are strongly discouraged, and the costs of heavy changes will be charged to the author(s).

REPRINTS

25 free of charge reprints are supplied for each paper. Additional reprints may be ordered when sending back the checked proofs. Prices of reprints vary according to the number of printed pages and are listed on the back cover of each issue of the *Rivista*. Author will receive a .pdf copy of their printed paper.