

# Instructions to Authors 2016

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## General points

### Style

- Detailed information about journal style can be found in the style guide.
- Typescripts should be in British English and use a simple and consistent written style.
- Avoid long, complicated sentences and unusual words and phrases. Ideally articles should be read easily by those whose first language is not English.
- Footnotes are not allowed except in tables.
- All chronostratigraphical and geochronological names should follow the [International Committee on Stratigraphy](#) standard in conjunction with regional equivalents where appropriate. Regional schemes (including British ones) should not be used in isolation.

### Figures

- All illustrations should be referred to as Figures (Fig. or Figs).
- Figures should be numbered in the order in which they are cited in the article.
- Arrange figure elements as logically as possible.
- Locality maps should include some indication of latitude and longitude (see below).
- General requirements:

<b>Parameter</b>	<b>Requirement</b>
File type	TIFF, (EPS or PDF)
Resolution (TIFFs)	Photos: 300 dpi Photos (with label): 600 dpi Grey scale: 600 dpi Black & white line: 1200 dpi
Colour mode	Grayscale (for greyscale only figures) RGB (for online only colour) CMYK (if print colour required)
Font	Arial, Helvetica or similar sans serif font
Font size	10 point minimum (using Arial as standard)
Line weight	0.25 point minimum
Figure width	Single column: 80 mm 2/3 page width: 110 mm Full page width: 166 mm Landscape: 226 mm (= portrait page height)

all labels in Arial, Helvetica or other sans serif font, at least 10 pt

prefer scale bar measurement in caption

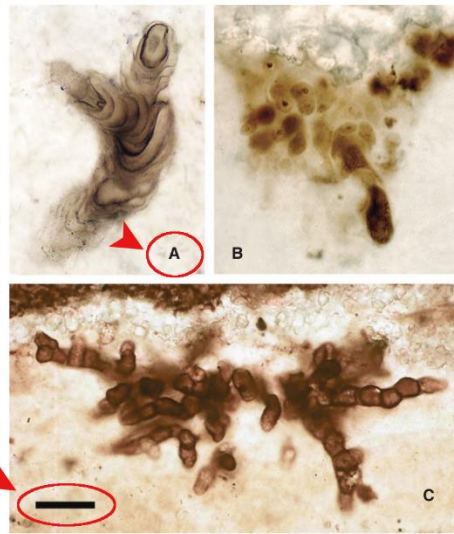


FIG. 3. Putative subsection-II fossil cyanobacteria. A, *Polybessurus bipartitus*, a stalked unicellular fossil broadly com-

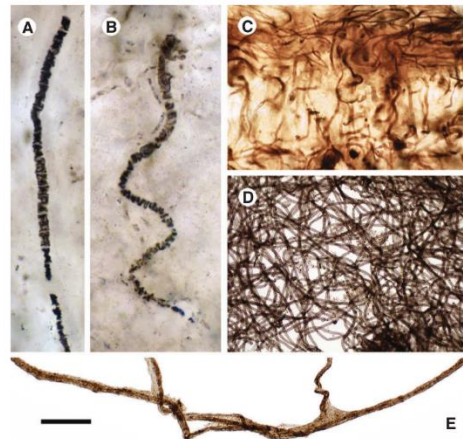
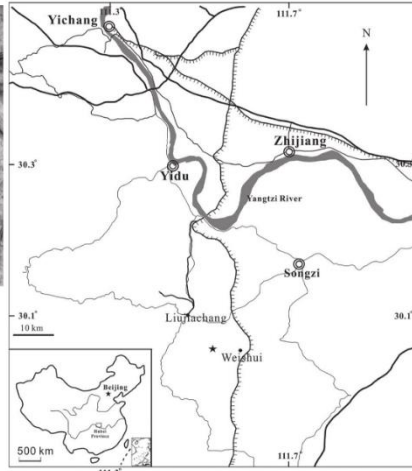


FIG. 4. Filamentous microfossils of probable cyanobacteria (subsection-III). A–B, silicified *Halythrix* sp.; from the Palaeoproterozoic Kasegalik Formation, Belcher Supergroup, Canada (Hofmann 1976; GSC 42769). C, silicified *Siphonophycus* sp. exhibiting the alternating vertical/horizontal orientation typical of mat-building photosynthetic cyanobacteria; from the early–

- Figure lettering should be in a sans serif font such as Arial or Helvetica with a minimum size equivalent to 10 point Arial; avoid the use of italic font (except for taxon names).
- Figures should be submitted as individual files, preferably in TIFF format although high quality and PDF and EPS are also acceptable. Resolution should be 600 dpi for photographs and figures containing greyscale elements, and 1200 dpi for black & white only figures:



photograph: 600 dpi



greyscale: 600 dpi

Floian	Huanghuachang Section		Lingjiaochang Section
	Fengshiang Fm.		
Tremadocian		<ul style="list-style-type: none"> <li>• <i>Nekkerenkretzella nodulifera</i></li> <li>• <i>Orthismanus noronhai</i></li> <li>• <i>Orthismanus ovalis</i></li> <li>• <i>Orthismanus minus</i></li> <li>• <i>Nekkerenkretzella semiphratica</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Propylidictya pricea</i></li> </ul>
	Nantziokuan Fm.		<p>Xia et al. 2007</p> <ul style="list-style-type: none"> <li>• <i>Propylidictya simplex</i> sp. nov.</li> </ul> <p>This study</p>
	Xiangjiu Fm.		
	Cambrian		

black & white only: 1200 dpi

- LZW compression should be used to reduce file size.
- For more detailed information on figures, see our Figure Guidelines.
- When you upload your figures to ScholarOne, please copy the caption for each figure into the box on the upload form. This will ensure that the caption is attached to the figure in the review proof. Please also include a full list of figure captions at the end of your manuscript file.
- Please list all figure captions at the end of your manuscript.

## Tables

- Table style does not include shading or vertical rules. Horizontal rules will only be inserted at the top and bottom, and to delineate the main headings at the top of a table.
- Tables should be submitted in an editable format (i.e. not as an image file).
- Tables are re-keyed by the typesetter; the alignment of text and numbers should be clear in the submitted version.
- Data tables larger than one page should be submitted to an associated Data archiving (see below).

## Locality and stratigraphical information

- Usually, both are required for any materials discussed. Either or both may not be available for material in existing collections. Less specific information may be appropriate if any threat to fossiliferous sites is suspected.
- It is often useful, especially for the general reader, to include a location map that summarizes the geology and/or geography of the study region. All geographical names (including countries) and locality names mentioned in the text should be shown. An inset map, indicating the wider geographic context of the study area, may also be useful. Ideally, labelling on these maps should be oriented horizontally and of an appropriate size.
- Maps should include an indication of latitude and longitude, and, where appropriate, a scale in metres or kilometres. A single labelled tick mark on one horizontal and one vertical edge is sufficient.

## Repositories for specimens

Illustrated and type specimens and other materials of importance (e.g. key thin sections) must be permanently curated in a museum or institutional repository to which other researchers are assured access. All must be assigned unique catalogue numbers. The status of additional material used must also be recorded. Catalogue numbers should be recorded in the manuscript at the most appropriate point; this will usually be within the Systematic Palaeontology section and/or the figure captions.

## New taxon registration

In order to comply with ICZN Code regulations, any new zoological taxa must be registered with [Zoobank](#) before electronic publication is recognised. As all *Palaeontology* and *Papers in Palaeontology* articles are published online ahead of their print publication, authors must register any new zoological taxa before the article can be accepted. To register new taxa, and obtain Life Science Identifiers (LSIDs), visit <http://zoobank.org>.

The ICN (formerly ICBN) Code accepts electronic publication in *Palaeontology* and *Papers in Palaeontology* of new plant (seed plants, ferns and lycophytes) and algal names without registration, but an LSID must be obtained for any new fungal name (authors should register name(s) with either [Mycobank](#) or [Index Fungorum](#)).

## Data archiving

Authors should submit their data files to an appropriate secure data repository such as [Dryad](#), [MorphoBank](#), [MorphDBase](#) or [TreeBase](#). If you wish to use Dryad, The Palaeontological Association will pay the required fee; please indicate that you wish to do so on the submission form and you will receive further instructions.

## Copyright and open access

When an article is accepted, the corresponding author will receive details of the Wiley Author Licensing Service (WALS) and be invited to sign a licence agreement on behalf of all authors.

At this stage, authors can elect for gold open access publication on payment of an Article Processing Charge (APC), by selecting the OnlineOpen option. The following Creative Commons License Open Access Agreements are available:

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All articles published in *Palaeontology* and *Papers in Palaeontology* are eligible for green open access. Authors may submit the final accepted manuscript (after peer review correction, but before copy editing) to an institutional or subject repository to be made freely available after a period of 12 months from the date of online publication. This may not be replaced with the final published version.

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### Publicity

You will be asked to submit a 100 word summary of your paper on the submission form. This will be used to publicise your paper on publication. If you believe that your paper will be of interest to the general reader we can apply to include in the Wiley News Roundup, which is transmitted to media organisations around the world twice a month. Please advise the [Publications Officer](#) when your paper is accepted if you require more information, or if a fixed publication date is required for a press release.

### Structure of the manuscript

The following sections describe the typical organization of the manuscript. Authors should consult issues of the journals published in the last 12 months and construct their articles in accordance with both the general format and the journal style described here and in the style guide.

## Title

The title should be short, informative to the general reader. It should be descriptive and incorporate a key phrase related to your topic. Include the fossil group, age and general location, if these are appropriate.

## Author(s)

- First and surnames of each author should be given in full and any middle names denoted by initials.
- Affiliations of authors should be noted by numbered superscripts, including postal addresses for all authors and an email address for any corresponding author at least.
- Authors may indicate more than one affiliation, for example if they currently hold positions in more than one department or institution. In cases where the work submitted was undertaken at a different institution to the one where the author is now based, both institutions may be listed and the current address indicated as below.
- The corresponding author(s) should be indicated with an asterisk if it is not the first named.

### Example:

by JO J. BLOGGS<sup>1</sup>, CHARLES J. BUCHER<sup>1,2</sup>, ALRED J. GEORGE<sup>1\*</sup> and BRIAN J. THOMAS<sup>2,3\*</sup>

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\*Corresponding authors

## Abstract

A concise abstract, usually a single paragraph, is required at the beginning of all articles (except Discussions and Replies). The abstract reaches a much wider audience than the article or journal. It should summarize the main results and conclusions of the article. It must mention the names of all new taxa. Repeat your key words within your abstract. References to literature should be avoided and although authors of previously published taxa may be included, the year of publication should normally be omitted (e.g. *Dicynodon* Owen). Any new taxa should be named. The abstract should not exceed 300 words.

## Key words

Please provide up to six individual words or phrases (e.g. formic acid), separated by commas and ending with a full stop. They should be in lower case unless by convention they begin with a capital letter (e.g. echinoids, Echinoidea). The purpose of key words is to assist indexing services and make your article more visible online. For more information see Wiley's Search Engine Optimization guide.

### Example:

**Key words:** amphibians, eyeballs, Mesozoic, orbits, Stereospondyli, Temnospondyli.

## Main text

- The general structure should be as follows: Introduction, Geological Setting, Material and Methods, Results, Discussion, Conclusion(s). Ensure that content of separate sections e.g. 'Results' and 'Discussion' remains distinct.
- The Introduction does not have a heading. The main aims of the article and its appeal to a general audience should be outlined in this section.
- Detailed formal systematic descriptions should be placed at the end of the article after the significance of the taxa has been established.

## Headings

There are three orders of headings used in the main text, all flush with the left-hand margin:

### **FIRST ORDER**

Upper case; bold.

### *Second order*

Lower case italic, with only the first letter upper case unless it includes words that have an initial capital by convention (e.g. proper nouns); use roman letters for any words that by convention would normally be written in italic.

*Third order.* As second order but followed by a full-stop with text continuing on the same line. This level is used for acknowledgements.

Any Systematic Palaeontology section should use centred headings (see below).

## Lists

There are two types of list available:

- For display list, each item should be numbered with an Arabic numeral; each item begins on a new line.
- For an inline list, the Arabic numeral should be in brackets; items should be preceded by a colon and separated by semicolons.

### *Examples:*

1. This is a display list.
2. It would normally be used for longer items, each of which may consist of more than one sentence.
3. Note that each line will be relatively short as it is indented, so may not be appropriate for very long, or multiple, paragraphs.
4. In this case it consists of four items.

The alternative is inline: (1) it runs within a sentence; (2) items tend to be short; (3) they are separated by semicolons; and (3) the sentence should end with a full stop.

## Citation of references

- References should be cited by the author's name and the year of publication, without a comma unless authorship of a taxon is being indicated.
- All taxonomic citations, indicating authorship of a taxon, must be included in the references if they include a date.
- Use '*et al.*' for three or more authors.



- Consecutive references within the same brackets should be arranged chronologically and separated by semicolons; for those by the same author, dates should be separated by commas (e.g. Name 1990; Nomen 2013, 2015).
- Published work should always be discussed in the past tense (e.g. Smith (2013) described...).
- Authors' surnames with prefixes should be given in full in the citation (e.g. d'Orbigny, von Huene). Note that in the reference list, articles by these authors should be listed as ORBIGNY, A. C. V. D. d' and HUENE, F. VON, respectively. Exceptions to this rule depend upon an author's country of origin and the nature of the prefix to the surname (e.g. De la Beche; referenced as DE LA BECHE, H. T. not BECHE, H. T. DE LA).
- References in press (i.e. accepted for publication) should be indicated as such (e.g. Owen in press) and must be included in the reference list at the end of the article.
- Citations of articles in preparation (in prep.) should not be referenced or cited. Any article that has been submitted but not yet accepted may be cited and included in the reference list during the review stage (e.g. Owen submitted), but citation and reference will be removed during the final proof stage if it has not yet been accepted.
- Personal communications should be abbreviated to pers. comm. and accompanied by the relevant year and full initials of the author.
- References to articles published online ahead of print publication are no longer in press and should be cited with the relevant online publication date.

#### Examples:

- Smith (2012)
- Smith & Jones (2012)
- Smith *et al.* (2012)
- (Smith 2012, 2013; Jones 2014)
- (Smith 2013*a, b*)
- (A. Smith, pers. comm. [with or without date])
- (AS, pers. obs. [with or without date])
- (A. Smith, unpub. data [with or without date])
- *Wintonotitan* Hocknull *et al.*, 2009
- ...referred to the genus *Orthograptus* Lapworth, 1873, as discussed by Mitchell (1987).

#### Use of quotations

All quotations must be accompanied by a page reference. It is helpful to readers if pages are also noted in the citation when specific reference is made to a small part of a substantial work.

#### Statistical notation

- The results of statistical tests should include the name of the test, the test statistic with associated degrees of freedom (d.f.; note that an F-distribution has TWO d.f. values) and the probability level (p). If data conform to all the assumptions of the statistical method used, precise p-values can be given, otherwise p-values should be >0.05, 0.05, 0.01 and 0.001.
- For more details please refer to the following editorial:

[WOOTTON, R. J. and CRAIG, J. F. 2011](#). Reporting statistical results. *Journal of Fish Biology*, **78**, 697–699.

#### Citation of figures and tables

- All illustrations in *Palaeontology* and *Papers in Palaeontology* are either figures or tables (not text-figures).



- Figures should be numbered in the order in which they are cited in the text; in the typeset article they will generally be positioned close to their first citation.
- Figures should be cited as Figure 2C–D (Fig. 2C–D) or Figures 4–6 or (Figs 4–6).
- Table is always spelt out in full i.e. Table 1 and (Table 1).
- Tables can be prepared in any package that is compatible with Word and Excel, and should be supplied in an editable format (i.e. not as an image file).
- Lower case initials should be used for references to figures, text-figures, plates and tables in the articles of others: e.g. Jones (1978, text-fig. 5) or (Smith 1955, pl. 1, fig. 7).

### Systematic Palaeontology

In *Palaeontology*, systematic work should normally come at the end of an article. This may not be the case in *Papers in Palaeontology*, if the systematic work is the main focus of the paper. In both journals, the systematic section should always be introduced by a first-order heading (see above). The conventions of the journals regarding a marginal or a central position of a heading within a column of text, the order of the different sections, the format for synonymies, references to illustrations and other matters can be found in issues of published in the last twelve months. The examples below cover the most common points that must be taken into account. Ensure that diagnoses, descriptions, discussions, interpretations and remarks are kept distinct.

- The level of the highest taxon used is at the discretion of the author, but must always be accompanied by an authority and year of publication unless there is a specific reason for not doing so, in which case this should be stated.
- The Systematic Palaeontology section should be preceded by a list of institutional abbreviations in alphabetical order separated by commas and semicolons, with a third-order heading, e.g.:

*Institutional abbreviations.* AMNH, American Museum of Natural History, New York; NHMUK, the Natural History Museum, London.

- Synonymies must be presented precisely as written in the cited text; the list should express the concept of the taxon in the view of the author(s). Additional information at the end of synonym entries may be enclosed in parentheses or brackets. Please note the pages of a reference and list all relevant plates and figures in the synonymy list. *Non* references should be inserted in chronological order within the list, not at the end of the list.
- The mandatory provisions of, and recommendations in, the current editions of the International Code of Nomenclature for algae, fungi and plants (ICN) and International Code of Zoological Nomenclature (ICZN) must be followed unless there is good reason to do otherwise, in which case this should be justified. We do not at present publish articles that use the PhyloCode.
- Phylogenetic nomenclature is acceptable, including rank free suprageneric taxonomy.
- The generic name must be given in full at the first mention of a species. It may be abbreviated subsequently to the initial capital letter followed by a full stop unless confusion with another genus is likely or if the name is used at the start of a sentence.
- Short lists of taxa within the text should be arranged alphabetically according to genus and the species referred to each unless the reason for not doing so is either obvious to a non-specialist or explained.
- Standard abbreviations of the names of authors of extant taxa are acceptable but all those pertaining to fossils should be spelt in full. If two or more authors have the same surname,

add initials, and if these are also the same, give distinguishing forenames. All authorities for taxa must be cited in full in the reference list.

- If new zoological taxa are named, these must be registered with Zoobank, and the LSID for both article and taxon included in the Systematic Palaeontology section (see Example 2 below).
- Sub-headings in the Systematic Palaeontology section are usually third-order and arranged as follows: Derivation of name (not Etymology; for new taxa); Type specimen(s) (holotype, paratypes, lectotype etc.); Material; Diagnosis; Description; Remarks; and (if applicable) Occurrence (geographical distribution and stratigraphical range).
- Most commonly for vertebrates and plants, the Description may be a second-order Headings with descriptions of component parts detailed under subsequent third-order Headings.

*Example 1:*

Order PHACOPIIDA Salter, 1864

Suborder CHEIRURINA Harrington and Leanza, 1957

Family ENCRINURIDAE Angelin, 1854

Subfamily ENCRINURINAE Angelin, 1854

Genus ENCRINURUS Emmerich, 1844

*Type species. Entomostracites punctatus* Wahlenberg, 1818; from the Wenlock of Gotland, Sweden.

Subgenus ENCRINURUS (ENCRINURUS) Emmerich, 1844

*Type species.* As for genus.

*Encrinurus (Encrinurus) macrourus* Schmidt, 1859

Figures 4A–C, 5A–B

1859 *Encrinurus punctatus* var. *macrourus* Schmidt, p. 438.

1941 *Encrinurus punctatus* (Wahlenberg) 1821 [sic]; Rosenstein, pl. 2, fig. 4–4b; text-fig. 4A.

1962 *Encrinurus macrourus* Schmidt; Tripp, p. 469 (pars), pl. 65, figs 1, 3–4 (non fig. 2); pl. 66, fig. 1a–c; pl. 67, figs 2–4 (non fig. 1); pl. 68, figs 1, 3, ?9 (non fig. 2).

1972 *Encrinurus (E.) cf. punctatus*; Schrank, p. 38 (pars), pl. 11, fig. 4 (non figs 1–3, 5–7).

non 1972 *Encrinurus (E.) cf. punctatus macrourus* Schmidt, 1859; Schrank, p. 42, pl. 12, figs 6, 7.

### Example 2:

This published work and the nomenclatural acts it contains have been registered with Zoobank: <http://zoobank.org/references/D0318B76-8359-4DD2-BA0F-38ED7A7B09D5>

TEMNOSPONDYLI Zittel, 1888

STEROSONDYLI Zittel, 1888

PLAGIOSAURIDAE Jaekel, 1914

Genus MEGALOPHTHALMA nov.

Figure 2

LSID. urn:lsid:zoobank.org:act:C63B042E-5199-4DF2-961A-3435883010BE

### Open nomenclature

Please follow the recommendations of [Bengston \(1988\)](#):

- aff.** Relates a new, undescribed taxon to a named taxon: e.g. *agenus aspecies* (for a new genus); *agenus aff. aspecies* (for a new species); *agenus aff. aspecies* (for both a new species and a new genus).
- cf.** Indicates that the identification is provisional: e.g. *agenus cf. aspecies* (or a provisionally assigned genus); *agenus cf. aspecies* (for a provisionally identified species); *agenus cf. aspecies* (for both a provisionally assigned genus and a provisionally assigned species).
- ?** Indicates that the identification is uncertain: e.g. *agenus? aspecies* (genus uncertain); *agenus aspecies?* (species uncertain); *agenus? aspecies?* (both genus and species uncertain).
- sp.** (or **ssp.**) Indicates that specific identification is impossible or has not been attempted, **n. sp.** (or **n. ssp.**) that the species (or subspecies) belongs to a new species and cannot be associated with any known species.
- '...'** Indicates that the name is obsolete in the immediate context of systematic interest: e.g. *'agenus' aspecies* (generic name obsolete); *agenus 'aspecies'* (specific name obsolete); *'agenus aspecies'* (both generic and specific name obsolete).

Where a generic name is certain, but there is not enough evidence to be absolutely sure that the specific identification is correct, please use the more concise form *agenus cf. aspecies* (rather than *agenus cf. A. aspecies*).

### Acknowledgements

Acknowledgements should be presented as a single paragraph with a third-order Headings.

### Author contributions (optional)

If needed, this section should have third-order Headings. The contribution of each author can be indicated briefly: refer to authors by their initials and where possible, use the same order as the initial author list.

### Data archiving and supporting information

- Data, including any character-taxon matrix used for cladistic analysis, details of methods, experimental procedures, additional images or a complete faunal list, should be archived in

a suitable secure repository (e.g. Dryad, Morphobank, MorphDBase, TreeBase). Trees should be provided in NEWICK format and character matrices in NEXUS format.

- Any archived data that is referred to in the text should be referenced in the form:

AUDO, D., SCHWEIGERT, G., HAUG, J. T., HAUG, C., SAINT MARTIN, J.-P. and CHARBONNIER, S. 2013. Data from: Diversity and palaeoecology of the enigmatic genus *Knebelia* (Eucrustacea, Decapoda, Eryonidae) from Upper Jurassic plattenkalks in southern Germany. Dryad Digital Repository. doi:10.5061/dryad.72mn4

BECK, R. M. D. 2012. Data from: An 'ameridelphian' marsupial from the early Eocene of Australia supports a complex model of Southern Hemisphere marsupial biogeography. MorphoBank, P739. doi:10.7934/P739

- Additional information (not data) may also be submitted as an electronic appendix to be published online (as 'Supporting Information') in the Wiley Online Library.
- Authors are responsible for the final preparation of any online Supporting Information, which should be supplied in a format that will be most accessible by readers (e.g. Excel for tables, PDF or Word for text and TIFF/EPS for figures etc.). Supporting Information will be accessible by links from the online version of the paper.
- If there is an accompanying data archive or online Supporting Information, one or both of the following statements should be inserted before the references.

#### **DATA ARCHIVING STATEMENT**

Data for this study are available in the [Dryad Digital Repository](http://dx.doi.org/10.5061/dryad.72mn4):  
<http://dx.doi.org/10.5061/dryad.72mn4>

And/or:

#### **SUPPORTING INFORMATION**

Additional Supporting Information can be found in the online version of this article:

Appendix S1. [Interactive 3-D PDF of a digital reconstruction of \*Ctenoimbricata spinosa\*, from the middle Cambrian of Spain.](#)

## References

- All publications cited in the text, including those pertaining to the authorship of all taxa, must be included in the reference list.
- All references should be checked carefully. They should be prepared with the original publication in hand. Incorrect entries are not only inconvenient for the reader but also cast doubt upon the general accuracy of the work.
- Articles noted as being in press must have been accepted for publication. References to unpublished theses and reports should be avoided unless it is essential to include them.
- Examples of references prepared in the correct format are can be found here.
- General reference style:

HUENE, F. VON 1939a. Die Lebensweise der Rhynchosauriden. *Paläontologische Zeitschrift*, **21**, 232–238.
- Second and subsequent references to an author should be replaced by a 3-em dash (unicode 2015), which may be indicated in the manuscript by 3 consecutive hyphens:

— 1939*b*. Die Verwandtschaftsgeschichte der Rhynchosauriden des südamerikanischen Gondwanalandes. *Physis*, **14**, 499–523.

- References should be sorted alphabetically by first author, then by number of authors (one; two; three or more) then chronologically within one-author group, alphabetically within the two-author group, and chronologically within the three or more authors group:

JONES, B. 2014.

SMITH, A. 2013.

SMITH, A. and BROWN, B. 2012.

SMITH, A. and JONES, B. 2011.

SMITH, A., JONES, B. and BROWN, C. 2011.

SMITH, A., BROWN, C. and JONES, B. 2012*a*.

SMITH, A., ARCHER, B and JONES, B. 2012*b*.

- Note that multiple citations with the same 'author *et al.* (date)' form, should be linked to their references with italic lower case letters (*a*, *b*...) assigned in the order in which they appear in the text. Thus in the text refer to 'Smith *et al.* 2012*a*, *b*' ordered in the reference list irrespective of the second author as shown above.
- After the first word of all titles of articles and books capital letters are used only for proper nouns, all nouns in German, and terms that require them.
- Titles of books should be in italics, but not those of theses. Journal titles should be in italics except when the reference is to an article within a thematic issue that has been given a title, in which case this is in italics, as for a book:

DUTTA, R. 1994. Ultrastructure of Mesozoic spores and pollen. Unpublished PhD thesis, University of Wales, Aberystwyth, 263 pp.

FANG, Y., LIANG, S., ZHANG, D. and YU, J. 1990. *Stratigraphy and graptolite fauna of the Lishuwo Formation of Wuning, Jiangxi*. Nanjing University Publishing House, Nanjing, 155 pp. [In Chinese, English summary]

MELCHIN, M. J. and MITCHELL, C. E. 1991. Late Ordovician extinction in the Graptoloidea. 143–156. In BARNES, C. R. and WILLIAMS, S. H. (eds). *Advances in Ordovician geology*. Geological Survey of Canada, Paper, **90-9**, 336 pp.

- All journal titles should be in full and all words apart from a, the, et, und etc. should begin with an upper case letter.
- Titles in non-Latin alphabets can be translated rather than transliterated, and the original language stated in brackets at the end, e.g. [in Russian]
- The punctuation styles << >> and „ “ should be translated as ' ' '.
- For books (including volumes containing collections of articles), publisher and place of publication should be given in that order after the title. If it is not the first edition, this should be indicated as, e.g. 3<sup>rd</sup> edn. For journals that do not have volume numbers, the year is given in bold type instead. Plate and figure numbers should not be given unless these are printed outside the stated page range.

GALLOIS, R. W. 1965. *British regional geology: the Wealden District*. 4<sup>th</sup> edn. HMSO for the Institute of Geological Sciences, London, 101 pp.

- Articles that have been published online early before inclusion in a print or electronic issue should be referenced with the relevant online publication date and doi:

RETALLACK, G. J. 2012. Were Ediacaran siliciclastics of South Australia coastal or deep marine? *Sedimentology*, published online 17 January 2012.  
doi:10.1111/j.1365-3091.2011.01302.x

- Where two citations exist (an early online publication and one with volume and issue details), the latter should always be referenced, unless it is a taxonomic citation. However, for taxonomic citations, the online publication date should be given, with the doi.
- If an author refers to himself as Junior or the Third etc., then the format should be SMITH, J. B. Jr 1997, or SMITH, J. B. III 1997.
- Citations of articles in preparation are not permitted. If necessary, use a 'pers. com.' or 'unpub. data' statement to refer to relevant material.
- Reference to websites is discouraged and should be limited to those that are likely to be stable in the long term. A date on which the site was consulted should be included.

### EndNote

The [EndNote](#) output style file 'Palaeontology' is available [online](#). Please be aware of the following:

- In the case of citations of multiple articles by the same author in the same year (e.g. 2005a, 2005b) EndNote cannot italicize the letter automatically; this must be done manually.
- EndNote does not have a field that allows the number of pages in a book to be specified, so this must be added manually to each reference cited.

### Explanations of figures and tables

- All illustrations are either figures or tables (no text-figures).
- All captions should be listed in journal style at the end of the typescript.
- Captions should be brief and in a standard format.
- Each composite figure should have an introductory sentence preceding description of its parts.
- Collection (museum) numbers for specimens should be included.
- Magnifications should be indicated by scale bars on the figures; it is preferable to refer to the scale in the caption.
- The table legend should usually be treated as a title, and should stand on its own as a description of the content. Details about methods, statistics, abbreviations and specific parts of the table should be confined to footnotes below the table.

#### Examples:

**FIG. 1.** Generalized terrane map of the Canadian Cordillera.

**FIG. 2.** *Tridacna evae* Harzhauser and Mandic sp. nov. A–B, paratype, NHMUK 2006z0272/0003, internal mould of a left valve; A, external; and B, dorsoventral views. C–E, holotype NHMUK 2006z0272/0002, internal mould of a left valve; C, a silicone mould of the holotype showing hinge features; D, external; and E, dorsoventral views. All scale bars represent 10 mm, except C which is 5 mm.

**TABLE 1.** Comparison of protaspides of the corynexochid species.

### Appendices

At the editor's discretion, short appendices may be printed in addition to any data archive.