

STYLE GUIDE TO THE Journal of Vertebrate Paleontology

Adherence to the JVP Style Guide provided here is **REQUIRED**. Although many of the previous guidelines are incorporated into this version, a number of important changes were made. Do not rely on previous issues of the Journal as a style guide. Manuscripts that do not follow the guidelines provided here **will be returned to the author without review**.

MANUSCRIPT

Three categories of articles are published in the Journal: Papers, Notes, and Rapid Communications. Authors must indicate in which category they wish the manuscript to be considered. Book reviews are solicited by the editors.

If a manuscript contains or uses data matrices, each matrix must be submitted in a digital format that can be analyzed (including all settings) by the reviewers and editors. If the manuscript contains conclusions or discussion based on new and original data matrices, these matrices will usually be included as part of the published work. Certain tabular data not critical to the conclusions of the article, or data matrices modified slightly from earlier publications, will not normally be published with the article; however, such information can be placed on the JVP web page. If you are not sure about particular data, contact the Senior Editor about whether or not it will be published in JVP or placed on the web page as supplementary data.

Manuscript Categories

Papers and Notes-Manuscripts for Papers (articles printed as 6 or more pages in the Journal) **MUST NOT** exceed 50 pages of double-spaced typescript on 21.5 by 28.0 cm (8.5 by 11.0 in or A4) paper and must conform to the type-size and margin-width guidelines detailed below. Longer manuscripts, or ones with an unusually large number of figures or tables, may be considered, but the Senior Editor must be consulted prior to submission (also, please see the special requirements for longer papers in the editorial policy statement, below). Shorter manuscripts (usually not more than about 12-13 manuscript pages [5 printed pages or less]) may be published as Notes. No abstract is required for Notes, but all other guidelines apply. The manuscript should not exceed a ratio of approximately 1:3 between the number of figures plus tables and typescript pages (exclusive of references and captions).

Rapid Communications-Rapid Communications are short reports on outstanding new discoveries, concepts, or interpretations. They appear at the end of an issue and are not placed in the publication schedule for regular articles; they will normally be published within six months of submission. Authors should follow the guidelines for submission of Papers, except that the text must occupy no more than eight double-spaced pages, and there should be a maximum of three figures. An abstract is not used; however, the first paragraph should include the main conclusions of the report.

The Editorial Board will review the file for suitability as a Rapid Communication prior to peer review. Author(s) will be notified about the status of the manuscript within approximately two weeks. In the case of a manuscript that is not accepted as a Rapid Communication, the Senior Editor might request that it be reformatted to be considered as a Note or Paper. These decisions will be made by the Senior Editor.

GENERAL

All submissions should be arranged in the following order: title page, abstract (except for Notes and Rapid Communications), body of text (including acknowledgments at end), literature cited, tables, appendices, and figure captions. **Begin each of these sections on a new page.** All typescript pages, including references, tables, appendices, and figure captions, **must be double spaced**. Pages must be numbered. Leave at least 2.5 cm (1 in) margins on all sides of each page. Type must be no smaller than 12-point font size, and the right

margin should **not** be justified. This combination of double spacing and type size should yield about 26 lines per page.

Do not hyphenate words at the end of lines and do not italicize commonly used foreign words such as *incertae sedis*, *a priori*, *et al.*, etc. (see below). Explain all but the most commonly used abbreviations, either at their first occurrence or in a separate section near the beginning of the manuscript. Avoid capitalizing entire words, including generic and specific names, except in the title and primary headings. In a series of three or more terms or phrases, a comma should be placed before 'and.' All measurements should be given in metric units. A number at the beginning of a sentence should be spelled out. Spell out one through nine except with units of measure; except at the beginning of a sentence, numerals should be used for 10 and greater. Footnotes are not allowed.

Manuscripts must conform to the mandatory provisions of the Fourth Edition of the International Code of Zoological Nomenclature (ICZN). The Phylo Code and other proposed systems have not been internationally approved and do not take precedence over the internationally approved ICZN. Sections on systematic paleontology should include, where appropriate, synonymy, holotype or type species, hypodigm, occurrence or distribution, diagnosis, description, and discussion or remarks. Each section should be started as a tertiary heading (see below). All new taxa must be so designated and accompanied by a concise differential diagnosis, written in telegraphic style, and an etymology. Specific reference should be made to all illustrations. All specimens used in diagnostic descriptions and in taxonomic discussions must be properly curated and deposited in a recognized public or private, non-profit institution.

TITLE PAGE EXAMPLE

- Title - all caps, in lightface (not bold), centered for Paper and Rapid Communication, and flush left for Note.
- Genus, species, or unranked equivalent taxon in italics.
- Avoid titles that are excessively long, incorporate a subtitle set off by a colon, or are constructed as multiple sentences.
- The name of a new taxon may appear in the title.

ROBERT T. THOMPSON and T. JOHN SMITH

- Author names are all caps and centered for Paper and Rapid Communication, flush left for Note.
- Full first names are preferred (George G. Simpson) or initials (G. G. Simpson).
- Denote author address by superscript number: T. F. AUTHOR¹.
- For Paper – provide complete postal address and postal codes for all authors; spell out all; use upper and lower case; centered; separate addresses with semicolon; provide email address:
¹Quaternary Sciences Program, and Department of Geology, Northern Arizona University, Flagstaff, Arizona 86011 U.S.A., doodaa@Arizona.com;
²University of Toronto in Mississauga, 3359 Mississauga Road, Mississauga, Ontario, L5L 1C6, Canada, jpq@uknow.ca
- For Note – as for Paper but run together and flush left.
- Use country names for all affiliations (United Kingdom, Russia, Australia); spell out name (exception: use U.S.A.).
- Spell out names of states and provinces.
- Clearly denote corresponding author; provide email address; corresponding author need not be the first author: Corresponding author: T. John Smith, postal address, email address.

- Provide a running header:

RH: LIU ET AL.-FOSSIL PIGS FROM CHINA

RH: THOMPSON AND JONES-*OREAMNOS* OF NORTH AMERICA

ABSTRACT EXAMPLE

ABSTRACT-An informative abstract is required for Papers but not for Notes or Rapid Communications. The Abstract must be typed on a separate page. The abstract should summarize the main facts, ideas, and conclusions of the Paper, not simply listing the topics discussed, but **must not exceed 250 words**. Indicative abstracts are strongly

discouraged. Include all new taxonomic names for referencing purposes. Abbreviations not discussed below in the General Style in the Text should be avoided. Literature citations in the abstract are not allowed.

ALTERNATE-LANGUAGE SUMMARY

A non-English-language summary may be added to the standard abstract in exceptional cases. Permission to have such a category comes from the Senior Editor. The summary should be a translation of the English abstract. Placement occurs after the Abstract and before the beginning of the text.

HEADINGS

There are three types of headings (or headers). Primary headers are all caps, lightface (not bold), and centered. Secondary headers are capital and lowercase letters, bold, flush left, and on a separate line. Tertiary headers are capital and lowercase letters and indented (five spaces); the following text should be on the same line and separated from the heading by a dash.

PRIMARY HEADER

Secondary Header

Tertiary Header-The text follows here after a dash, without spaces.

GENERAL STYLE IN TEXT

- Use italics only for generic and specific names.
- Use single quotes for select wording and connotations: 'big' versus 'small,' ...it looks like an inverted 'bell' ...it seems to be a form of 'bovid.'
- Use double quotes for actual quotations from the literature: ...as noted by Beard (1942:23) "the skull is twice as long as wide" or for non-monophyletic taxa when used formally as part of a name, "Pelycosauria."
- Always provide the page number for quotations: ...as noted by Beard (1942:23) "the skull is twice as long as wide." There is no space between the colon and the page number or figure reference.
- Do not use a page number in a citation unless you are providing a quotation or unless there is ambiguity with various statements made by an author: The skull was stated as being large (Frank, 1928:35) but later indicated to be rather small (Frank, 1928:52).
- Do not use the apostrophe with numbers or acronyms: use 1950s not 1950's; PCBs not PCB's.
- Mammalian teeth: lower teeth i1, c1, p1, m1; upper teeth I1, C1, P1, M1.
- Ma not Mya for megannum; ka for kiloannum.
- Use metric throughout; include British system in parentheses if needed; m, meter; mm, millimeter; km, kilometer; μm , micron (not μ), micron or micrometer if spelled out; mi, mile; ft, feet; in, inch; gal, gallon; l, liter (spell out if without prefix: 3 ml and 1.2 g/ml, but 3 liters and 1.2 g/liter); ml, milliliter; g, gram (not gm); kg, kilogram; mg, milligram.
- Accepted abbreviations: aff.; ca.; cf.; e.g.; etc.; i.e.; vs. (or versus); viz; M.A.; M.S.; Ph.D., P.O. [e.g. and i.e. should be followed by commas, ca. and cf. should not].
- Basic styles: a priori; incertae sedis; in vivo; in vitro; no. for number (not #); per se; sensu; sensu lato; sensu stricto.
- Avoid single-sentence paragraphs.
- When providing a sequence of items in one sentence, do so in the following style:
Explanations for the extinctions include: (1) climate; (2) temperature only (see Graham, 1956); and (3) predation by carnivorans.

References in Text

(Smith et al., 1973)

(Smith, 1972a, b, c, 1976)

(Smith, 1972:16)

(Smith, 1972; Smith, Jones, and Lee, 1973; Jones and Lee, 1975)
(Smith, 1972:12-15, 1974)
(Smith, 1972:fig. 1, table 4, pl. 9)
(Smith, 1972:table 3)
...Smith's (1972) figure 3...
(pers. comm., month and year for date)
(unpubl.)
(unpubl. data)
(in press)
(pers. obs.)
(Smith in Jones, 1781)

- For three or more authors use et al., but list all if taxonomic authority (initials used if two names with the same date).
- Note that there is no space between year/colon and page number or figure and table designation.
- Order of references cited in parentheses is chronological then alphabetical:
(Hibbard, 1947; Albertson, 1953; Hibbard and Taylor, 1965)
(Lund, 1926, 1932, 1959; Lund and Janvier, 1986; Lund and Lund, 1984, 1985; Lund and Youngman, 1994; Lund et al., 1958, 1995)

LITERATURE CITED

General Rules

- Double-space **all** entries; first line is flush left, then use hanging indent (5 spaces) for rest of citation:

Sues, H.-D., E. Frey, D. M. Martill, and D. M. Scott. 2002. *Irritator challengeri*, a spinosaurid (Dinosauria: Theropoda) from the Lower Cretaceous of Brazil. *Journal of Vertebrate Paleontology* 22:535-547.

- Last name first for only the first author, then typical style of first-name initial, middle-name initial, then last name; see above example
- Personal communication, submitted manuscript, and under review citations are NOT permitted; transfer to text as: (pers. comm.).
- All citations and taxonomic authorities, including those in figure captions (or within figures) and tables, must be included in the Literature Cited.
- Primary order is by first author and by date. Secondary sort is by number of co-authors (two-authored references, then three-authored references, then four, and so forth. Within that sort, ordering is by alphabetization of junior authors, then by date (oldest first):
Lund 1926
Lund 1932
Lund 1959
Lund and Janvier 1986
Lund and Lund 1984
Lund and Lund 1985
Lund and Youngman 1994
Lund, Poplin, and Adams 1995
Lund, Feldman, Smith, and Maples 1958
- Authors must verify that all references cited in the text appear in the Literature Cited section, and that all citations in the Literature Cited section are cited in the text and/or table/figure captions.

Author Rules

- Thompson, W. A., III
- Smith, L. L., Jr.
- Sues, H.-D.

- Use commas between all authors, and separate authors' initials by a space.
- Repeat author names, as shown above with the examples of 'Lund' [3 em dash no longer used]
- Do not use full names, just last names and initials; see example above: Sues.

Journal Article Examples

Author, I. 2002. Article title-subtitle in lower case after colon or em dash. Always Spell Out Journal Name 25:152-159. [No spaces between colon, numbers, or 1 em dash]

Steadman, D. W. 2002. A new species of swiftlet (Aves: Apodidae) from the late Quaternary of Mangaia, Cook Islands, Oceania. *Journal of Vertebrate Paleontology* 22:326-331.

- Use issue number only if each issue begins with page one: 25(6):1-23.
- Avoid including the leading article of journal names such as 'The': *The Journal of Ecology*.
- Use italics for genus, species, or other new taxa in titles.

Hou, L. 2002. [A late Pleistocene lizard from Inner Mongolia] *Vertebrata Palasiatica* 50:88-95. [Chinese]

- The brackets indicate that the article is solely or primarily in a non-English language, Chinese in this example.
- Some journals publish a full-text English translation following the article in its original language; if both articles are used, provide both citations.

Chen, G. 1991. A new genus of Caprini (Bovidae, Artiodactyla) from upper Pliocene of Yushe, Shansi. *Vertebrata Palasiatica* 29:230-239 [Chinese 230-236; English 237-239]

Books, Dissertations, and Theses

Vrba, E. S., and G. B. Schaller (eds.). 2000. *Antelopes, Deer, and Relatives: Fossil Record, Behavioral Ecology, Systematics, and Conservation*. Yale University Press, New Haven, Connecticut, 341 pp.

- Spell out everything except first names, 'eds.' and 'pp.'
- Repeat the city or country if the name is a part of the publisher or university:
The University of Chicago Press, Chicago, Illinois;
Australian Museum, Sydney, New South Wales, Australia.
- Cities, states, countries spelled out (except for U.S.A.).
- Use 'thesis' for bachelors' or masters' degrees and 'dissertation' for Ph.D. degrees.

Schatzinger, R. A. 1975. Later Eocene (Uintan) lizards from the greater San Diego area, California. M.S. thesis, San Diego State University, San Diego, California, 212 pp.

Saysette, J. E. 1999. Postcranial estimators of body mass in pecorans with emphasis on *Capromeryx* (Mammalia: Artiodactyla). Ph.D. dissertation, Colorado State University, Fort Collins, Colorado, 192 pp.

Articles in Books or Large Works

Emry, R. J., P. R. Bjork, and L. S. Russell. 1987. The Chadronian, Orellan, and Whitneyan North American Land Mammal Ages; pp. 118-152 in M. O. Woodburne (ed.), *Cenozoic Mammals of North America*. University of California Press, Berkeley, California.

Emslie, S. D., and N. J. Czaplewski. 1999. Two new fossil eagles from the late Pliocene (late Blancan) of Florida and Arizona and their biogeographic implications; in S. L. Olson (ed.), *Avian Paleontology at the Close of the 20th Century: Proceedings of the 4th International Meeting of the Society of Avian Paleontology and Evolution*, Washington, D.C., 4-7 June 1996. *Smithsonian Contributions to Paleobiology* 89:185-198.

Articles In Press

Christiansen, P., and N. Bonde. In press. A new species of gigantic mosasaur from the Late Cretaceous of Israel. *Journal of Vertebrate Paleontology*.

For book or article in edited book or series, see examples above.

Articles as Abstracts in Symposium or Conference Proceedings

Nydam, R. L. 2002. Advances in our understanding of the polyglyphanodontine lizards of North America. *Journal of Vertebrate Paleontology* (3, Supplement):93A.

Software

Swofford, D. A. 2003. PAUP* 4.0. Sinauer Associates, Sunderland, Massachusetts.

Maps

Izett, G. A., and J. G. Honey. 1995. Geologic map of the Irish Flats NE Quadrangle, Meade County, Kansas, U.S. 1:24,000. U. S. Geological Survey. Geological Survey Miscellaneous Investigations Series Map I-2498.

Manuscript Submission and Acceptance

- Submitted/accepted line in Roman type appears as the very last line of the article immediately after the references (flush left):

Submitted 12 August 2003; accepted 00 month year. [leave the dates blank as these will be provided by the editors]

SYSTEMATIC PALEONTOLOGY EXAMPLE

There now are three different ways to provide your hierarchy: a traditional Linnean ranked hierarchy, an unranked classification with ranked lower levels, and an unranked monophyletic hierarchy. Examples of each type are:

Ranked Hierarchy

SYSTEMATIC PALEONTOLOGY

Class REPTILIA

Order SQUAMATA Oppell, 1811

Family TEIIDAE Gray, 1827

BISCUSPIDON NUMEROSUS gen. et sp. nov.

- Note in this example that ranks are provided, in upper and lower case.
- Names of taxa are all in caps and centered.
- Generic and specific names are in italics and in caps.

Unranked Hierarchy

SYSTEMATIC PALEONTOLOGY

REPTILIA

SQUAMATA Oppell, 1811

TEIIDAE Gray, 1827

BISCUSPIDON NUMEROSUS gen. et sp. nov.

Monophyletic Hierarchy

SYSTEMATIC PALEONTOLOGY

REPTILIA sensu Gauthier, Estes, and de Queiroz, 1988

SQUAMATA sensu Estes, de Queiroz, and Gauthier, 1988

SCLEROGLOSSA sensu Estes, de Queiroz, and Gauthier, 1988

TEIIDAE Estes, de Queiroz, and Gauthier, 1988

BISCUSPIDON NUMEROSUS gen. et sp. nov.

- You can add 'sensu' if there is a particular phylogenetic definition of a traditional Linnean name.
- All cited taxonomic authorities must be in the literature cited.

- There is no comma between the taxon and the author but there is a comma between the author and the year of publication.
- All taxonomic names are written in all capital letters.
- The binomen is italicized.

Abbreviations

Abbreviations-These begin as a third-order header. One might have ‘Institutional Abbreviations’ and ‘Anatomical Abbreviations.’ Order within should be alphabetically by abbreviation. Note that the abbreviation is in **bold** but the punctuation is not. Examples:

Institutional Abbreviations-**AMNH**, American Museum of Natural History, New York; **MCZ**, Museum of Comparative Zoology, Harvard University.

Anatomical Abbreviations-**a**, articular; **prz**, prezygapophysis; **z**, zygantrum.

- Note that the abbreviation is in **bold**.

Commonly Misused Words

- ‘Upper’ and ‘lower’ refer to rock or time-stratigraphic units; ‘late’ and ‘early’ refer to time. Use lower case when the age constraints are not known, generalizations are made, or when no formal subdivision exists. Use upper case where mandated by USGS recommendations – ‘Early/Lower Cretaceous’ (for period), but ‘late/upper Albian’ (for stage).
- ‘Runs’ implies motion, use ‘extends,’ ‘connects,’ ‘projects’: the lamina extends between the two...
- Avoid overuse of weak words such as ‘suggests,’ ‘appears,’ ‘appears to be,’ ‘probably,’ ‘may be.’ Use stronger words: ‘indicates,’ ‘implies,’ ‘shows,’ ‘illustrates,’ ‘proposes.’ If you know something to be true, then state it.
- ‘Show’ is often overused: The occipital condyle shows damage...; write instead...the occipital condyle is damaged...
- Watch out for words that imply ‘time’ such as: ‘since,’ ‘while,’ ‘frequently’; instead use ‘because,’ ‘whereas,’ ‘many.’
- ‘As’ implies a comparison: red as a rose. ‘Because’ implies the result of some action. “The skull is unknown as it is missing”; should be “The skull is unknown because it is missing.”
- Use “the blade of the scapula...” or “the scapular blade...” rather than “the scapula’s blade...” because inanimate objects cannot possess.
- Names of taxa should not be used as modifiers or adjectives; e.g., “morphology of *Lemmiscus*” [correct] versus “*Lemmiscus* morphology” [incorrect].
- ‘Which’ is used to describe, and is normally set off by commas, whereas ‘that’ defines a situation: “...the basiptyergoid process, which is small, is rugose;” versus “...the events that affected dinosaur communities...”
- Avoid overuse of the word ‘However.’ ‘However’ can come at any position in a sentence but is best placed following the item that is being indicated for contrast: “Annalisa argued that cetaceans, however, are an exception...”

TABLES AND FIGURES

Tables

All tables must be referred to in the text and must be numbered in the sequence that they appear in the text. They generally should be comprehensible without reference to the text. Foldouts are not acceptable, but tables and charts can be reproduced to cover facing pages. Use ‘TABLE’ (all caps) in the table heading. Do not use vertical lines. Double space everything even if this means that a table extends to more than one page.

Figures

Figures must be referred to in the text and should be numbered in the sequence that they appear in the text. They generally should be comprehensible without reference to the text. Separate illustrations on a

composite figure should be identified by capital letters (usually approximately 3 mm high when published); where possible, letters should be placed in the lower right corner of each illustration on a composite figure. Typewritten and hand-written lettering on illustrations are not acceptable.

All figures must be camera ready; neither JVP Editors nor the publisher is responsible for compiling artwork. Mounted figures will no longer be accepted.

Background on photographs may be either white or black, but jet-black reproduction cannot be guaranteed; therefore, black should be used only when absolutely necessary.

Stereophotographs should be created for reproduction at an interocular width of 65 mm.

Line illustrations generally will benefit from reduction; photographic illustrations generally will not. The illustrations should be prepared so that the figure, if reduced, will fill the whole page width (183 mm), or the column width (90 mm), and will be no longer than the maximum page length (233 mm). Final size of lettering must be taken into consideration: letters should not be reduced to smaller than 6 points (1.6 mm; this smaller font should be used mainly for scales) and not larger than 14 points (4 mm). Illustrations in which magnification is of consequence must include scale bars; listing of magnifications/reductions in the captions is unacceptable. Measurements must be in metric units.

High-quality color illustrations can be printed but the full cost for color illustrations must be borne by the author. Consult the Senior Editor prior to submission.

Figure Captions-should begin with 'FIGURE' in all caps. Follow example below.

FIGURE 5. Theropod crania in lateral view. **A**, *Allosaurus fragilis* (after Madsen, 1976). **B**, maxilla; and **C**, dentary of *Carcharodontosaurus*, AMNH 1956. **Abbreviations**: **a**, articular; **af**, ascending facet; **rt**, recurved teeth. Scale bar equals 5 cm.

- Note what is in bold (not the punctuation).
- Note that the items in the abbreviations are listed alphabetically based on the abbreviation.

APPENDIX

Material for an appendix should be double spaced on separate pages and placed at the end of the article. An appendix or appendices (1 through ∞; use Arabic numbers) must be referred to in the text and/or tables/figures. An explanation must follow the appendix heading.

APPENDIX 1

Description of characters used in phylogenetic analyses. Characters were polarized with respect to *Purgatorius* as the outgroup. All characters are treated as unordered.

Format appendix as follows:

- (1) Length of basiptyergoid process: short (0); long (1).
- (2) Overlap between maxilla and premaxilla: absent (0); present (1).

APPENDIX 2

Character-taxon matrix used for phylogenetic analysis.