

Instructions to authors

General

Palaeodiversity is a journal that publishes original articles on all aspects of geology and palaeontology.

The journal is published annually. Volumes on special topics are possible.

There are only few restrictions with respect to the number of pages and figures. Coloured images are allowed. The (corresponding) author will receive 50 hard-copy reprints and a pdf-file without charges. The pdf-file will be available for free at <http://www.palaeodiversity.org>.

Manuscripts of international scientific relevance should be published in English, those of a more regional relevance can be written in German. They must have an English abstract and a German Zusammenfassung.

Concerning the scientific names of animals and plants and the custody of the material, authors should follow the rules of the International Code of Zoological Nomenclature (ICZN) and the International Code of Botanical Nomenclature (ICBN). It must be quoted, where the described material is deposited. Manuscripts must conform to the rules of good scientific practice. Note that published type material must be stored in renowned institutional collections.

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What to submit

Please submit your manuscript as an MS Word file by email to guenter.schweigert@smns-bw.de. Figures should be submitted as separate electronic files.

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Organization of the manuscript

Decimal numbering (3.1., 3.2. etc.) should be used for subsections. Please try to avoid more than three levels of headings. The order of the various parts of a typical manuscript should be:

Title (minimal capitalisation in an English title)
English translation of the title (if the title is in German)
Author(s) (ANTON MEIER, FRITZ SCHULZE & HANS-PETER MÜLLER)

Abstract

Keywords

Zusammenfassung

1. Introduction

 Abbreviations

 Acknowledgements

2. Materials and methods

3. Results etc.

4. Discussion

5. References

Address(es) of the author(s)

E-mail

Tables and table captions

Figure captions

Plate captions

Formatting of the text

The complete text must be written in the same font size (12 pt), in the standard font Times New Roman, one and a half spaced, and left justified.

Each paragraph begins with an indentation. Do not hyphenate the text (except for words normally written with hyphens), and do not use blank spaces for indentation and spacing. The following formatting should be done by the author.

centred are:

- title(s)
- author(s)
- all headings and subheadings, including “Abstract”, “Zusammenfassung”, “Contents”, “Abbreviations”, “Acknowledgements” as well as classification and taxa at the beginning of a text chapter

in *italics* are:

- only all scientific names of genera and species

in **bold** are:

- title
- main headings (those numbered with 1., 2., 3. ...)
- volume numbers in the chapter references
- numbers of the figures, tables and plates in the appending captions

SMALL CAPITALS (no CAPITALS) are used for:

- names of all persons (first names and surnames)

Spelling, style and punctuation

General

The abstract should contain the most important results of the work, new taxa should be mentioned. Footnotes should be avoided whenever possible.

Hyphen and dash

Hyphen (-) and dash (–) must not be confused, either in physical appearance or usage. The long em-dash (—) is not to be used.

The hyphen is used:

- to link material, such as syllables of words (co-ordinator), or in compound structures (brother-in-law)

The dash is used:

- with a blank before and after to separate material, such as illustrating a break in thought or parenthetical information (... producing a reproductive isolation – to some extent – in the southern parts ...), or in literature references to separate title and journal (see below)
- without blanks to indicate a range of values or times (Figs. 6–8, p. 354–356, 2000–2500 m, 1991–1994)
- as initial dash for a paragraph in a key or listing

Abbreviations

In general, abbreviations should be avoided in the interest of better readability. However, in scientific texts commonly used abbreviations are acceptable (eds., e. g., Fig., n. sp., n. gen., p., Tab., vol. and others).

Use capital letters for Figs., Tabs. and Pls. for references to your own monograph (“as shown in Fig. 16”, “see Pl. 2, Figs. 2–5”), but lower case for other publications (“MEIER 1999, fig.15”).

References

Ensure that the text citation appears in the reference list at the end of the paper and that any references in the list are cited in the text.

Add a, b, c etc. to distinguish between two or more references of the same author published in the same year (e.g. MEIER 1999a).

Titles of books and journals must be written out in full.

Figures, plates etc. must not be quoted.

The place of publication and the name of the publishing company are to be given for monographs only.

Use English abbreviations (ed., eds., p., pp., vol.) and English spelling (Brussels, Munich) for the place of publication in English manuscripts, German abbreviations (Hrsg., S., Bd.) and German spelling (Brüssel, München) in German manuscripts.

Minimal capitalisation should be applied to article titles in English (only the first letter of the first word of the title and of proper names is capitalised).

Do not use dashes for the repetition of an author's name in the chapter references. The full reference details must be repeated.

References should be typed in the following form:

Articles in journals

- DIETL, G. & SCHWEIGERT, G. (1999a): Der Nusplinger Plattenkalk und seine Fossilien (Weißer Jura ζ, Ober-Kimmeridgium) (Exkursion N am 10. April 1999). – Jahresberichte und Mitteilungen des Oberrheinischen Geologischen Vereins, Neue Folge, **81**: 257–271.
- DIETL, G. & SCHWEIGERT, G. (1999b): Nusplinger Plattenkalk. Eine tropische Lagune der Jura-Zeit. – Stuttgarter Beiträge zur Naturkunde, Serie C, **45**: 62 pp.
- WHITE, E. I. (1926): Eocene fishes from Nigeria. – Bulletin of the Geological Survey of Nigeria, **10**: 1–87.

Monographs and congress papers

- SZYNDLAR Z. & RAGE, J.-C. (2002): Fossil record of the true vipers. – In: SCHUETT, G. W., HÖGGREN, M., DOUGLAS, M. E. & GREENE, H. W. (eds.): Biology of vipers: 419–444; Eagle Mountain (Eagle Mountain Publishing).
- URLICHS, M. & ZIEGLER, B. (2003): Farbatlas Fossilien. 288 pp.; Stuttgart (Ulmer).

Referencing in text:

- Single author: “it was reported by MÜLLER (1999, 2001a) and HERMANN (1961) that ...” or “significant differences in the resistance ... (MEIER 1997: 22; SCHULZE 1998: 462)”
- Two authors: “SCHULZE & MAYER (2002: 234, fig. 12) reported that ...”
- Three or more authors: “FRIEDRICH et al. (1920) reported that ...”

Illustrations

General points

Graphs, drawings and photographs are figures and should be numbered consecutively as Fig. 1, Fig. 2 etc. Plates should be numbered as Plate 1, Plate 2 etc., figures on plates as Fig. 1, Fig. 2 etc., different views of the same object as Fig. 1a, Fig. 1b etc.

Figures must be mounted as close together as is reasonable. When mounting a figure or plate the print area (one-column format: 82.5 × 226 mm, two-column format: 170 × 226 mm) should be considered (in text figures this should normally also include the legend).

Use a sans serif typeface, such as Helvetica, for the labels on the figure.

Where appropriate, provide exact scale bars.

Check that each figure is cited in the text.

Digital figures must be stored in TIF format (uncompressed) and should have a resolution in print format of at least 400 dpi for photographs, and 1200 dpi for line drawings.

Line drawings

Drawings should be submitted about twice their printed size, but should not exceed A3, i.e. 420 × 297 mm. Adjust the size of the lettering and the thickness of the lines on illustrations so that in print lettering size is not less than 1 mm and lines do not disappear.

Photographs

Photographs should be submitted in black and white. Photographs in colour can be accepted after consultation with the editor if the information content of a paper will be distinctly increased by the colour. Photographs should be clear, well developed and have good contrast, the lighting of fossils should be from the top left. Ensure that each photograph illustrates only what is relevant. The figures of one plate should be uniform in brightness and contrast.

Figure captions

Captions should be listed at the end of the manuscript and arranged as in the following example:

Fig. 1. *Nannogomphus buergeri* n. sp., holotype, SMNS 65225 (ex coll. BÜRGER); **a:** right forewing; **b:** left forewing; **c:** right hind wing; **d:** left hind wing. – Scale: 5 mm.

Tables

Tables should be numbered consecutively as Tab. 1, Tab. 2 etc.

Use a tab, not spaces, to separate data points in tables.

Very complex tables should be prepared in a form ready for reproduction rather than type setting. When drafting a table the print area (170 × 226 mm) should be considered.

Proofs

Authors will receive page proofs for approval. The proofs must be returned as soon as possible to the executive editor to avoid delays in publication. After make-up authors should not make any major modifications.

Reprints

50 reprints and a pdf file are supplied free of charge to the senior author. Additional reprints may be ordered at current prices when page proofs are returned.

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