

Palaeodiversity

Instructions to authors

General

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

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

Manuscripts must be in clear, concise English. Either British or American English should be used consistently throughout the text. Authors with a native language other than English are requested to have manuscripts linguistically revised prior to submission. All articles will be peer-reviewed by at least two independent referees. The editors reserve the right to make minor textual corrections that do not alter the author's meaning.

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.

The Copyright of the articles rests with the Staatliches Museum für Naturkunde Stuttgart.

What to submit

Please submit the manuscript online via the journal homepage (<http://www.palaeodiversity.org>). For the first submission, the manuscript must be in PDF format with figures included at the end of the text. If you are unable to produce a PDF file, please submit an MS-Word compatible text-file with figures added at the end of the text. If you have any problems, please contact the Handling Editor Rainer Schoch (schoch.smns@naturkundemuseum-bw.de).

Organization of the manuscript

The order of the various parts of a typical manuscript should be:

Title (minimal capitalisation)

Author(s) (ANTON MEIER, FRITZ SCHULZE & HANS-PETER MÜLLER)

Abstract

Keywords

Contents

1. Introduction

 Abbreviations

 Acknowledgements

2. Materials and methods

3. Results etc.

4. References

Address(es) of the author(s)

E-mail

Tables and table captions

Figure and plate captions

Formatting of the text

The complete text must be written in the same font size, 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. Only the following formatting should be done by the author.

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 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, 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.).

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

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

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.

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).

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).

Illustrations

General

Text 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.

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

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

Where appropriate, provide exact scale bars.

Check that each figure is cited in the text.

For use PDF format for the first submission (see above) and TIF format (uncompressed) for the final submission.

Resolution in print format for the final submission:

Photographs: at least 300 dpi

Line drawings: 1200 dpi

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. 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. – Scale: 5 mm.

Tables

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

Proofs

Authors will receive proofs (PDF file) for approval. 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.