

GUIDE FOR AUTHORS

March 2015

Contents

Introduction.....	2
The Review Process.....	2
Quick Guide.....	3
GENERAL INSTRUCTIONS.....	3
Specimen Repositories.....	3
New Taxonomic Names.....	3
Publicity, Press Releases, and Embargo Dates.....	4
Manuscript Formatting.....	5
Title Page.....	5
Author Page.....	5
Abstract.....	5
Plain Language Summary.....	5
Author Biographies.....	5
STYLISTIC GUIDE.....	6
Citing Figures, Tables and Appendices.....	6
Headings.....	6
Generic Names.....	6
Text Usage.....	6
Numbers.....	7
In-Text Citations.....	7
References.....	8
Systematic Palaeontology.....	11
Diagnosis and Description.....	12
Acknowledgments.....	12
FILE FORMAT INSTRUCTIONS.....	12
First Submissions (Pre-review).....	12
Manuscript Text.....	13
Appendices and Tables.....	13
Captions.....	13
Figures.....	13
Animations.....	14
Other formats.....	14
File Naming Conventions.....	14

Introduction

Palaeontologia Electronica invites scholarly works dealing with all aspects of palaeontology or related biological disciplines. Systematic treatments, including descriptions of new taxa, are welcome as PE complies with the latest ICZN and ICBN requirements for electronic publication of taxonomic nomenclature. All articles are peer-reviewed by external referees using a double-blind system, except where reviewers choose to identify themselves. Accepted manuscripts are published as hypertext markup language (HTML) documents on the World Wide Web and an Adobe Acrobat (PDF) version for printing. Each issue of PE (including all of its articles) is archived with the CLOCKSS program (<http://www.clockss.org/>). Print-on-demand copies of each issue are available at cost to interested parties through <http://lulu.com/>.

PE is completely open access: there are no charges to authors or to readers. Funding for PE is provided by the Palaeontological Association, the Paleontological Society, and the Society of Vertebrate Paleontology, who hold the copyrights to papers published in the journal.

All manuscripts must be submitted electronically via our *Palaeontologia Electronica* Manuscript Submission and Tracking System (PEMSATS) at http://palaeo-electronica.org/PEMSATS/pemsats_login.php.

The Review Process

PE's review process is double-blind. The identity of the authors is not revealed to the reviewers and vice versa. We therefore remove the author names and affiliations and acknowledgements (sections 2 and 5 as defined below) before sending the manuscript for review. Note that we do not make other alterations to the paper to remove clues of the authors' identities (e.g., a statement in the paper that an observation was "made by one of us (Jane Doe)" will still be seen by reviewers). If reviewers or authors wish to make their identities known, they are free to do so.

The review process is the slowest and most variable step in publication. We aim for speedy review, but the time required depends on the availability of reviewers and their generosity in prioritizing the review of your paper. It is often difficult to find qualified reviewers for highly specialized papers, especially in cases where there are only a handful of experts who have the necessary knowledge to provide a careful, thoughtful review. In some cases we ask five or six people to review a paper before we find two who are able and willing. The process of reviewer selection can thus add weeks to the process of review. Each reviewer is normally asked to return his or her review within four weeks. Thus the typical review process takes 6 to 8 weeks from the time the paper passes our initial assessment.

Peer-review is a necessary part of the scientific process and authors are encouraged to also serve as reviewers. Every paper submitted to PE or elsewhere requires two to four reviews before it is published, which means that one should be willing to reciprocate by reviewing two to four papers for every manuscript that one submits.

The following short letters provide common-sense advice about the peer review process:

Perrin, W. F. 2008. In search of peer reviewers. *Science*, 319: 32.

Zucker, R. S. 2008. A peer review how-to. *Science*, 319: 32.

Quick Guide

- Manuscripts should be submitted online via PEMSATS at http://palaeo-electronica.org/PEMSATS/pemsats_login.php
- First submission should be as a single file in PDF format with figures and tables embedded. This file should not include author biographies, and author names/addresses should be on a separate page, as should the acknowledgements (this material will be removed for review).
- Final submission should be made as multiple files. The text should be in an editable word processor file (RTF or MS Word format preferred). Tables may be submitted as spreadsheets, figures should be submitted at full size as TIFF, PSD, AI, or EPS files, with widths of 175 mm or 84 mm, and with a resolution of 300 ppi (or higher).
- Text citations have commas between author and date (Smith, 2001).
- Byrd, W.J. 1970. Geology of the Ely Springs Range, Lincoln County, Nevada. *Earth Science Bulletin*, 3:23-32.
- Keywords, author biographies, abstracts, and Plain Language Summaries are entered separately in PEMSATS.
- Figures, Tables, and Appendices must be numbered in the order they are cited in the text. All material should be numbered. Figures will be placed where they are first mentioned in the text.
- Information about new taxonomic names described in the paper must be provided at the time of submission in PEMSATS.
- Authors will be able to correct galley proofs for mistakes introduced in production, not for post-hoc editing of their paper. All corrections should be sent as a single communication by the senior author to the managing editor.

GENERAL INSTRUCTIONS

Manuscripts must be submitted in well-written English. *Palaeontologia Electronica* distinguishes between [first submissions](#) of new manuscripts (PDF format) and [final submissions](#) of revised manuscripts ready for publication (text, figure, and table files).

Specimen Repositories

PLEASE NOTE: Specimens that are formally described and illustrated in PE and are not destroyed as a normal part of the process of study must be deposited in a recognized, permanent, non-profit scientific research institution that conforms with the recommendations of the ICZN and ICBN for care of type specimens.

New Taxonomic Names

For new names to be valid, certain conditions must be met. Authors should follow the practices set out in the International Code of Zoological Nomenclature (<http://iczn.org>) or International Code of Nomenclature for Algae, Fungi, and Plants (Melbourne Code) (<http://www.iapt->

taxon.org/nomen/main.php). Minimally the requirements for creating formal names includes coining a new Latin binomial, designating a holotype specimen that is deposited in a permanent, non-profit scientific research institution, illustrating the type specimen, providing a diagnosis of the new taxon that distinguishes it from others, and providing information about the type locality. Authors should consult the relevant code of nomenclature for guidance and see additional instructions below in the Systematic Paleontology section of this document. Authors may follow the International Code of Phylogenetic Nomenclature for naming clades (<http://www.ohio.edu/phylocode/>).

Electronic publication of new names have special requirements. Zoological names will be registered **by the editors** in ZooBank to obtain an LSID. Authors are required to provide the following information in PEMSATS at the time of submission:

1. Taxon name
2. Taxon rank (e.g., species, genus, family)
3. Parent taxon, including author and date (e.g., "Viverravus Marsh, 1872")
4. Figure numbers in which the taxon is illustrated
5. Information about the holotype specimen, including repository, specimen number, brief description of the specimen
6. Geographic information about the type locality

Information about all new names should be entered into the same form field. Separate the six items above with semicolons (;) and end the list with a period or full stop (.).

Authors should not register new names in ZooBank themselves. Registration will be done by the editors.

Publicity, Press Releases, and Embargo Dates

PE publishes papers in open-access format that is accessible to any interested party. The plain-language summary describes the paper's main findings for a non-technical audience. Technical abstracts of the paper are provided in several major languages, translated for the journal by volunteer members of our board from around the world. Publication of each paper is also posted to our FaceBook and Twitter accounts. Many papers are featured in the PE blog and authors are encouraged to provide us with general interest material for our posts. Please contact our Publicity Editor for questions about the blog or other posts.

Authors or press officers who are planning news releases relating to PE papers are encouraged to consult with the Executive Editor. We cannot always predict the exact date of publication because we release each paper when proofing and corrections have been completed. If a precise embargo date is desired, please consult with both the Executive and Managing editors at the time your paper is accepted.

Please include the following sentence in press releases, "Palaeontologia Electronica is the oldest electronic professional, peer-reviewed journal of paleontology and is sponsored by the Palaeontological Association, the Paleontological Society, and the Society of Vertebrate Paleontology".

Manuscript Formatting

1. Double space the entire manuscript, including abstract, text, references, as well as explanations of figures, tables, and appendices.
2. Do not justify the right margin.
3. Figures, Tables, and Appendices must be cited in numerical order in the text.
4. Do not use footnotes.

Title Page

1. Use a separate title page.
2. The title should be short and informative, left justified with only the first letter capitalized, except for proper nouns.
3. Provide up to 6 keywords for use in indexing. The [Keyword Index](#) shows how your keywords will be used. If you describe new taxa, please use the keywords "new species", "new genus", etc., without giving the species or genus names. Keywords should be reported on your title page and entered separately in PEMSATS, each keyword separated by semicolons.

Author Page

1. Use a separate page to list the names of all authors, and all contact information. If the first author is not the corresponding author, please indicate so. (This page will be removed before the paper is sent to review.)
2. Names of authors are in capital and lowercase letters and left justified.
3. Addresses are in capitals and lowercase letters and left justified. Do not use abbreviations.
4. Biography and image for each author can be supplied at this time or with the final submission.

Abstract

1. The title ABSTRACT is written in capital letters and left justified at the top of its page.
2. On the next line an abstract no longer than 250 words must be provided.
3. The abstract should provide pertinent details of the research and conclusions. Authors should avoid statements such as "will be discussed herein." Do not include references.

Plain Language Summary

Authors must supply a plain language summary, which describes the context of their study and its main findings in language accessible to non-specialists.

Author Biographies

Short biographies and photos for each author must be supplied. These are entered separately in PEMSATS and should not be included in the manuscript text. Author photos should be supplied at 72 ppi and at least 300 pixels wide.

STYLISTIC GUIDE

Citing Figures, Tables and Appendices

1. Figures, Tables, and Appendices must be numbered in the order they are cited in the text. All material should be numbered. All graphics, including animations and plates, should be treated as Figures. All “supplemental information” should be organized into an Appendix.
2. Figures, Tables and Appendices should be cited using complete, capitalized words (e.g., Table 1; Figure 1).
3. Parts of text figures should be indicated by numbers (i.e., Figure 6.23, 8.1, 9.5–100).
4. Cited illustrations all from one figure are singular (e.g., Figure 1.1-4), but those from different figures are plural (e.g., Figures 1.1, 4.2).
5. Figures from other publications take all lowercase letters (e.g., Smith 1990, table 1; Jones 1992, figure 1).
6. Each figure, table, or appendix should have a caption. The caption for each of these items should appear in a list at the end of the manuscript text, after the Reference section of your manuscript. Each caption should start with **FIGURE** (or **TABLE**, or **APPENDIX**), followed by a numeral and period in boldface, text of the caption in medium. (e.g., "**FIGURE 1.** Location map of studied exposures.").
7. Figures will be placed in the text where they are first mentioned. Please do not cite a figure in the Introduction that you want to be placed in the Results section.

Headings

- First Order are all capitals, centered;
- Second Order are flush left, written in bold capital and lowercase letters, on a line of their own; and
- Third Order are bold, capital and lowercase, followed by a period and space, with the text continuing on the same line.

Generic Names

Generic names should be spelled out at the beginning of a sentence, at their first use in a paragraph, and when used with "sp." Specific and subspecific names should never be abbreviated. Generic names may be abbreviated when used in the combination of Genus cf. species.

Text Usage

1. Use italics sparingly. Taxonomic names are italicized; do not italicize commonly used foreign words and any other words found in standard English dictionaries.
2. Avoid using “this”, “that”, “those”, or “these” without an accompanying noun or phrase. “This shows” is undesirable, “These results show” is preferred.
3. Use past tense for published works in the text: Jones (1986) noted that....
4. A comma should follow "i.e." and "e.g."
5. Do not break words at the right-hand margin.
6. Any symbol that is not available in HTML 4 must be written out. For a guide to symbols, see the W3 group’s page at <http://www.w3.org/TR/REC-html40/sgml/entities.html>.

7. Do not use ampersand (&) except where it forms part of the title of a published book.
8. Use USA, EU, UK, USGS, and USSR.
9. Quoted words, phrases, and sentences run into the text are enclosed in double quotation marks. Single quotation marks enclose quotations within quotations; double quotations marks, quotations within these, and so on.
10. Formally proposed and accepted time and time-rock designations (e.g., Middle Cambrian, Late Cretaceous) are capitalized, whereas informal designations (e.g., middle Mesozoic, lower Eocene, middle Carboniferous, early Atokan, late Cenomanian) are not.
11. Abbreviations for intervals of time may be used, as follows:
Ma (mega-annum), m.y. (million years), m.y.a. (millions years ago).

Numbers

1. Whole numbers zero through nine are spelled out, whereas numbers 10 and above should be in Arabic numerals. All numbers should be spelled out at the beginning of a sentence, and all numbers should be given in Arabic numerals when associated with a unit of measurement (5 km). Ordinal numbers are spelled out: during the twentieth century; the twenty-fifth issue. If listed entries in a sentence are to be designated by numbers, use the following format: 1)... ; 2)... ; 3)... Numbers are not spelled out when they are used in relation to figures or tables.
2. Decimals are used rather than fractions (2.5, not 2 1/2). Decimals of absolute value less than one should include an initial zero (0.36).
3. Percent is represented by its symbol (correct: 15%, incorrect: 15 percent).
4. Range can be given as "size is 17–33 mm"; however, "from" and "between" take sentence form: "size varies from 17 to 33 mm" or "size varies between 17 and 33 mm."
5. All measurements must be provided in SI units, μm , mm, cm, m, km, etc. Periods generally are not used. Units commonly accepted for use with SI are also acceptable, if they are commonly used in the relevant literature (e.g., 1.3 l for a volume of fluid). See http://en.wikipedia.org/wiki/Non-SI_units_accepted_for_use_with_SI
6. Dates are expressed as in the following examples: January 1, 1995; during the 1990s (not 1990's); from 1990 to 1995 (not 1990-1995, nor 1990 to 95, nor 1990-95).

In-Text Citations

All works cited in the text must be listed in the References section, including works cited as part of taxonomic names. Titles in press may be included, but not manuscripts in review; theses and dissertations can be included but should be avoided if data are published elsewhere.

There is a comma between the author and the date (e.g., Smith, 1973). An ampersand (&) is not used. The designation *et al.* is not italicized. Unpublished and in preparation citations are not acceptable; they should appear only as a personal communication. If multiple references are used to support a statement the list should be arranged chronologically (e.g., Smith, 1973a, 1973b, 1982). No space between initials of a name (Smith, A.A., not Smith, A. A.).

Single author: (Smith, 1973)

Two authors: (Smith and Jones, 1973)

Three or more authors: (Smith et al., 1973)

Three or more authors with same first author: (Smith et al., 1973a, 1973b)

In press reference: (Smith, in press)

Personal communication: (Smith, personal commun., 1995)

Reference to a quotation: (Smith, 1973, p. 16)

Reference to a figure or table: (Smith, 1973, figure/table 3)

Portion of text written by a subordinate author: (Smith in Jones, 1973)

Communication cited in a previously-published paper: (Smith, cited in Jones, 1973)

Initials are used only for disambiguation: (Smith, A.A., 1973; Smith, B.M., 1984)

Taxonomic authorities given in the text (i.e., outside a section Systematic Palaeontology) are also abbreviated using "et al." if there are more than two authors.

Confuziusornis jianchangensis Li et al., 2010

References

All works cited in the text must be listed in the References section, including works cited as part of taxonomic names.

PLEASE NOTE: PE style EndNote files are available for authors who prefer to format their references in EndNote. The extracted EndNote file (called 'Palaeontologia Electronica.ens') should be placed in the 'Styles' folder/directory in your EndNote application folder. [File can be downloaded by Mac or PC.](#) A style for zotero can be found at the zotero styles repository at www.zotero.org/styles.

If you use a reference manager, please submit the final manuscript only after converting the references and in-text citations to ordinary text.

The list of cited references is headed 'REFERENCES', using first order heading. The general rule for references is:

Author(period) year(period) title(period) *full publication title* without internal punctuation(comma) special series identification (e.g., "Part," "New Series") if necessary (comma) volume number(colon)first page(hyphen)last page (period).

1. All listed authors are always shown last name first.
2. In the reference section, an author's name is written out in successive entries, not replaced with dashes.
3. For references with multiple authors, please arrange them in the reference section first alphabetically and then chronologically.
4. For multiple papers with multiple authors and the same first author published in the same year, add a distinguishing letter after the year. For example, for two references "Abbot, A. Fritsch, F., and Delaney, D. 2007" and "Abbot, A. Fritsch, F., and Meyer, M. 2007", they should be listed as "Abbot, A. Fritsch, F., and Delaney, D. 2007a." and "Abbot, A. Fritsch, F., and Meyer, M. 2007b." and cited as "Abbot et al., 2007a" and "Abbot et al., 2007b" in the text.
5. The complete title and complete journal name are used.
6. Paper titles show only the first word capitalized (unless a proper name appears in the title).
7. Book titles should have all major words capitalized.

8. Titles of books, journals, bulletins, memoirs, contributions, theses, dissertations, etc. are encoded as italic.
9. Generic and specific names in article titles are encoded in italics. In book or thesis titles that are themselves italicized, generic and specific names are encoded in regular type (i.e., italicizing is reversed).
10. Articles within publications are given in lower case.
11. Avoid using abbreviations for publication information such as Part, Series, or Volume. Very commonly used abbreviations, however, such as SEPM, USGS, USA, and UK do not need to be spelled out.
12. MSc theses and PhD dissertations should be referred to as the granting institution prefers.
13. Page numbers are not included for book citations.
14. In journal citations, the page range should be included as:
Journal Name, Volume(colon):x-(hyphen)xxx.
15. Issue numbers are only used for publications in which each issue is paginated separately.

Sorting examples:

Doyle, P. 1992.
 Doyle, P., Donovan, D.T., and Nixon, M. 1994.
 Doyle, P. and Howlett, P. 1989.
 Doyle, P., Kelly, S.R.A., Pirrie, D., Riccardi, A.C., and Olivero, E. 1996.
 McIntosh, J.S. 1990a.
 McIntosh, J.S. 1990b.
 McIntosh, J.S. 1995.
 McIntosh, J.S. and Carpenter, K. 1998.
 McIntosh, J.S., Miles, C.A., Cloward, K.C., and Parker, J.R. 1996a.
 McIntosh, J.S., Miller, W.E., Stadtman, K.L., and Gillette, D.D. 1996b.
 McIntosh, J.S. and Williams, M.E. 1988.

Articles in Journals:

Ausich, W.I. and Kammer, T.W. 1990. Systematics and phylogeny of the late Osagean and Meramecian crinoids *Platycrinites* and *Eucladocrinus* from the Mississippian stratotype region. *Journal of Paleontology*, 64:759-778.

Byrd, W.J. 1970. Geology of the Ely Springs Range, Lincoln County, Nevada. *Earth Science Bulletin*, 3:23-32.

Kammer, T.W. 1985. Aerosol filtration theory applied to Mississippian deltaic crinoids. *Journal of Paleontology*, 59:551-580.

Book (single author):

Mayr, E. 1963. *Animal Species and Evolution*. Harvard University Press, Cambridge, Massachusetts.

Book (multiple authors):

Draper, N. and Smith, H. 1981. *Applied Regression Analysis* (second edition). John Wiley & Sons, New York.

Article in an Edited Book:

Eldredge, N. and Gould, S.J. 1972. Punctuated equilibria: an alternative to phyletic gradualism, p. 82-115. In Schopf, T.J.M. (ed.), *Models in Paleobiology*. Freeman, Cooper and Company, San Francisco.

Dissertation or Thesis:

Hageman, S.J. 1992. *Morphometric approaches to systematics and microevolution: applications from Paleozoic Bryozoa*. Unpublished PhD Thesis, University of Illinois at Urbana-Champaign, Urbana, Illinois, USA.

Electronic References:

Kiessling, W., Hendy, A., Villier, L., Fürsich, F., and Patzowsky, M. 2011. Echinoidea occurrence data, 6292 records downloaded 21 July 2011. Paleobiology Database. <http://PaleoDB.org/>

References to electronic resources should be formatted as much like an ordinary citation as possible. They should be alphabetized by author, who might be an individual (e.g., "Romer, R."), a corporate entity (e.g., "Palaeontological Association"), or "Anonymous". The titles of the specific work and the more general work in which it is published should be given, as well as the internet address. ISO Standard 690-2 covers electronic references.

Note that credit should always be given for data whose source was a research database such as *Paleobiology Database* (PBDB), *Neogene Old World* (NOW) database, and *FaunMap*. When you publish on such data it is recommended that you notify the major contributors, acknowledge the contributors by name, and provide a citation including the date of access. Some databases, such as the PBDB, ask authors to register publications in which data have been used.

Digital Object Identifiers (DOIs):

Persson, M. and Thilander, B. 1977. Palatal suture closure in man from 15 to 35 years of age. *American Journal of Orthodontics*, 72:42-52. doi:10.1016/0002-9416(77)90123-3

Article in *Palaeontologia Electronica*:

Andrews, P. and Whybrow, P. 2005. Taphonomic observations on a camel skeleton in a desert environment in Abu Dhabi. *Palaeontologia Electronica* 8.1.23A:17pp, 1.5MB; http://palaeo-electronica.org/paleo/2005_1/andrews23/issue1_05.htm

Non-Roman Alphabets:

Gorokhov, I.M., Semikhatov, M.A., and Drubetskoi, E.P. 1991. *Rb-Sr and K-Ar vozrast osadochnyh geochronometrov nizhnego rifeya Anabarskogo massiva*. *Izvestiya Akademii Nauk SSSR, Seriya Geologicheskaya*, 7:17-32. (In Russian)

Luo, Q.L. 1991. New data on the microplants from Changlongshan Formation of Upper Precambrian in western Yanshan Range. *Tianjin Institute of Geology and Mineral Resources Bulletin*, 25:107-118. (In Chinese with English abstract)

Field Guides (provide enough information to locate publication):

Cooper, J.D. 1981. Geology of the Eastern Puente Hills, p.35-54. In Woyski, M.S. (ed.), *1981 Tour and Field Guide. National Association of Geology Teachers Far Western Section*. Chevron Oil Field Research Company, Fullerton, California

Treatise on Invertebrate Paleontology:

Lane, N.G. 1978. Synecology, p. T343-T345. In Moore, R.C. and Teichert C. (eds), *Treatise on Invertebrate Paleontology, Part G, Echinodermata 2. Geological Society of America and University of Kansas Press*, Boulder, Colorado, and Lawrence, Kansas, 1-1027.

Robison, R.A. (ed.) 1983. *Treatise on Invertebrate Paleontology, Part G, Bryozoa, Revised. Geological Society of America and University of Kansas Press*, Lawrence, Boulder, Colorado and Lawrence, Kansas, 1-625.

Systematic Palaeontology

Notes: Family and lower taxonomic ranks must be cited. All taxonomic works cited in the Systematic Palaeontology section (and elsewhere in the text) must be listed in the References section, including works cited as parts of taxonomic names. Authors may decide which taxonomic ranks above the level of family to include; higher ranks should be included if there is controversy regarding usage. Group names should be given in capitals. Taxa left in open nomenclature should follow: [Bengtson, P. 1988. Open nomenclature. *Palaeontology*, 31:223-227. See instructions above about naming new taxa.](#)

The sequence of topics under the name begins with the synonymy. Synonymy completeness is at the discretion of the author, but it is desirable to include the original designation and a relatively complete source. Use multiple authors' names, not "et al.". Authors are encouraged to annotate synonymies with the symbols recommended by: [Matthews, S.C. 1973. Notes on open nomenclature and synonymy lists. *Palaeontology*, 16:713-719.](#)

Phylum CHORDATA Bateson, 1886
Class CONODONTA Pander, 1856
Order OZARKODINIDA Dzik, 1976
Family CAVUSGNATHIDAE Austin and Rhodes, 1981

Genus CAVUSGNATHUS Harris and Hollingsworth, 1933

Type Species.- *Cavusgnathus alta* Harris and Hollingsworth, 1933, by original designation.

Cavusgnathus hudsoni (Metcalf, 1981)
Figure 1.2-1.4

- v. 1969 *Cavusgnathus charactus* Rexroad; Rhodes, Austin, and Druce, p. 79, pl. 13, figs. 6, 7, 13.
- v. 1969 *Taphrognathus varians* Branson and Mehl; Rhodes, Austin and Druce, p. 241, pl. 13, figs. 4, 5.
- v. 1973 *Taphrognathus varians*; Austin, figs 1.20, 1.21 [cop. Rhodes, Austin and Druce, 1969, pl. 13, figs. 4, 5].

- vp. 1975 *Windsorgnathus windsorensis* (Globensky); Austin in Austin and Mitchell, p. 53, pl. 1, figs. 20, 23 only.
- non 1980 *Clydagnathus? hudsoni* Metcalfe, p. 19, pl. 1, figs. 8, 9.
- v* 1981 *Clydagnathus? hudsoni* Metcalfe, p. 19, pl. 1, fig. 5.

Diagnosis and Description

In general, telegraphic style is preferred, but sometimes conversational style is more effective, especially for those taxa lacking standardized terminology. Reference to Figures is permitted in the description and diagnosis.

Suggested Format:

Taxon Name
 Synonymy
 Type Species
 Description
 Remarks
 Range
 Occurrence

Acknowledgments

1. Acknowledgments should occur on their own separate page, without any other manuscript or reference text.
2. "Acknowledgments" is the American usage; "Acknowledgements" is the British usage. Authors should use whichever is consistent with rest of the manuscript.
3. Initials are used rather than given names. Avoid the use of titles.
4. Affiliations may be given.

FILE FORMAT INSTRUCTIONS

PLEASE NOTE: Individual files may not exceed 50 MB, and the total size of all combined files may not exceed 200 MB. All graphics files should be at 300 ppi at their printed size. If larger file sizes are critical to the manuscript, please contact the Editors or the PEMSATS administrator to arrange file

First Submissions (Pre-review)

Authors submitting new manuscripts should submit a single PDF file that contains all elements of the manuscript, including text, tables, figures, and captions, except for animations, executables, and other dynamic files. This manuscript file should consist of the following subdivisions, each starting one a new page:

1. Title page with keywords
2. Author listing and author affiliations (removed for review)
3. Abstract and plain language summary
4. Manuscript text
5. Acknowledgements (removed for review)
6. References
7. Captions

8. Figures
9. Tables
10. Appendices

Pre-review manuscripts should be submitted in PDF format. Any file type that cannot be embedded in a PDF or MS-Word file (videos etc.) must be submitted separately. If you cannot submit files as a PDF, please contact one of the executive editors for alternative suggestions.

Manuscript Text

For manuscripts that have been accepted or provisionally accepted, revised manuscript text should be submitted as one MS-Word or RTF file. The following sections in the following order should be included:

1. title page,
2. author page,
3. abstract,
4. translated abstracts (OPTIONAL),
5. plain language summary,
6. body of the text,
7. acknowledgements,
8. references,
9. figure/table/appendix captions.

Figures, tables and appendices must be submitted as separate files at final submission.

Appendices and Tables

Lengthy data subordinate to the text should be assembled into one or more separate, numbered appendices following the references. Files may be submitted as word processor documents, spreadsheets or other suitable kinds. Spreadsheet format is preferred for tables.

Captions

Submit your figure and table captions within the text MS-Word or RTF file. Captions should be in the same format as for newly submitted manuscripts.

Figures

Authors of revised manuscripts must submit each figure as a separate, stand-alone file. As you build your figure please keep in mind a vertical format is better suited for both the web and print version of the journal.

Photographic figures should be supplied as TIFF or PSD (Photoshop) format; vector files should be supplied as AI (Illustrator) or Encapsulated PostScript (EPS) files. Text and lines reproduce best as vector graphics. If you cannot match these formats please contact the editors for alternatives. Do **NOT** supply your final figures in Word or PDF format.

Figure parts must be numbered, not lettered, for example Figure 1.1, 1.2, 1.3 (not Figure 1A, 1B, 1C).

Figures should normally be created with widths equal to 175 mm or 84 mm at 300 ppi (figures can be reproduced at 150 ppi for first PDF submission). The size of letters, numbers and symbols should

be chosen with the printed size in mind, normally 10 or 12 point type. Also, authors must ensure that the contrast between inscriptions and background is sufficient. Images should be arranged so as to make the most economical use of space. Author photos should be supplied at 72 ppi and at least 300 pixels wide.

Photographs, artwork and drafting are expected to be of professional quality. Illustrations should be examined critically and redrafted if necessary for quality, clarity and appropriate scale. Authors are encouraged to make use of colour figures where possible. Papers may be delayed or rejected if illustrations are not considered acceptable by the referees or the Editors. **Photographic Figures must include a scale within the photograph or must indicate the size of the specimen/object/field of view in the caption.**

Images on figures should be of uniform contrast and density. Because many manuscripts may be printed by the reader, the background should be white for line drawing, plot, and sketch. Figures should be either white or black for photographic Figures. **Prior to submission, the author should print all figures, whether colour or black and white, to check how the image appears when viewed on paper as well as on screen. Colour figures should be printed in black and white, too, to check if the greyscale values of colours used are sufficiently different.** If colour tone is important, the author should work with a colour calibrated monitor and a greyscale bar should be included as part of the image so that the reader can calibrate to that scale.

Animations

Animations may be submitted in MOV (Quicktime) or animated GIF formats. Animations should be sized to facilitate viewing on fast Internet connections, and ideally should be approximately 512 pixels. Animations should be treated as Figures for numbering, placement, and captioning. A still for each animation should be provided for placement in the print version of the journal.

Other formats

Palaeontologia Electronica encourages active experimentation with animation, 2D and 3D modeling of morphologies, and on-line access to databases. To submit code, executables, or other media formats, please contact the editors.

File Naming Conventions

All material submitted to PE must meet the following electronic-submission requirements, which are based on ISO 9660 constraints for naming of files. Your file names may **_ONLY_** contain the following characters:

1. Lower case
2. Digits 0-9
3. The symbols underscore (`_`) or period (`.`).

Your file names may **_NOT_** contain any of the following:

1. More than 8 characters (e.g., Figure1HorowitzManuscript.ai)
2. File extensions longer than 3 characters (e.g., RudistManuscript.text)
3. Spaces (e.g., Figure 1 Horowitz Ms.doc)
4. Any other characters not listed above (e.g., ~!@#\$\$%^&*()+=-?><,<";'[]{})

It is not necessary to use 'speaking' names, because a short description of each file can be given during submission.