

GUIDE FOR AUTHORS

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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 current ICZN and ICBN requirements for 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 in print at participating academic libraries (print copies are available at cost to interested parties) and is mirrored on 8 distributed servers.

Palaeontologia Electronica is highly graphical in both its format and content. Authors are encouraged to make use of colour in their figures and tables and to include high-resolution digital images as illustrations. Moreover, *Palaeontologia Electronica* encourages active experimentation with animation, 2D and 3D modelling of morphologies, and on-line access to databases.

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.

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.
- 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.

First Submissions (Pre-review)

Authors submitting new manuscripts should submit one embedded file that contains all elements of the manuscript except for animations, executables, and other dynamic files. This manuscript file should consist of the following subdivisions, each prepared as a unit on separate pages within the document:

1. Title page with keywords
2. Author listing and author affiliations
3. Abstract and plain language summary
4. Manuscript text
5. Acknowledgements
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.

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).

Specimens Described in PE

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 housed in a recognized, permanent, non-profit scientific research institution, which should conform to the recommendations of the ICZN and ICBN for care of type specimens. Priority for new taxonomic names stems from the print edition of PE, which is published on the official release date of the issue. PE papers are sometimes released electronically prior to the official publication date; a new taxonomic name is thus formally a *nomen nudum* until the print version is created. Authors who would like the electronic version of their paper held until the print date should inform their handling editor.

Press Releases Related to Papers in PE

Authors or press officers who are planning news releases relating to PE papers are encouraged to consult with the Executive Editor. Please send the editor a copy of press releases before their embargo date. Please include the following sentence in press releases, "Palaeontologia Electronica is the oldest electronic professional 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 1.1-1.4), 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 instance, the delta symbol must be replaced with the word "delta." 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 with 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)

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)

References

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.

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. An author's name is written out in successive citations, not replaced with dashes.
3. For references with multiple authors, please arrange them first according to the number of authors, then alphabetically, and then chronologically.
4. The complete title and complete journal name are used.
5. Paper titles show only the first word capitalized (unless a proper name appears in the title).
6. Book titles should have all major words capitalized.
7. Titles of books, journals, bulletins, memoirs, contributions, theses, dissertations, etc. are encoded as italic.
8. 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).
9. Articles within publications are given in lower case.
10. 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.
11. MSc theses and PhD dissertations should be referred to as the granting institution prefers.
12. Page numbers are not included for book citations.
13. In journal citations, the page range should be included as:
Journal Name, Volume(colon):x-(hyphen)xxx.
14. Issue numbers are only used for publications in which each issue is paginated separately.

Sorting examples:

Doyle, P., 1992.
 Doyle, P. and Howlett, P., 1989.
 Doyle, P., Donovan, D.T., and Nixon, M., 1994.
 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. and Williams, M.E., 1988.
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.

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:

- See <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm> for complete information on electronic references.

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:17p, 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; taxon author names and dates are included in the text and in the references. 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.](#)

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.

FIGURE INSTRUCTIONS

Static Figures

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 and 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), MPG (MPEG), AVI, 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 FORMAT INSTRUCTIONS: FINAL (POST-REVIEW) SUBMISSIONS

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 transfer.

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.

Figures

Authors of revised manuscripts must submit each figure as a separate, stand-alone file. You may submit each figure as a single computer file (scanned or created electronically) or as individual files of each contained figure part. The latter option provides greater presentation flexibility. Submit illustrations separate from text captions.

Photographic figures should be supplied as TIFF or PSD (Photoshop) format, vector files should be supplied in 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.

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.

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.

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.