

Instructions for authors

Preparation and submission of manuscripts: In the first instance, manuscripts should be sent to Ms M. Ker, Production editor, Geological Society Publishing House, Unit 7, Brassmill Enterprise Centre, Brassmill Lane, Bath BA1 3JN. Any editorial correspondence should be sent to the Journal Editor (name listed inside front cover). Papers are accepted on the understanding that they have not been published elsewhere and authors (except those in Governmental employment) are required to assign copyright to the British Micropalaeontological Society. *The Journal of Micropalaeontology* is set from disc and authors should consult the 'electronic text preparation' notes which are available from the Editor or the Production editor or can be found in volume 13, p. 2 of the journal.

Referees are appointed to assess the papers, and the author will be informed of the decisions reached. Correspondence in multi-authored works will be with the first-named author, unless otherwise arranged. Proofs will be sent directly to the author, who must read and correct them, returning them to the Editor. Prompt attention to proofs is essential to avoid delay of publication of the issue.

Papers on all aspects of micropalaeontology are accepted, the principal fields of interest are listed on the cover of the journal. Articles submitted should not exceed 8000 words in length, including references. There are c. 1000 words on a printed page. It is advisable to consult the Editor if a longer article is to be submitted. Three copies of the script and three sets of the figures should be submitted to the Production editor, who will acknowledge receipt. The typescript should be accurate and in its final form because corrections at proof stage are costly. The Editor reserves the right to charge authors the full cost of corrections resulting from afterthoughts and additions at proof stage.

Terminology: It may be helpful for intending authors to consult the Royal Society booklet, General Notes on the Preparation of Scientific Papers (revised edn, 1974). Authors are also advised that measurements should be given in SI units, using the conventions recommended in the Royal Society booklet, *Quantities, Units and Symbols* (1975). Standard palaeontological and stratigraphical conventions should be followed in the text; authors are advised to consult Whittaker *et al.* (1991) *A Guide to Stratigraphical Procedure* (Geological Society, London, Special Report No. 20) and recent copies of the Journal. Any localities referred to in the text should be precisely located by their Grid Reference or, for areas outside the British Isles, by latitude and longitude on an index map.

Layout: Typescripts should be double-spaced, including references, on one side only of A4 paper, with 25mm margins on either side. All pages should carry the author(s) name(s) and be numbered consecutively. Typescripts should be arranged as follows:

Title page: brief, informative title (when a systematic name is included, include the name of the group, e.g. *Loxococoncha* (Ostracoda, Crustacea)); short title (50 characters max.); name(s) of author(s) and full postal address(es) where work was carried out.

Abstract: not more than 200 words

Text: as concise as possible, subdivided by suitable headings. There are 3 orders of headings – A-heads are bold, upper case; B-heads are bold, lower case; C-heads as B, but text runs on.

Acknowledgements

Appendices

References: see below

Tables: each on a separate sheet

Figure captions

Taxonomic papers: Layout will appear as current issues, in the following order:

SYSTEMATIC DESCRIPTIONS

Suborder **Podocopina** Sars, 1866

Superfamily **Cytheracea** Baird, 1850

Family **Loxococonchidae** Sars, 1925

Genus *Touroconcha* Ishizaki & Gunther, 1976

Touroconcha lapidiscola (Hartmann, 1959)

(Pl. 1, figs 1–6; Pl. 2, fig. 3)

Authors are requested not to use the tab, indent or centring facility on the word-processor for these systematic sections when submitting the revised manuscript and disc. The necessary layout will be added by the typesetter.

Synonymies should appear in the following abbreviated form:

1959 *Loxococoncha lapidiscola* Hartmann: 223, pl.41, figs 128, 129, pl.42, figs 131–133.

1974 *Loxococoncha ?lapidiscola* Hartmann; Swain & Gilby: 324, fig. 24, pl.5, fig. 9a,b.

Where relevant, the following order of subheadings should be adopted: **Derivation of name. Diagnosis. Holotype. Material. Locality and horizon. Description. Dimensions. Remarks.**

References: No reference should be made to unpublished works such as theses or company reports. List all references cited. Within the text, the citation should be name and date, e.g. (Smith, 1992), with an ampersand (&) if there are 2 authors. With references of 3 or more authors, the citation should appear as first-named author *et al.* If there is more than one reference listed, these should be ordered chronologically, separated by a semi-colon. In the reference list at the end of the paper, all authors of all references should be listed, and the references should be organized alphabetically and chronologically. References should be given as fully as possible, with no abbreviations of journal titles. The town of origin of the journal should be included wherever possible. See recent issues of the Journal for further reference style. Authors are responsible for the accuracy of their references.

Illustrations: Photographs can be submitted as plates or as text-figures. Line drawings are always numbered as text-figures and should be suitable for reduction to either single (85mm) or double (178mm) column width, with a minimum cap height of labelling of 2mm (after reduction). The maximum size of text-figures, after reduction, will be 210 × 178 mm. Plates should be sized to fit an area of 210 × 160 mm. If necessary, figures should carry a metric scale at the bottom of the figure, in preference to a reduction factor in the caption. Authors proposing to include coloured figures are advised to consult the Editor; these are very expensive to produce and authors may be asked to bear the costs.

To be acceptable as a plate, photographs need to be clear contrast, black-and-white prints of the highest quality. They may be cut as rectangles on white board, or individual specimens may be cut around, in which case a plain or glossy white background should be used. All photographs should be numbered from top left to bottom right. Plate explanations should be fully informative, giving reg. nos of specimens, locality, magnification, etc. Three copies of the original photographs and three sets of photocopies of line figures should be sent in with the submission of the typescript. Authors should retain their original line figures until the manuscript is accepted for publication. Artwork is returned to the author after publication, only if requested. Illustrated material should normally be deposited in a museum or other national repository and the catalogue numbers quoted in the paper.

Offprints: 50 offprints of each paper are supplied free of charge; no further copies can be purchased.