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**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.

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**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 lapidiscicola* (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 lapidiscicola* Hartmann: 223, pl.41, figs 128, 129, pl.42, figs 131–133.

1974 *Loxococoncha ?lapidiscicola* 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.

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- 2002 Gary Mullins (University of Leicester) for: Mullins, G. 2001. Acritarchs and prasinophyte algae of the Elton Group, Ludlow Series, of the type area. *Monograph of the Palaeontographical Society, London*, **155**, 154 pp.