

# Journal of Micropalaeontology Editorial Board

*Editor-in-Chief:* **Dr Sev Kender** (University of Nottingham, UK)

*Editors:* **Dr Laia Alegret** (Universidade de Zaragoza, Spain)

**Dr Thomas Cronin** (US Geological Survey, USA)

**Dr Taniel Danelian** (Université Lille 1, France)

**Dr Kirsty Edgar** (University of Birmingham, UK)

**Professor Emanuela Mattioli** (Université Lyon 1, France)

**Dr Francesca Sangiorgi** (Utrecht University, the Netherlands)

*Production Editor:* **Sarah Gibbs** (Geological Society Publishing House, Bath)

## Notes for the guidance of authors

Research Articles (no size limit but not monographic material) and Micropalaeontology Notebooks (1-3 printed pages) are welcome. For thematic sets of papers contact the Editor-in-Chief directly.

All papers are accepted on the understanding that they have not been submitted or published elsewhere. Papers are also accepted on the understanding that all authors consent to the submission. Please ensure that all authors have seen and approved the submitted version.

**Information for Authors:** instructions can be found at <http://www.geolsoc.org.uk/jm-authorinfo>

**Submissions:** all submissions to Journal should be made online via: <http://www.editorialmanager.com/jmpaleo> Full instructions will be found within the site. You will need to register before you can submit. Before submitting a manuscript, it is recommended that you have the following to hand:

- all authors' first, middle names/initials and last names
- all authors' e-mail addresses
- manuscript files in Word or RTF formats
- tables in XLS, CSV or DOC formats
- figures/images in TIF, EPS, PDF or JPG formats
- supplementary data files
- covering letter (which the referees will see)
- abstracts of any related papers that you have in press

The submission package will guide you through the processes for submitting your files and confirmation/approval. You can upload a ZIP file to the system and it will be automatically unpacked.

**Illustrations:** a group of half-tone images of microfossils, whether full-page or part-page in size, is called a Figure, not a Plate. Inclusion of scale bars is recommended. By convention figures of fossils should be lit from the upper left. For scanning electron micrographs the specimen should be orientated so that the raster moves from top to bottom of the specimen, and it appears to be lit from the top.

**Taxonomy:** authors are expected to be familiar with the latest versions of the *International Code of Zoological Nomenclature* (<http://iczn.org/code>) and *International Code of Nomenclature for algae, fungi and plants* (<http://www.iapt-taxon.org/nomen>) as relevant. For new animal taxa it is recommended that the names be registered with Zoobank ([www.zoobank.org](http://www.zoobank.org)) and given a unique identifier.

**Supplementary Data:** see <http://www.geolsoc.org.uk/SUP> for information about supplementary material.

**Open Access Publishing:** authors may choose to make their article fully Open Access (sometimes called 'Gold Open Access') on payment of an Article Processing Charge. For *Journal of Micropalaeontology*, the APC is £1000/\$2000. There is a 50% discount for articles where all the authors are at a research institution in a developing country. More information on the Society's policy can be found at: [www.geolsoc.org.uk/open-access](http://www.geolsoc.org.uk/open-access)

**Colour:** it is possible for figures to appear in colour online and be printed in black and white. There is no cost for online colour provided that we can use the same file as for printing. There are charges for including colour in the print version. Estimates of likely costs can be obtained from the Production Editor. Please ensure that colour files to be printed are saved as CMYK, not RGB.

**Offprints:** paper offprints may be ordered on the form provided at proof stage. You will be given free access to 25 PDF downloads once your paper is published online, details will be emailed directly to the corresponding author at the time of publication.

**Editorial Enquiries:** contact the Production Editor, Sarah Gibbs ([sarah.gibbs@geolsoc.org.uk](mailto:sarah.gibbs@geolsoc.org.uk)) or the Editor-in-Chief, Dr Sev Kender ([journal@tmsoc.org](mailto:journal@tmsoc.org))