

INSTRUCTIONS TO AUTHORS

Authors wishing to submit articles to the *Journal of Micropalaeontology* should send their manuscripts, in duplicate, to the Editor. Format should follow that of previously published papers:

1. *Title* – informative but brief.
2. *Author's name* – followed by author's full postal address.
3. *Abstract* – of no more than 200 words.
4. *Text* – to be as concise as possible, subdivided by suitable headings in caps. e.g. **INTRODUCTION, METHODS**. Paragraphs are indented. Any **ACKNOWLEDGEMENTS** should be listed at the end of the main text. For taxonomic papers, the following layout should be adopted:

SYSTEMATIC DESCRIPTIONS

Suborder Podocopina Sars, 1866
Superfamily Cytheracea Baird, 1850
Family Loxoconchidae Sars, 1925
Genus *Touroconcha* Ishizaki & Gunther, 1976
Touroconcha lapidiscola (Hartmann, 1959)
(Pl. 1, figs. 1-6; Pl. 2, fig. 3)

Synonymies – to be in the following abbreviated form:

- 1959 *Loxoconcha lapidiscola* Hartmann: 223, pl. 41, figs. 128, 129, pl. 42, figs. 131-133.
1966 *Loxoconcha lapidiscola* Hartmann; van den Bold: 51, pl. 4, Fig. 8a, b.
1974 *Loxoconcha ?lapidiscola* Hartmann; Swain & Gilby: 324, fig. 24, pl. 5, fig. 9a, b.

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

5. *References* – standard abbreviations should be used for all journal names, and the town of origin of the journal should be included wherever possible. Examples to follow:

Horne, D. J. 1980. *Recent Ostracoda from the Severn Estuary and Bristol Channel*. Unpub. Ph.D. thesis, University of Bristol.

Mandelstam, M. I. 1960. In Orlov, J. A. (Ed.), *Fundamentals of Palaeontology*, (8). *Arthropoda, Trilobita and Crustacea*, 515 pp., 17 pls. Moscow.

Moore, R. C. (Ed.) 1961. *Treatise on Invertebrate Palaeontology, Pt. Q, Arthropoda*, **3**, xxiii + 442 pp., 334 figs. Univ. Kansas Press.

Rhodes, F. H. T. 1952. A classification of Pennsylvanian conodont assemblages. *J. Paleont.*, Chicago, **26**, 886-901, pls. 126-129.

Sturrock, S. & Murray, J. W. 1981. Comparison of low energy and high energy marine middle shelf foraminiferal faunas; Celtic Sea and western English Channel. In Neale, J. W. & Brasier, M. D. (Eds.), *Microfossils from Recent and fossil shelf seas*, 250-260. Ellis Horwood Ltd., Chichester for British Micropalaeontological Society.

Authors are themselves responsible for the accuracy of their references.

6. Illustrations

The type area of the printed pages is 175 × 225mm, in double columns. Please bear this in mind when including illustrations. Fold-outs are not acceptable.

Figures – it is recommended that drawings be prepared larger than final reproductions, with appropriate scale bars, key etc. as necessary.

Tables – where merely simple lists of names, these can be typeset by the printer, otherwise the tables should be drawn neatly, as above.

Plates – plate size is 160 × 210mm maximum. All photographic material must be of the highest quality otherwise they will be returned as unacceptable. Photographs may be cut as rectangles on white board, or individual specimens may be cut round, in which case a **glossy black background** is essential. All photographs should be numbered by the author using appropriately sized lettering, from top left to bottom right. Plate explanations should be fully informative, giving reg. nos. of specimens, locality, magnification etc.