

INSTRUCTIONS TO AUTHORS

1. *Preparation and submission of manuscripts* — 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. The Journal is prepared by desk-top publishing, using an AppleMac system, but we can translate most 3.5 or 5.25 discs. Do not send a disc with the manuscript; this will be asked for when the manuscript is accepted. However, it would be helpful if you would mention the system being used in the covering letter sent with the manuscript. If the author's disc is used then the author is responsible for the type setting. However, it is often faster to retype if problems arise during translation, so then normal proof reading will be required. While authors' discs will be used whenever possible, please note that there is no requirement to submit a disc, and ordinary typed papers will not suffer any disadvantages or delays. It is necessary to retabulate the manuscripts, so it makes life easier if the text is typed as a continuous document without the insertion of tabs. Do not indent references or centre headings. Leave only one space after the full-stop at the end of a sentence. Do use italics or bold where necessary. Check proofs carefully if your disc has been translated as coded parts of programmes frequently appear.
2. *Title* — informative but brief; when a systematic name is included, include the name of the group, e.g. *Loxococoncha* (Ostracoda, Crustacea).
3. *Author's name* — followed by author's full postal address.
4. *Abstract* — of no more than 200 words.
5. *Text* — to be as concise as possible, subdivided by suitable headings. There are usually three orders of headings:

INTRODUCTION

This main heading is in bold type and upper case letters.

2nd Order

This is in bold but lower case.

3rd Order. In bold and lower case, but text continues on same line.

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

Tourocxoncha lapidiscola (Hartmann, 1959)

(Pl.1, figs 1–6; Pl.2, fig. 3)

Synonymies — to be in the following abbreviated form:

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

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

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

6. *References* — standard abbreviations should be used for all journal names, the town of origin of the journal should be included wherever possible. Authors are responsible for the accuracy of their references.

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*, 515pp., 17 pls. Moscow.

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

7. *Illustrations* — The type area of the printed page is 178 x 225mm in double columns; column width is 85mm. Please bear this in mind when preparing illustrations.

Plate size is 160 x 210mm. Photographs can be included within the text as text figures, either at column width or page width, although for systematic papers plates are the best method for illustration. 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, but complex tables will be treated as diagrams and reproduced camera-ready.

Plates — plate size is 160 x 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.

8. *Reprints* — 100 reprints of each paper are supplied free; it is not possible to purchase further copies.

B.M.S. OCCASIONAL PUBLICATIONS

		BMS Members	Non-members
1. <i>Stratigraphical Atlas of Fossil Foraminifera</i> (Second Edition) D.G. Jenkins & J.W. Murray (Editors), 1989, 593pp., ISBN 0 13 852187 5	£56.40	£94.00
2. <i>A Stratigraphical Index of Conodonts</i> A.C. Higgins & R.L. Austin (Editors), 1985, 263pp., ISBN 0 13 847161 4	£25.50	£42.50
3. <i>Conodonts: Investigative Techniques and Applications</i> R.L. Austin (Editor), 1987, 422pp., ISBN 0 13 170747 7	£50.40	£84.00
4. <i>Palaeobiology of Conodonts</i> R.J. Aldridge (Editor), 1987, 180pp., ISBN 0 13 650581 3	£20.40	£33.95
5. <i>Micropalaeontology of Carbonate Environments</i> M.B. Hart (Editor), 1987, 296pp., ISBN 0 13 584137 2	£32.40	£54.00
6. <i>Nannofossils and their Applications</i> J.A. Crux & S.E. van Heck (Editors), 1989, 356pp., ISBN 0 13 609215 2	£49.20	£82.00
7. <i>Northwest European Micropalaeontology and Palynology</i> D.J. Batten & M.C. Keen (Editors), 1989, 298pp., ISBN 0 13 626821 8	£50.40	£84.00

Although originally published by Ellis Horwood Ltd., orders for the above books should now be placed with the Simon & Schuster International Group, 66 Wood Lane End, Hemel Hempstead, Herts HP2 4RG, England. Please quote the book(s) you require with the ISBN number(s). Overseas members can order directly from Simon & Schuster, but all cheques must be payable in £ sterling to International Book Distributors Ltd. Postage and packing is extra; £2.30 per book U.K. inland; £7.00 Air parcel. Please note that *Microfossils of Recent and Fossil Shelf Seas* J.W. Neale & M.D. Brasier (Editors), *Fossil and Recent Ostracods* R.H. Bate, J.E. Robinson & L.M. Sheppard (Editors) and *A Stratigraphical Index of Calcareous Nannofossils* A.R. Lord (Editor) are now out of print.

Ostracoda and Global Events

R.C. Whatley & C.A. Maybury (Editors), 1990, 648pp., ISBN 0 412 36300 3 £52.00 £65.00

Published by Chapman & Hall. Order from: ITPS – Customer Services Dept., Cheriton House, North Way, Andover, Hants SP10 5BE.

B.M.S. FIELD GUIDES

1. *Mesozoic and Cenozoic Stratigraphical Micropalaeontology of the Dorset Coast and Isle of Wight, Southern England*. A.R. Lord & P.R. Bown (Editors), 1987, 183pp. Cost £6.00 plus postage (£2.00 U.K., £4.00 overseas, surface mail).
Order from: Dr A.R. Lord, Micropalaeontology Unit, Department of Geological Sciences, University College, Gower Street, London WC1E 6BT.
2. *The Lower Palaeozoic of the northern Welsh Borderland and South Wales*. D.J. Siveter, 1988, 47pp. Cost £5.50.
3. *The Jurassic and Cretaceous of Eastern England*. R.H. Bate & I.P. Wilkinson, 1988, 71pp. Cost £5.50.
4. *Cretaceous Ostracoda of the Weald*. D.J. Horne, 1988, 42pp. Cost £3.75.
5. *An Introductory Guide to the Neogene and Quaternary of East Anglia for Ostracod Workers*. A.R. Lord, D.J. Horne & J.E. Robinson, 1988, 11pp. Cost £2.25.
6. *The Mesozoic and Tertiary of Southern England: the Dorset Coast and Isle of Wight*. M.C. Keen, A.R. Lord & R.C. Whatley, 1988, 79pp. Cost £5.50.
7. *Recent Freshwater Ostracoda of the Lake District*. D.J. Horne, 1988, 28pp. Cost £2.75.
8. *Recent and Quaternary Ostracoda of the Firth of Clyde, S. W. Scotland*. J.E. Whittaker, 1988, 50pp. Cost £5.00.
9. *St. David's and the Recent Marine and Estuarine Ostracoda of the Cardiganshire and Pembrokeshire Coasts*. R.C. Whatley & C.A. Maybury, 1988, 8pp. Cost £1.25.

Field guides 2–9 were produced for the Pre- and Post-Symposium excursions of the Xth International Symposium on Ostracoda, Aberystwyth, 1988. They may be purchased singly or collectively (cost £28.00) from: Dr D.J. Horne, School of Earth Sciences, Thames Polytechnic, Walburgh House, Bigland Street, London E1 2NG. The prices include postage and packing (surface mail overseas).