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 paragraphs is indented. Any

2. Title — informative but brief; when a systematic name is included, include the name of the group, e.g. *Loxoconcha* (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 *Turoconcha* Ishizaki & Gunther, 1976
   *Turoconcha 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.
   1974 *Loxoconcha 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.


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.

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   **Tables** — where merely simple lists of names, these can be typeset, but complex tables will be treated as diagrams and reproduced camera-ready.

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