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Title page: brief, informative title which includes the geographical and stratigraphical limits of the work (when a systematic name is included, include the name of the group, e.g. Loxoconcha (Ostracoda, Crustacea): short title (50 characters max.); name(s) of authors(s) and full postal address(es) where work was carried out, and e-mail addresses where appropriate.

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Text: as concise as possible, subdivided by suitable headings. There are three orders of headings which are not numbered – A-heads are BOLD, UPPER CASE; B-heads are bold, lower case; C-heads as B, but text runs on.

Acknowledgements: should be short and concise.

Appendices: an ftp site is available for additional data, consult the editor.

References: see below.

Tables: each on a separate sheet.

Figure captions

Taxonomic papers: Systematics layout and style will appear as current issues, in the following order:

SYSTEMATIC DESCRIPTIONS
Suborder Globigerinina Delage & Hérouard, 1896
Superfamily Globorotaliacea Cushman, 1927
Family Truncorotaloididae Loeblich & Tappan, 1961
Genus Acarinina Subbotina, 1953
Acarinina soldadoensis (Brönnimann, 1952) (Pl. 1, figs 3, 9–10; Pl. 2, fig 16)

Synonymies should appear in the following abbreviated form:
1952 Globigerinina soldadoensis Brönnimann: 7, 9, pl. 1, figs 1–9
1956 Acarinina clara Khalilov: pl. 5, fig. 4; pl. 6, figs 1, 3.
1962 Globorotalia (Acarinina) soldadoensis (Brönnimann); Hillebrandt: 142, pl. 14, figs 5–6.
1971 Acarinina soldadoensis (Brönnimann); Berggren: 76, pl. 5, figs 1–3.

Where relevant, the following order of subheadings should be adopted:

When associated taxa are discussed in the remarks, please include the author, year and a referenced citation.

References: No reference should be made to unpublished works such as MSc or PhD theses, or company reports.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 two authors. With references of three 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. Books and edited volumes should include the publisher, town of origin and page numbers (or total number of pages). See recent issues of the Journal for further reference style. Authors are responsible for the accuracy of their references.

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