Instructions for authors

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Papers on all aspects of micropalaeontology are accepted, the principal fields of interest are listed on the cover of the Journal. Articles submitted should not exceed 8000 words in length including references. There are c. 1000 words on a printed page. The Editor should be consulted if a longer article is to be submitted. Micropalaeontology Notebooks are short, rapidly published communications of 1000 words or less, they conform in style to, and are refereed to the same standards as papers, but exclude abstracts.

Three copies of the script and three sets of the figures should be submitted to the Production editor, who will acknowledge receipt. Manuscripts which deviate excessively from the Journal style and format will be returned to authors for amendment. The typescript should be accurate and in its final form because corrections at proof stage are costly. The Editor reserves the right to charge authors the full cost of corrections resulting from afterthoughts and additions at proof stage.

Terminology: It may be helpful for intending authors to consult the Royal Society booklet, General Notes on the Preparation of Scientific Papers (revised edn. 1974). Authors are also advised that measurements should be given in SI units, using the conventions recommended in the Royal Society booklet, Quantities, Units and Symbols (1975). Standard palaeontological and stratigraphical conventions should be followed in the text: authors are advised to consult Rawson et al. (2002) A Guide to Stratigraphical Procedure (Professional Handbook, Geological Society, London) and recent copies of the Journal. Any British Isles localities referred to in the text should be located precisely by their Grid Reference or, for other localities, by latitude and longitude on an index map.

Layout: Typescripts should be double-spaced, including references, on one side only of A4 paper, with 25 mm margins on either side. All pages should carry the author(s) name(s) and be numbered consecutively. Typescripts should be arranged as follows:

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.

Abstract: not more than 200 words. It should summarize facts and conclusions, should not contain any references and must not merely be an introduction to the paper.

Keywords: for the benefit of indexing please include five keywords.

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: Systemsatics layout and style will appear as current issues, in the following order:

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

Syonymy should appear in the following abbreviated form:
1952 Globigerina 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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To be acceptable as a plate, photographs of taxa need to be clear contrast, black-and-white prints of the highest quality (see comments about colour plates). Images may be cut and mounted as rectangles on white board, or individual specimens may be cut around, and mounted neatly on a clean black or glossy white background. Avoid large areas of background. Plates should be submitted on white or black card, or in electronic format with high quality print copies. All photographs should be numbered from top left to bottom right. Plate explanations should be fully informative, giving registration numbers of specimens, locality, magnification, etc.

Three copies of the original photographs and three sets of photocopies of line figures should be sent in with the submission of the typescript. Authors should retain their original line figures until the manuscript is accepted for publication. Artwork is returned to the author after publication, only if requested. Illustrated material should normally be deposited in a museum or other national repository and the catalogue numbers quoted in the paper.

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