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:


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.