

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; when a systematic name is included, include the name of the group, e.g. *Loxoconcha* (Ostracoda, Crustacea).
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. 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

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.

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. 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*, 515 pp., 17 pls. Moscow.

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

6. *Illustrations* – The type area of the printed page is 175 × 225 mm. in double columns; column width is 85 mm. **Plate size is 160 × 210 mm.** Please bear this in mind when including illustrations. 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 by the printer, otherwise the tables should be drawn neatly, as above.

Plates – plate size is 160 × 210 mm 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.

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

