

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. *Loxococoncha* (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 *Loxococoncha lapidiscola* Hartmann: 223, pl. 41, figs. 128, 129, pl. 42, figs. 131–133.

1974 *Loxococoncha ?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.

B.M.S. OCCASIONAL PUBLICATIONS

1. *A Stratigraphical Atlas of British Ostracoda*
R. H. Bate & J. E. Robinson (Editors), 1978. 538 pp. OUT OF PRINT
2. *Stratigraphical Atlas of Fossil Foraminifera* (2nd Edition)
D. G. Jenkins & J. W. Murray (Editors), 1989. BMS members £47.70; Non-members £79.95
3. *Microfossils from Recent and Fossil Shelf Seas*
J. W. Neale & M. D. Brasier (Editors), 1981. 380 pp. BMS members £27.70; Non-members £46.15
4. *Fossil and Recent Ostracods*
R. H. Bate, J. E. Robinson & L. M. Sheppard (Editors), 1982. 492 pp. BMS members £28.40; Non-members £47.35
5. *A Stratigraphical Index of Calcareous Nannofossils*
A. R. Lord (Editor), 1982. 192 pp. BMS members £24.35; Non-members £40.55
6. *A Stratigraphical Index of Conodonts*
A. C. Higgins & R. L. Austin (Editors), 1985. 263 pp. BMS members £20.70; Non-members £34.50
7. *Conodonts: Investigative Techniques and Applications*
Ronald L. Austin (Editor), 1987. 422 pp. BMS members £41.35; Non-members £68.90
8. *Palaeobiology of Conodonts*
Richard J. Aldridge (Editor), 1987. 180 pp. BMS members £18.15; Non-members £30.25
9. *Micropalaeontology of Carbonate Environments*
Malcolm B. Hart (Editor), 1987. 296 pp. BMS members £27.05; Non-members £45.05
10. *Nannofossils and their Applications*
J. A. Crux & S. E. van Heck (Editors), 1989. 356 pp. BMS members £41.70; Non-members £69.50
11. *Northwest European Micropalaeontology and Palynology*
D. J. Batten & M. C. Keen (Editors), 1989. 298 pp. BMS members £42.00; Non-members £69.95

Postage and packing is extra; £1.75 per book U.K. Inland; £6.00 Air parcel.

Orders should be placed with Ellis Horwood Ltd., Market Cross House, Cooper Street, Chichester, West Sussex P019 1EB. Overseas members can order direct from Ellis Horwood, but all cheques should be payable in £ sterling to Ellis Horwood Ltd.

B.M.S. FIELD GUIDES

1. *Mesozoic and Cenozoic Stratigraphical Micropalaeontology of the Dorset Coast and Isle of Wight, Southern England*. A. R. Lord & P. R. Bown (Editors), 1987. 183pp.
Cost £6 plus postage and packing (£1.50 U.K., £3.50 overseas, surface mail).
Order from Dr A. R. Lord, Micropalaeontology Unit, Department of Geology, University College, London WC1E 6BT.
2. *The Lower Palaeozoic of the northern Welsh Borderland and South Wales*. D. J. Siveter, 1988, 47 pp. Cost £5.00 plus postage and packing U.K. £0.39 overseas surface mail £0.61.
3. *The Jurassic and Cretaceous of Eastern England*. R. H. Bate & I. P. Wilkinson, 1988, 71 pp. Cost as for Guide no. 2.
4. *Cretaceous Ostracoda of the Weald*. D. J. Horne, 1988, 42 pp. Cost £3.50 plus postage and packing U.K. £0.22 overseas surface mail £0.33.
5. *An Introductory Guide to the Neogene and Quaternary of East Anglia for Ostracod Workers*. A. R. Lord, D. J. Horne & J. E. Robinson, 1988, 11 pp. Cost £2.00 plus postage and packing U.K. £0.22, overseas surface mail £0.33.
6. *The Mesozoic and Tertiary of Southern England: the Dorset Coast and Isle of Wight*. M. C. Keen, A. R. Lord & R. C. Whatley, 1988, 79 pp. Cost as for Guide no. 2.
7. *Recent Freshwater Ostracoda of the Lake District*. D. J. Horne, 1988, 28 pp. Cost £2.50 plus postage and packing U.K. £0.26, overseas surface mail £0.42.
8. *Recent and Quaternary Ostracoda of the Firth of Clyde, S. W. Scotland*. J. E. Whittaker, 1988, 50 pp. Cost £4.50 plus postage and packing U.K. £0.32, overseas surface mail £0.52.
9. *St. David's and the Recent Marine and Estuarine Ostracoda of the Cardiganshire and Pembrokeshire Coasts*. R. C. Whatley & C. A. Maybury, 1988, 8 pp. Cost £1.00 plus postage and packing U.K. £0.22, overseas surface mail £0.33.

Field Guides 2–9 may be purchased singly or collectively (cost £25.00 plus postage and packing U.K. £2.36 overseas surface mail £3.30), from: Dr D. J. Horne, Dept. Geology, City of London Polytechnic, Walburgh House, Bigland St., London E1 2NG.