THE BRITISH MICROPALAEONTOLOGICAL SOCIETY, LONDON

Founded 1970


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The British Micropalaeontological Society was founded to further the study of micropalaeontology. Meetings and demonstrations are held throughout the year and the Society now publishes a number of both serial and occasional publications. Membership is open to individuals and to libraries on payment of the appropriate annual subscription.

Rates for 1990 are:

- Library membership . . . . . . . . . . . . . . . . . . . . . . . . . . £40
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Student members are persons receiving full-time instruction at educational institutions recognised by the Society. Application forms for membership should be obtained from the Treasurer.

SERIAL PUBLICATIONS

*Journal of Micropalaeontology*, Volume 1 (1982) – Published biannually and issued free to members.

*The British Micropalaeontologist*, Number 1 (1976) – Newsletter; three issues per year free to all members.

*A Stereo-Atlas of Ostracod Shells*, Volume 1 (1973) – Published biannually. Subscription for 1990: £25 (Libraries £55). Orders to: Dr J. E. Whittaker, Department of Palaeontology, British Museum (Natural History), Cromwell Road, London SW7 5BD.

Backparts of both the *Journal of Micropalaeontology* and *A Stereo-Atlas of Ostracod Shells* are available; write to the Treasurer for details.

JOURNAL OF MICROPALAEONTOLOGY

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The *Journal of Micropalaeontology* will accept original papers and review articles dealing with all aspects of micropalaeontology. Instruction to authors may be obtained from the Editor on request; an abbreviated version will be found at the back of this issue. Information on advertising rates may also be obtained from the Editor, to whom manuscripts and all camera-ready artwork should be sent.

Price £30
EDITORIAL AND NEW INSTRUCTIONS TO AUTHORS

During May 1989 the Committee of the Society decided that the Journal of Micropalaeontology should go over to desk-top publishing in order to contain costs. Volume 9 Part 2 is the result of these deliberations, and also explains why it is so late in publication. Many problems arose during its preparation, but most of these have now been solved so that future issues should come out on time. A new and detailed set of instructions to authors is in course of preparation, but the main points are set out below.

Volume 9 Part 2 is larger than usual, and includes four papers from the proceedings of a British Micropalaeontological Society symposium held at Norwich during May 1989. The remainder of the part has papers covering a wide range of topics.

SOME NEW INSTRUCTIONS TO AUTHORS

1. Submission of manuscripts.
There is no change here; two copies should be sent to the editor.

2. Preparation of manuscript.
We use an AppleMac system, but can translate most 3.5 or 5.25 discs. Do not send a disc with the manuscript; this will be asked for when the manuscript is accepted. However, it would be helpful if you would mention the system being used in the covering letter sent with the manuscript. If we use the author’s disc then the author is responsible for the type setting. However, it is often faster to retypew ith problems arise during translation, so then normal proof reading will be required. While author’s discs will be used whenever possible, please note that there is no requirement to submit a disc, and ordinary typed papers will not suffer any disadvantages or delays.

3. Tables.
Complex tables will be treated as diagrams and reproduced as camera-ready. Simple tables will be reformulated. When keying in tables use one tab only between each column.

4. Preparation of text on discs.
It is necessary to retabulate the manuscripts, so it makes life easier if the text is typed as a continuous document without the insertion of tabs. Do not indent references or centre headings. Leave only one space after the full-stop at the end of a sentence. Do use italics or bold where necessary.

5. Proof reading.
In future papers will be sent to authors for proof reading as they are processed, which may be several months before publication. There is now more flexibility in incorporating author’s changes to text, but this must still be kept to a minimum. Coded parts of programmes, presumably instructions, sometimes appear in the text when we translate a disc; these must be searched for very carefully. Italics often disappear, so again careful proof reading is required.

No change here, although the Editorial Board is considering changes; so please follow the details set out in the Instructions to Authors.

Mike Keen
Editor
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.


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.