

Instructions to Authors 2021

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General points

Please note that both of our journals are now fully online-only. A print on demand service is available on request.

Style

- It is **not** necessary to format your text exactly following journal style. If accepted, your manuscript may be modified to follow journal style by a copy editor.
- Manuscripts should be in British English and use a simple and consistent written style.
- For example, please **do not use ditto marks** in the reference list.
- Please limit your main text to three levels of heading (plus taxon name headings in any systematic section).
- Avoid long, complicated sentences and unusual words and phrases. Ideally articles should be read easily by those whose first language is not English.
- Footnotes are not allowed except in tables.
- All chronostratigraphical and geochronological names should follow the [International Committee on Stratigraphy](#) standard in conjunction with regional equivalents where appropriate. Regional schemes (including British ones) should not be used in isolation.

Figures

- All illustrations should be referred to as Figures (Fig. or Figs) not plates or text-figs.
- Figures should be numbered in the order in which they are cited in the article.
- Please view your figures at their final intended size and check that all text is clearly legible.
- Arrange figure elements as logically as possible and avoid overcrowding.
- We strongly recommend that you use a white background for composite figures. In particular, black text on a white background is more effective than white on black, especially if it is small.
- Locality maps should include some indication of latitude and longitude; a single tick mark on one vertical and one horizontal axis is usually sufficient.
- Please include an indication of final intended size in the file name: add 166, 110 or 80 for full page width, two-thirds page width or single column width respectively (e.g. Fig1_166.tif).
- Submit all figures as individual files (not embedded in the manuscript):

Parameter	Requirement
File type	TIFF, (EPS or PDF)
Resolution (TIFF)	600 dpi
Colour mode	Grayscale (for grayscale-only figures) RGB (for colour)
Font	Arial, Helvetica or similar sans serif font
Font size	6–10 point (using Arial as standard)
Line weight	0.25 point minimum
Figure width	Single column: 80 mm 2/3 page width: 110 mm Full page width: 166 mm
Figure height	Maximum 226 mm

single column width = 80 mm
maximum figure width = 166 mm

all labels in Arial, Helvetica or other sans serif font, no smaller than 6 pt

scale bar measurement in caption

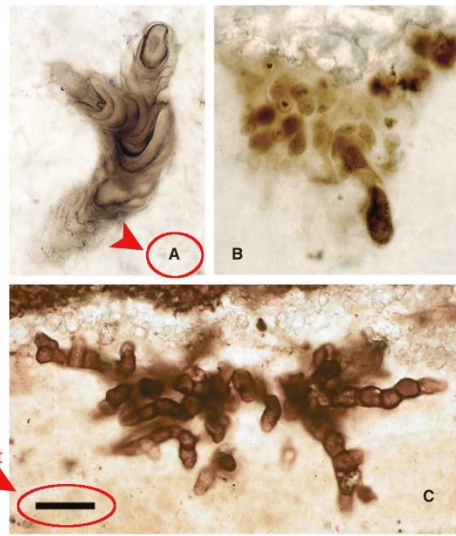


FIG. 3. Putative subsection-II fossil cyanobacteria. A, *Polybessurus bipartitus*, a stalked unicellular fossil broadly comparable to a modern baeocyte-forming marine cyanobacterium, but also freshwater non-baeocyte-forming *Cyanostolon*; from the late Mesoproterozoic Hunting Formation, arctic Canada (Butterfield 2001). B, *Fohvella cambellii* (type specimen), an endolithic

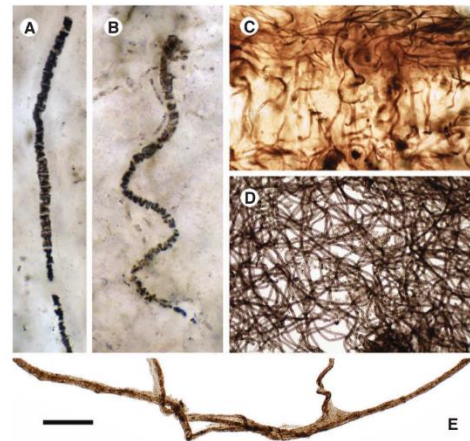
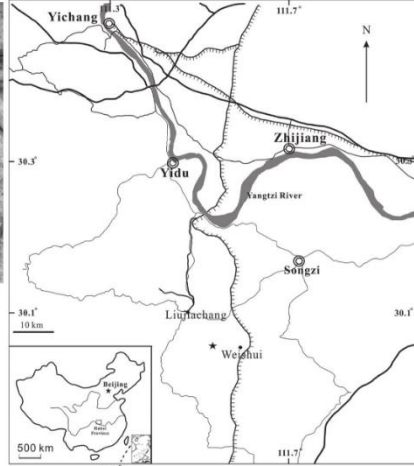


FIG. 4. Filamentous microfossils of probable cyanobacteria (subsection-III). A–B, silicified *Halythrix* sp.; from the Palaeoproterozoic Kasegalik Formation, Belcher Supergroup, Canada (Hofmann 1976; GSC 42769). C, silicified *Siphonophycus* sp. exhibiting the alternating vertical/horizontal orientation typical of mat-building photosynthetic cyanobacteria; from the early–middle Neoproterozoic Limestone–Dolomite Series, upper Eleonore Bay Group, East Greenland; photograph courtesy of A. H. Knoll. D, *Siphonophycus* sp. showing entangled mat-like habit in two dimensions (acid-isolated from shale); from the early Neo-

- Figure lettering should be in a sans serif font such as Arial or Helvetica using a point size equivalent to 6–8 point Arial; avoid the use of italic font (except for taxon names).
- Figures should be submitted as individual files, preferably in TIFF format although high quality PDF and EPS are also acceptable. Resolution should be 600 dpi, except for photographs without text labels:



photograph: 300 dpi



greyscale: 600 dpi

Folioles	Huanghuachang Section		Liujiachang Section
	Fenghsiang Fm.		
Tremadocian	<ul style="list-style-type: none"> • <i>Nekkerohierella nodulifera</i> • <i>Orhizanus serratus</i> • <i>Orhizanus ovalis</i> • <i>Orhizanus sinicus</i> • <i>Nekkerohierella semisphaerica</i> 		<ul style="list-style-type: none"> • <i>Propylidictya parvica</i>
			Xia et al. 2007
	Neanzhenkuai Fm.		<ul style="list-style-type: none"> • <i>Propylidictya simplex</i> sp. nov.
			This study
	Xiangzi Fm.		
	Cambrian		

black & white only: 600 dpi

- LZW compression should be used to reduce file size.
- For more detailed information on figures, see our [Figure Guidelines](#).
- When you upload your figures to ScholarOne, please copy the caption for each figure into the box on the upload form. This will copy the caption to the figure in the review proof.
- Please also list all figure captions at the end of your manuscript.

Tables

Table style does not include shading, diagonal or vertical rules. Horizontal rules will only be inserted at the top and bottom, and to delineate the main headings at the top of a table.

If you have textual information that requires a more complex layout, it may be more appropriate to submit it as a figure.

Tables should be submitted in an editable format (i.e. not as an image file).

Tables are re-keyed by the typesetter; the alignment of text and numbers should be clear in the submitted version.

Data tables larger than one page should be submitted to an associated belowdata archive (see [below](#)).

Table captions should include a single, short, descriptive phrase, with all additional information/abbreviations in a footnote.

Locality and stratigraphical information

Usually, both are required for any materials discussed. Either or both may not be available for material in existing collections. Less specific information may be appropriate if any threat to fossiliferous sites is suspected.

It is often useful to include a location map that summarizes the geology and/or geography of the study region. All geographical names (including countries) and locality names mentioned in the text should be shown. An inset map, indicating the wider geographic context of the study area, may also be useful. Ideally, labelling on these maps should be oriented horizontally and of an appropriate size.

Maps should include an indication of latitude and longitude, and, where appropriate, a scale in metres or kilometres. A single labelled tick mark on one horizontal and one vertical edge is sufficient.

Details of palaeontological samples and specimens should include clear provenance information to ensure full transparency of the research methods. Samples should always be collected and exported in accordance with relevant permits and local laws, and in a responsible manner. Any submission detailing new material from protected sites should include information regarding the requisite permission obtained.

Repositories for specimens

Palaeontological and type specimens should be deposited in a recognised museum or collection to permit free access by other researchers in perpetuity.

All must be assigned unique catalogue numbers. The status of additional material used must also be recorded. Catalogue numbers should be recorded in the manuscript at the most appropriate point; this will usually be within the Systematic Palaeontology section and/or the figure captions.

New taxon registration

To comply with ICZN Code regulations, any new zoological taxa must be registered with [ZooBank](#) before electronic publication is recognised. Authors must register any new zoological taxa as soon as the article is accepted for publication without further revision (not on submission). To register new taxa, and obtain Life Science Identifiers (LSIDs), visit <http://zoobank.org>.

Placeholders should be inserted for: (1) each new taxon LSID, immediately after the main the heading for that taxon in the systematic section (*LSID*. urn:lsid:zoobank.org:act:XXXXX); (2) the ID for

the paper, in a Data Archiving Statement (see Data archiving, below). These are replaced with the final links as part of our production process.

The ICN (formerly ICBN) Code accepts electronic publication in *Palaeontology* and *Papers in Palaeontology* of new plant (seed plants, ferns and lycophytes) and algal names without registration, but an LSID must be obtained for any new fungal name, including members of the Oomycota and lichen-forming fungi (authors should register name(s) with either [Mycobank](#) or [Index Fungorum](#)). For additional information, please see the [ICN Code Chapter F Section 2 Article F.5](#).

Data archiving

Supporting information (additional text, summary data, supporting figures etc.) should be organised in a logical scheme and cited in the text as Appendix S1, Table S1, Fig. S1 etc.

Raw data that supports the study must be permanently archived, either in an institutional repository or in an appropriate specialist or general data repository (e.g. as [MorphoSource](#), [Dryad](#), [MorphoBank](#), [MorphDBase](#) or [TreeBase](#)). If you wish to use Dryad, The Palaeontological Association will pay the required fee.

We recommend that matrices and other phylogenetic data are archived in [MorphoBank](#). Further information will be provided as part of our review process.

For scan data, please follow the best practice recommendations of Davies *et al.* (2017) (<https://doi.org/10.1098/rspb.2017.0194>) and confirm that data is curated and sufficient metadata included with the archive. We recommend that 3D-scan data are uploaded to [MorphoSource](#) so that one or more DOI(s) can be assigned and the record(s) can be linked to the institution holding the original specimen.

To ensure that your data are archived in the most accessible format, please take time to look at the archiving advice provided by Dryad (even if you intend to upload your data to a different repository): https://datadryad.org/stash/best_practices

It is advisable to use non-proprietary, openly documented formats, and you should be aware that numerical or tabulated data in Word is particularly problematic as it has to be extracted and transformed in order to be reusable. Dryad encourages uploading data in multiple formats if styling is important (e.g. <https://doi.org/10.5061/dryad.7kj764d>). There is further guidance on file formats here: https://datadryad.org/stash/best_practices

Any data archive is a separate publication so it is important that it is entirely self-contained. A text README file is useful, with information about what the data are, how they were obtained and, if they are not in a commonly readable format, how to use or access them. Cornell University's Research Data Management Service Group has created a helpful guide to writing such a document: <https://data.research.cornell.edu/content/readme>

Include a Data Archiving Statement immediately before the References with details of the repository used, and ideally information that will allow a reviewer to access the unpublished record, e.g.:

DATA ARCHIVING STATEMENT

This published work and the nomenclatural acts it contains, have been registered in ZooBank: <http://zoobank.org/References/XXXXXXXXXX>

Data for this study [including x, y and z] are available in the Dryad Digital Repository: <https://datadryad.org/stash/share/XXXX> **[please note that the data for this paper are not**

yet published and this temporary link should not be shared without the express permission of the author]

We recommend that you also refer to the data in the text; please cite a reference in the form:

CARPENTER, D. K., FALCON-LANG, H. J., BENTON, M. J. and GREY, M. 2015. Data from: Early Pennsylvanian (Langsettian) fish assemblages from the Joggins Formation, Canada, and their implications for palaeoecology and palaeogeography. *Dryad Digital Repository*. <https://datadryad.org/stash/share/XXXX>

BECK, R. M. D. 2012. Data from: An 'ameridelphian' marsupial from the early Eocene of Australia supports a complex model of Southern Hemisphere marsupial biogeography. *MorphoBank*, P739. <https://doi.org/10.7934/P739>

BRONSEN, A. and O'LEARY, R. 2018. Project: Carcharopsis wortheni. *MorphoSource*. https://www.morphosource.org/Detail/ProjectDetail/Show/project_id/387

RAGAZZOLA, F. 2019. Palaeoenvironmental reconstruction of Early Holocene coralline algae from the Mediterranean Sea. *Pangaea*. <https://doi.org/10.1594/PANGAEA.902268>

LONG, J. 2015. *Atractosteus spatula*, alligator gar. *Digital Morphology*. http://digimorph.org/specimens/Atractosteus_spatula/

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Upload of a preprint at the same time as submission or following submission is also acceptable. Please be aware that preprints including new taxonomic names should not be uploaded to preprint servers unless the new proposed taxonomy is redacted before publication of the final version of record.

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Once an article has been accepted, online production tracking is now available for your article through Wiley-Blackwell's Author Services. This tool enables authors to track their accepted article through the production process to publication online. Authors can check the status of their articles online and choose to receive automated e-mails at key stages of production. The author will receive an e-mail with a unique link that enables them to register and have their article automatically added to the system. Please ensure that a complete e-mail address is provided when submitting the manuscript. Visit <http://authorservices.wiley.com/bauthor> for more details on online production tracking and for a wealth of resources including FAQs and tips on article preparation, submission and more.

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Structure of the manuscript

The following sections describe the typical organization of the manuscript. It is not essential to follow the styling of published articles exactly (e.g. the title should not be presented in upper case; all author names should be included in all references) but you must follow the general structure. For a detailed description of the journal style that will be imposed please see the [Style Guide](#).

Title

- Use sentence case (initial capitals for first word and any proper nouns only)
- The title should be short and informative to the general reader
- It should be descriptive and incorporate a key phrase related to your topic
- Generally, papers are more widely read if their titles are shorter (see <https://www.nature.com/news/papers-with-shorter-titles-get-more-citations-1.18246>)
- Include the fossil group, age and general location, if these are appropriate
- Do not include dated taxonomic citations; if necessary include only the author name (e.g. *Pelagiella exigua* Resser & Howell).

Author(s)

- First and surnames of each author should be given in full and any middle names denoted by initials.
- Affiliations of authors should be noted by numbered superscripts, including postal addresses for all authors and an email address for any corresponding author at least.
- Authors may indicate more than one affiliation, for example if they currently hold positions in more than one department or institution. In cases where the work submitted was undertaken at a different institution to the one where the author is now based, both institutions may be listed and the current address indicated as below.
- We require at least the corresponding author to be registered with ORCID. An ORCID identifier allows a publication to be permanently linked to the individual author, even if they change institution or name. It is free to register (<http://orcid.org/>). If each author can link their ScholarOne account directly to ORCID (which requires logging into ORCID to authorise) they will automatically be added on this and any future paper you might submit, and metadata for a published paper will automatically be sent to their ORCID account. You can also simply add IDs to the manuscript (with the affiliation information) but our publisher cannot push publication data to ORCID without consent.
- The corresponding author(s) should be indicated with an asterisk if it is not the first named.

Example

by Jo J. Bloggs¹, Charles J. Bucher^{1,2}, Alfred J. George^{1*} and Brian J. Thomas^{2,3*}

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Abstract

A concise abstract, usually a single paragraph, is required at the beginning of all articles (except Discussions and Replies). The abstract reaches a much wider audience than the article or journal. It should summarize the main results and conclusions of the article. It must mention the names of all new taxa. Repeat your key words within your abstract. Do not include citations other than short form taxonomic citations (comprising name only, e.g. *Dicynodon* Owen). Any new taxa should be named.

Some abstracting databases have a limit on the number of words accepted. Your abstract should not exceed 250 words.

Key words

Please provide up to six individual words or phrases (e.g. Cambrian explosion). They should be in lower case unless by convention they begin with a capital letter (e.g. echinoids, Echinoidea). The purpose of key words is to assist indexing services and make your article more visible online. For more information see Wiley's [Search Engine Optimization guide](#).

Example:

Key words: amphibian, eyeball, Mesozoic, orbit, Stereospondyli, Temnospondyli.

Main text

- The general structure should be as follows: Introduction, Geological Setting, Material and Method, Results, Discussion, Conclusion. It is not necessary to use these exact headings; please divide your text appropriately but following these themes.
- Ensure that content of separate sections e.g. 'Results' and 'Discussion' remains distinct.
- The Introduction does not have a heading. The main aims of the article and its appeal to a general audience should be outlined in this section.
- Detailed formal systematic descriptions should be placed at the end of the article after the significance of the taxa has been established.

Headings

There are three orders of headings used in the main text; please ensure that these are distinct in your manuscript.

Any Systematic Palaeontology section should use additional, centred headings (see Systematic Palaeontology, below).

Lists

There are two forms of numbered list within the journal style: (1) for short points; (2) please use an inline list; (3) with fully bracketed numbers; and (4) separated by semicolons. If the points in your list are longer:

1. Please use unbracketed numbers.
2. Begin each point on a new line.
3. Each point is self-contained, may include more than one sentence and ends with a full stop.
4. Note that as each point will be fully indented, the lines will be short and this is not suitable for very large amounts of text (more than about 150 words per point).

Citation of references

- The citation style does not include a comma unless the citation refers to the naming of a new taxon; i.e. Molnar 1986; Rich & Vickers-Rich 2003; Close *et al.* 2009; but *Rhinonycteris tedfordi* Hand, 1997.
- All taxonomic citations, indicating authorship of a taxon, must be included in the references if they include a date.
- Use '*et al.*' for three or more authors (including taxonomic citations).
- Consecutive references within the same brackets should be arranged chronologically and separated by semicolons; for those by the same author, dates should be separated by commas (e.g. Name 1990; Nomen 2013, 2015).
- Published work should always be discussed in the past tense (e.g. Smith (2013) described...)
- The style of author name prefixes will depend on an author's country of origin and the nature of the prefix. If the prefix is included in the citation it is usually used to order the name in the list (e.g. Huene referenced as HUENE, F. VON, but De la Beche; referenced as DE LA BECHE, H. T. not BECHE, H. T. DE LA).
- References in press (i.e. accepted for publication) should be indicated as such (e.g. Owen in press) and must be included in the reference list.
- Citations of articles in preparation (in prep.) should not be referenced or cited. Any article that has been submitted but not yet accepted may be cited and included in the reference list during the review stage (e.g. Owen submitted), but citation and reference will be removed during the final proof stage if it has not yet been accepted.
- Personal communications should be abbreviated to pers. comm. and accompanied by the relevant year and full initials of the author.
- References to articles published online ahead of inclusion in an issue are no longer in press and should be cited with the relevant online publication date.

Examples:

- Smith (2012)
- Smith & Jones (2012)
- Smith *et al.* (2012)
- (Smith 2012, 2013; Jones 2014)
- (Smith 2013*a, b*)
- (A. Smith, pers. comm. [year])
- (AS [= author of paper], pers. obs. [with or without date])
- (A. Smith, unpub. data [year])
- *Wintonotitan* Hocknull *et al.*, 2009
- ...referred to the genus *Orthograptus* Lapworth, 1873, as discussed by Mitchell (1987).

Use of quotations

All quotations must be accompanied by a page reference. It is helpful to readers if pages are also noted in the citation when specific reference is made to a small part of a substantial work.

Statistical notation

- The results of statistical tests should include the name of the test, the test statistic with associated degrees of freedom (d.f.; note that an F-distribution has two d.f. values) and the probability level (p). If data conform to all the assumptions of the statistical method used, precise p-values can be given, otherwise p-values should be >0.05, ≤0.05, 0.01 and 0.001.
- For more details please refer to the following editorial:

[Wootton, R. J. and Craig, J. F. 2011](#). Reporting statistical results. *Journal of Fish Biology*, **78**, 697–699.

Citation of figures and tables

- All illustrations in *Palaeontology* and *Papers in Palaeontology* are figures (not text-figures or plates).
- Figures should be numbered in the order in which they are cited in the text; in the typeset article they will generally be positioned close to their first citation (even if this is a Systematic heading).
- Figures should be cited as Figure 2C–D (Fig. 2C, D) or Figures 4–6 or (Figs 4–6).
- Table is always spelt out in full; i.e. Table 1 and (Table 1).
- Tables can be prepared in any package that is compatible with Word and Excel, and should be supplied in an editable format (i.e. not as a PDF or image file).
- Lower case initials should be used for references to figures, text-figures, plates and tables in the articles of others: e.g. Jones (1978, text-fig. 5) or (Smith 1955, pl. 1, fig. 7).

Systematic Palaeontology

In *Palaeontology*, systematic work should normally come at the end of an article. This may not be the case in *Papers in Palaeontology*, if the systematic work is the main focus of the paper. In both journals, the systematic section should always be introduced by a first-order heading (see Headings, above). The conventions of the journals regarding a marginal or a central position of a heading within a column of text, the order of the different sections, the format for synonymies, references to illustrations and other matters can be found in issues of published in the last twelve months. The examples below cover the most common points that must be taken into account. Ensure that diagnoses, descriptions, discussions, interpretations and remarks are kept distinct.

- The level of the highest taxon used is at the discretion of the author, but must always be accompanied by an authority and year of publication unless there is a specific reason for not doing so, in which case this should be stated.
- The Systematic Palaeontology section should be preceded by a list of institutional abbreviations in alphabetical order separated by commas and semicolons, with a third-order heading, e.g.:

Institutional abbreviations. AMNH, American Museum of Natural History, New York, USA; NHMUK, the Natural History Museum, London, UK.

- Synonymies must be presented precisely as written in the cited text; the list should express the concept of the taxon in the view of the author(s). Additional information at the end of synonym entries may be enclosed in parentheses or brackets. Please note the pages of a reference and list all relevant plates and figures in the synonymy list. *Non* references should be inserted in chronological order within the list, not at the end of the list.
- The mandatory provisions of, and recommendations in, the current editions of the International Code of Nomenclature for algae, fungi and plants (ICN) and International Code of Zoological Nomenclature (ICZN) must be followed unless there is good reason to do otherwise, in which case this should be justified.
- Phylogenetic nomenclature is acceptable, including rank-free suprageneric taxonomy.
- The generic name must be given in full at the first mention of a species. It may be abbreviated subsequently to the initial capital letter followed by a full stop unless confusion with another genus is likely or if the name is used at the start of a sentence.

- If new zoological taxa are named, these must be registered with ZooBank as soon as the paper is accepted for publication without further revision (not on submission). A placeholder for the LSID for each taxon should be included in the in the Systematic Palaeontology section and a note of the paper registration to the Data Archiving Statement (see Example 2, below).
- Sub-headings in the Systematic Palaeontology section are usually third-order and arranged as follows: Derivation of name (not Etymology; for new taxa); Type specimen(s) (holotype, paratypes, lectotype etc.); Material; Diagnosis; Description; Remarks; and (if applicable) Occurrence (geographical distribution and stratigraphical range).
- Most commonly for vertebrates and plants, the Description may be a second-order heading with descriptions of component parts detailed under subsequent third-order heading
- Palaeobotanical diagnoses must be in English not Latin.

Example 1

Order PHACOPIIDA Salter, 1864

Suborder CHEIRURINA Harrington and Leanza, 1957

Family ENCRINURIDAE Angelin, 1854

Subfamily ENCRINURINAE Angelin, 1854

Genus *Encrinurus* Emmerich, 1844

Type species. Entomostracites punctatus Wahlenberg, 1818; from the Wenlock of Gotland, Sweden.

Subgenus *Encrinurus (Encrinurus)* Emmerich, 1844

Type species. As for genus.

Encrinurus (Encrinurus) macrourus Schmidt, 1859

Figures 4A–C, 5A–B

1859 *Encrinurus punctatus* var. *macrourus* Schmidt, p. 438.

1941 *Encrinurus punctatus* (Wahlenberg) 1821 [sic]; Rosenstein, pl. 2, fig. 4–4b; text-fig. 4A.

1962 *Encrinurus macrourus* Schmidt; Tripp, p. 469 (pars), pl. 65, figs 1, 3–4 (non fig. 2); pl. 66, fig. 1a–c; pl. 67, figs 2–4 (non fig. 1); pl. 68, figs 1, 3, ?9 (non fig. 2).

1972 *Encrinurus (E.) cf. punctatus*; Schrank, p. 38 (pars), pl. 11, fig. 4 (non figs 1–3, 5–7).

non 1972 *Encrinurus (E.) cf. punctatus macrourus* Schmidt, 1859; Schrank, p. 42, pl. 12, figs 6, 7.

Example 2

DATA ARCHIVING STATEMENT

This published work and the nomenclatural acts it contains have been registered with ZooBank: <http://zoobank.org/references/D0318B76-8359-4DD2-BA0F-38ED7A7B09D5>

TEMNOSPONDYLI Zittel, 1888

STEROSONDYLI Zittel, 1888

PLAGIOSAURIDAE Jaekel, 1914

Genus *Megalophthalma* nov.

Figure 2

LSID. urn:lsid:zoobank.org:act:C63B042E-5199-4DF2-961A-3435883010BE

Open nomenclature

Please follow the recommendations of [Bengston \(1988\)](#):

- aff.** Relates a new, undescribed taxon to a named taxon: e.g. *aff. Agenus aspecies* (for a new genus); *Agenus aff. aspecies* (for a new species); *aff. Agenus aff. aspecies* (for both a new species and a new genus).
- cf.** Indicates that the identification is provisional: e.g. *cf. Agenus aspecies* (or a provisionally assigned genus); *Agenus cf. aspecies* (for a provisionally identified species); *cf. Agenus cf. aspecies* (for both a provisionally assigned genus and a provisionally assigned species).
- ?** Indicates that the identification is uncertain: e.g. *Agenus? aspecies* (genus uncertain); *Agenus aspecies?* (species uncertain); *Agenus? aspecies?* (both genus and species uncertain).
- sp.** (or **ssp.**) Indicates that specific identification is impossible or has not been attempted, **n. sp.** (or **n. ssp.**) that the species (or subspecies) belongs to a new species and cannot be associated with any known species.
- '...'** Indicates that the name is obsolete in the immediate context of systematic interest: e.g. *'Agenus' aspecies* (generic name obsolete); *Agenus 'aspecies'* (specific name obsolete); *Agenus aspecies'* (both generic and specific name obsolete).

Where a generic name is certain, but there is not enough evidence to be absolutely sure that the specific identification is correct, please use the more concise form *Agenus cf. aspecies* (rather than *Agenus cf. A. aspecies*).

Acknowledgements

Acknowledgements should be presented as a single paragraph. We recommend acknowledging the input of referees in any revised manuscript, even when the referees prefer to remain anonymous.

Author contributions

The contribution of each author should be indicated briefly: refer to authors by their initials and where possible, use the same order as the initial author list. We recommend that you consider how each author has contributed to the development of the paper using roles defined here:

<https://casrai.org/credit/>

References

- All publications cited in the text, including nomenclatural citations relating to the naming of new taxa (in the text any Systematic Palaeontology headings).
- All references should be checked carefully. They should be prepared with the original publication in hand. Incorrect entries are not only inconvenient for the reader but also cast doubt upon the general accuracy of the work.
- Articles noted as being in press must have been accepted for publication. References to unpublished abstracts and reports should be avoided unless it is essential to include them.
- Please provide all author names for each reference. The journal style using dashes for repeated names is imposed automatically as part of our production process.
- Generally, it is more important to include all the required details than to format the reference correctly.

- General reference style:

Huene, F. von 1939a. Die Lebensweise der Rhynchosauriden. *Paläontologische Zeitschrift*, **21**, 232–238.

- References should be sorted alphabetically by first author, then by number of authors (one; two; three or more) then chronologically within one-author group, alphabetically within the two-author group, and chronologically within the three or more authors group:

Jones, B. 2014.

Smith, A. 2013.

Smith, A. and Brown, B. 2012.

Smith, A. and Jones, B. 2011.

Smith, C., Jones, B. and Brown, D. 2011.

Smith, A., Brown, D. and Jones, B. 2012*a*.

Smith, A., Archer, E. and Jones, B. 2012*b*.

- If there are two (or more) references with identical citations (e.g. Smith *et al.* 2012, in the example above) please list these in the order in which they are cited in the text, irrespective of publication order, or alphabetical order of second author. Thus, Smith *et al.* 2012*a* should be cited before Smith *et al.* 2012*b*, whichever reference this is.
- All journal titles should be given in full (with the exception of *Proceedings of the Royal Society B*).
- Titles in non-Latin alphabets can be translated rather than transliterated, and the original language stated in brackets at the end, e.g. [in Russian]
- The punctuation styles << >> and „“ should be translated as ' ' '.
- For books (including volumes containing collections of articles), the name of the publisher should be given. If it is not the first edition, this should be indicated as, e.g. 3rd edition. For journals that do not have volume numbers, the year is given in bold type instead. Plate and figure numbers should **not** be given unless these are printed outside the stated page range. Publisher location is not required for recent publications.

Gallois, R. W. 1965. *British regional geology: The Wealden District*. 4th edition. HMSO for the Institute of Geological Sciences, London, 101 pp.

- Articles that have been published online early before inclusion in a print or electronic issue should be referenced with the relevant online publication date and DOI:

Heinrich, C., Paes Neto, V. D., Lacerda, M. B., Martinelli, A., Fiedler, M. S. and Schultz, C. L. 2021. The ontogenetic pattern of neurocentral suture closure in the axial skeleton of Hyperodapedontinae (Archosauromorpha, Rhynchosauria) and its evolutionary implications. *Palaeontology*, published online 21 March. <https://doi.org/10.1111/pala.12528>

- Where two citations exist (an early online publication and one with volume and issue details), the latter should always be referenced, unless it is a taxonomic citation. For taxonomic citations, the first (usually online) publication date should be given, with the DOI.
- If an author refers to himself as Junior or the Third etc., then the format should be SMITH, J. B. Jr 1997, or SMITH, J. B. III 1997.
- Citations of articles in preparation are not permitted. If necessary, use a 'pers. com.' or 'unpub. data' statement to refer to relevant material ('unpub. data' should be assigned to the owner of the data, not a list of authors on an article in preparation).
- Reference to websites is discouraged and should be limited to those that are likely to be stable in the long term. A date on which the site was consulted should be included.

Explanations of figures and tables

- All illustrations are either figures or tables (no text-figures).
- All captions should be listed in journal style at the end of the manuscript.
- Captions should be as brief as possible.
- Captions for figures with multiple parts should have a brief opening sentence describing the figure as a whole, followed by a description of each part.
- Collection (museum) numbers for specimens should be included.
- Specimen images should include a scale bar, with the length described in the caption; e.g. All scale bars represent 1 mm; Scale bars represent: 5 mm (A–I, N–Q); 1 mm (J–M).
- Table captions should be a single descriptive sentence summarizing the content. Details about methods, statistics, abbreviations and specific parts of the table should be included in footnotes below the table.

Examples

Fig. 1. Generalized terrane map of the Canadian Cordillera.

Fig. 2. *Tridacna evae* Harzhauser & Mandic sp. nov. A–B, paratype, NHMUK 2006z0272/0003, internal mould of a left valve: A, external; B, dorsoventral view. C–E, holotype NHMUK 2006z0272/0002, internal mould of a left valve: C, a silicone mould of the holotype showing hinge features; D, external; E, dorsoventral view. All scale bars represent 10 mm, except C which is 5 mm.

Table 1. Comparison of protaspides of the corynexochid species.

Appendices

At the editor's discretion, short appendices may be included in addition to any data archive.