

## Specific stylistic points for *Palaeontology*

<p><b>a</b></p> <p><i>Abbreviations and acronyms.</i></p> <ul style="list-style-type: none"> <li>• Should be used as little as possible, and not at all in headings or the abstract.</li> <li>• Common terms do not need explanation (e.g. DNA, SEM, TEM).</li> <li>• Others should be explained at first mention or collected together in a separate section in the text.</li> <li>• No full points required in acronyms (e.g. USA, NHM, IGCP, IUGS, ODP).</li> <li>• Most abbreviations are lower case and do take a full point (e.g., ed., etc., fig., i.e., pers. comm.); exceptions include MSc, PhD, units of measurement (m, km) and (on figures only) sst, mdst, lst and Fm.</li> <li>• Note that contractions such as pls, figs and Dr do not take a full point.</li> <li>• Authors' own invented abbreviations are not recommended (e.g. the North Sea Basin (NSB)).</li> </ul> <p><i>Acknowledgements.</i> Heading spelt as shown (not acknowledgments); should be as brief and direct as possible.</p> <p><i>American spelling.</i> Use British spelling only (e.g. colour, not color, grey, not gray etc.).</p> <p><i>Analyse</i></p> <p><i>Approximately.</i> Use <i>c.</i> (for <i>circa</i>; not <i>ca.</i> or <i>~</i>).</p>	<p><b>b</b></p> <p><i>Boundaries.</i> Use an en rule to indicate a boundary (e.g. Coniacian–Santonian not Coniacian/Santonian)</p> <p><i>Biozones.</i> Use an initial capital in formal names, but not when referring to multiple zones (e.g. '<i>linearis</i> Biozone', but '<i>linearis</i> and <i>tenuis</i> biozones').</p>	<p><b>c</b></p> <p><i>Citations.</i> Should take the form:</p> <ul style="list-style-type: none"> <li>• Smith 2012</li> <li>• Smith &amp; Jones 2012</li> <li>• Smith <i>et al.</i> 2012</li> <li>• Smith 2012, 2013; Jones 2014</li> <li>• Smith 2013<i>a, b</i></li> <li>• A. Smith, pers. comm. [with or without date]</li> <li>• AS, pers. obs. [with or without date]</li> <li>• A. Smith, unpub. data, [with or without date]</li> </ul> <p>See also <i>Authors of taxa.</i></p> <p><i>Circa.</i> Use the abbreviation <i>c.</i> to indicate approximations of time and measurements.</p> <p><i>Consecutive numbers and letters.</i> Use an en rule (e.g. 1–2 and A–B, not 1, 2 and A, B).</p> <p><i>Contractions.</i> These are shortened forms of words that include the final letter. They should not have a following full point (e.g. pls, figs, Dr).</p> <p><i>Comma:</i> a comma before 'and' (known as the Oxford comma or serial comma) is unnecessary, but it may be used in lengthy lists or to avoid ambiguity.</p> <p><i>Compass points.</i> In the text these should be spelled out in lower case and hyphenated (e.g. north-east, not NE). Upper case initial letters should be used only when the area referred to is a widely recognized geographical region or political division (e.g. the Far East, North Korea, but west Wales and southern England).</p> <p><i>Cross references.</i> References to other parts of the text should be given as 'above', 'below' or 'in the systematic section' etc.</p>
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<p><b>d</b></p> <p><i>Dashes.</i> Sentences should be constructed so that commas, parentheses, semicolons and colons are used, rather than dashes.</p> <p><i>Decimal points.</i> Should be online (e.g. 1.4, not 1·4). Commas should not be used as decimal points.</p> <p><i>Degrees.</i> Should be spelt out when referring to angles in a sentence (e.g. 46 degrees, not 46°) but are otherwise abbreviated (e.g. with respect to latitude, longitude and temperature).</p>	<p><b>e</b></p> <p><i>En rule.</i> Should be used for ranges of numbers or in time (e.g. 4–6, Cambrian–Ordovician).</p> <p><i>e.g.</i> As a rule, the abbreviations e.g. and i.e. are not followed by a comma.</p> <p><i>et.</i> Not italic when used in 'gen. et sp. nov.' for example.</p> <p><i>Etymology.</i> Use 'Derivation of name' as a systematic heading.</p>	<p><b>f</b></p> <p><i>Footnotes.</i> Are not allowed in main text (but allowed only in tables).</p> <p><i>For example/that is.</i> As a rule, the abbreviations e.g. and i.e. are not followed by a comma.</p> <p><i>Formations.</i> Hith Formation but Hith and Rayda formations (similarly for references to multiple zones).</p> <p><i>Fractions.</i> Should be written out (one-quarter, three-fifths) or expressed using decimal points (e.g. 0.25–0.75 µm).</p>
<p><b>g</b></p> <p><i>Geological.</i> Not geologic.</p> <p><i>Greater than and less than.</i> Symbols &gt; and &lt; may only accompany scaled measurements (e.g. &gt; 40 m).</p>	<p><b>h</b></p> <p><i>h.</i> Is preceded by the indefinite article 'an' only when it is not pronounced; hence, an hour but a history.</p> <p><i>Headings.</i> Should not be numbered and should follow the styles outlined in the Instructions for Authors.</p> <p><i>Hyphens.</i> Use an en-rule (–) rather than a hyphen (-) where ranges of time or numbers are intended.</p>	<p><b>i</b></p> <p><i>i.e.</i> As a rule, the abbreviations e.g. and i.e. are not followed by a comma.</p> <p><i>Inverted commas/quotation marks.</i> Single inverted commas ('...') should encompass words that are used in an unconventional way and direct quotations; the latter must be accompanied by a page reference to the article concerned.</p> <p><i>-ize.</i> Not '-ise' where alternative spellings exist. Exceptions include: advertise, advise, comprise, expertise, precise, revise, treatise).</p> <p><i>Italics.</i> May be used for emphasis. In italicized headings, words that would normally appear in italics should be roman (e.g. <i>Life of Homo sapiens</i>). Latin terms should be usually be italic unless they are generally used in English (see <b>Latin words and abbreviations</b>).</p>

<p><b>j</b></p>	<p><b>k</b></p> <p><i>ka.</i> Refers to thousands of years ago. Use ky, k.y. or kyr to indicate a number of years.</p> <p><i>Konservat-Lagerstätte(n)</i>, Should be in roman, not italic font, except when part of a second- or third-order heading, or a glossary as here.</p>	<p><b>l</b></p> <p><i>Latin words and abbreviations.</i> Italicize terms such as <i>et al.</i>, <i>incertae sedis</i>, <i>in situ</i>, <i>inter alia</i>, <i>nomen nudum (nom. nud.)</i>, <i>sensu stricto (s.s.)</i>, <i>sensu lato (s. l.)</i> and <i>sic</i>, but not <i>aff</i>, <i>cf</i>, <i>e.g.</i>, <i>etc.</i>, <i>gen. nov.</i>, <i>ibid</i>, <i>i.e.</i>, <i>sp. nov.</i>, <i>versus (vs)</i> or <i>vice versa</i>.</p> <p><i>Longitude and latitude.</i> 57° 9' 45.01" N, 6° 6' 15.56" W</p>
<p><b>m</b></p> <p><i>Ma.</i> Refers to millions of years ago. Use my, m.y. or myr a number of years.</p> <p><i>Manuscripts in preparation or in review.</i> Should be cited as '(in prep.)' and not included in the reference list.</p> <p><i>Maps.</i> Should have an indication of latitude and longitude, and where appropriate a scale in m or km. A north arrow may be added for clarity.</p> <p><i>Mathematics and theorems.</i> Generally not capitalized unless they include a proper name.</p> <p><i>Metric units.</i> Abbreviate to mm, cm, m, km where they include a value (e.g. 5 m, but it was several metres away); cm is not a standard (SI) unit but is widely used.</p> <p><i>Middle.</i> Use 'middle' when referring to chronostratigraphical units (time), and 'mid-' when referring to geochronological units (rocks).</p> <p><i>Mould</i></p> <p><i>Modern Synthesis</i></p>	<p><b>n</b></p> <p><i>Nomenclatural citations.</i> Nomenclatural citations should include a comma before the date (e.g. <i>Megalophthalma ockerti</i> Schoch <i>et al.</i>, 2014). They should be accompanied by a full reference.</p> <p><i>Numbers.</i> Words rather than figures should be used for numbers up to and including ten, and those that start a sentence (also first, sixth etc.). Ranges are an exception (e.g. 4–6 rather than four to six; note use of en rule rather than hyphen).</p>	<p><b>o</b></p> <p><i>Online.</i> Not on-line</p> <p><i>Online publication.</i> References that are published online ahead of a print publication should be cited as published; include exact publication date and doi in the reference (see Reference Style Example document). If a reference has both online and print publications, use the print details (unless it is a nomenclatural citation, in which case the online date should be used).</p>

<p><b>p</b></p> <p><i>Palaeogene</i></p> <p><i>Palaeontological</i>. Not palaeontologic</p> <p><i>Paleocene</i>. (= Pal + Eocene)</p> <p><i>Parentheses</i>. Place a full stop before the closing parenthesis when an entire sentence is enclosed, but following the closing parenthesis when it encompasses less than a full sentence.</p> <p><i>Per cent</i> (not percent or per cent.). % should only be used when percentages are mentioned frequently in descriptions or in parenthesis.</p> <p><i>Personal communications</i>. Abbreviate to pers. comm. followed by the date. Usually the year is sufficient (e.g. A. Smith, pers. comm. 2002) or (pers. comm. 2002 to WJK) if to one of the authors in a multi-authored paper.</p> <p><i>Personal observations</i>. Abbreviate to pers. obs., with the addition of an author's initials if the observation was made by only one of the contributors to a multi-authored paper (e.g. PJS, pers. obs.); the year may also be added if deemed appropriate (e.g. PJS, pers. obs. 2002).</p> <p><i>Platy</i></p>	<p><b>p</b></p> <p><i>Place names</i>. Principal localities and names of places should be shown on a map. Names in languages that use the Latin alphabet should normally be as officially recognized in the country of origin. Allowable exceptions are well known alternative spellings (e.g. Prague for Praha). Names in non-Latin alphabets must be transliterated, and some modifications of these are also acceptable (e.g. Moscow for Moskva).</p> <p><i>Plural form of names of taxa above generic rank</i>. When a collective taxon is the subject of a sentence then the verb that follows should be in the plural (e.g. the Cheirolepidiaceae were important, but the family Cheirolepidiaceae was important).</p>	<p><b>q</b></p> <p><i>Quotations</i>. Should be verbatim unless translated (in which case this should be indicated) and accompanied by a page reference; the quotation mark at the end of a quotation should come before all other punctuation marks unless these form part of the quotation.</p> <p><i>Quotation marks</i>: should be single ('...') and not double ("...").</p> <p><b>r</b></p> <p><i>Ranges</i>. Use an en rule (–) rather than 'to' when references are made to stratigraphic ranges or durations of time (e.g. Coniacian–Santonian). The en rule should be spaced where the period of time is modified by adjectives (e.g. Paleocene–Eocene (closed up en rule), but Early Paleocene – Eocene (spaced) and Early Paleocene – Early Eocene (spaced)).</p> <p><i>References to single authors in multi-authored works</i>. e.g. 'Smith (in Brown <i>et al.</i> (2011))' or 'Smith (in Brown <i>et al.</i> 2011)' if citing a statement in the text, and 'Smith, in Brown &amp; Smith 2011', if concerning a taxon.</p>
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<p><b>s</b></p> <p><i>Sensu stricto, sensu lato.</i> Use abbreviations <i>s. s.</i> and <i>s. l.</i></p> <p>[<i>sic</i>] in italics, square brackets</p> <p><i>Shaly</i></p> <p><i>Spacing.</i> A space should be inserted between distance and unit (e.g. 30 m, not 30m) also between an author's initials in the text and references (e.g. P. J. Smith, not P.J.Smith or P.J. Smith, and SMITH, P. J., not SMITH,P.J. or SMITH, P.J.)</p> <p><i>Specimens.</i> Repository (e.g. museum) letter codes normally prefix a specimen number; these should accompany all references to specimens unless it is clearly stated that only one repository is involved or there can be no confusion as to which institution houses the material.</p> <p><i>Spelling.</i> Must be British English (e.g. colour (not color); grey (not gray); mould (not mold); artefact (not artifact)). Where alternatives exist, use '-ize' rather than '-ise' (e.g. standardize). NB analyse, Paleocene.</p> <p><i>Stratigraphical divisions.</i> Use an upper case initial only when a division is formally recognized (e.g. Upper Jurassic, but upper Tithonian).</p>	<p><b>t</b></p> <p><i>Tenses.</i> Use the past tense in references to all previous work (e.g. Smith (2012) stated that...).</p> <p><i>Time.</i> Use ka or Ma for thousands and millions of years ago respectively.</p> <p><i>Time/rock nomenclature.</i> Distinguish between events that took place in the past (early, mid-, late) and what is preserved today in the lower, middle and upper parts of a rock succession.</p>	<p><b>u</b></p> <p><i>Unorthodox words or usages.</i> Use quotation marks (e.g. 'fossil forest').</p> <p><i>Unpublished data.</i> Cite as 'A. Smith, unpub. data 2013'.</p>
<p><b>v</b></p>	<p><b>w</b></p>	<p><b>x y z</b></p>