Advice to Authors

The new series is in the same format as the Journal of Paleontology. For information on preparing manuscripts, authors should refer to a recent issue of that journal or of the Paleontological Contributions, new series. Particularly useful in this regard is the 1987 paper by R. D. Hoare and D. C. Steinker (Journal of Paleontology 61:1289–1295).

Manuscripts are sent by the editor to at least two qualified persons for critical evaluation. To facilitate such review, an original and two complete copies of each manuscript, including all illustrations, are to be sent to the editor at his offices: The Paleontological Institute, The University of Kansas, 121 Lindley Hall, Lawrence, Kansas 66045. Authors are encouraged to submit manuscripts on computer diskettes, but hard copy must accompany the diskettes. For information about preparing disks, please contact the editor.

Text.—Manuscript must be submitted on standard bond paper and double spaced throughout with at least 2.5 cm margins. An abstract that condenses essential new information from the text and lists all new taxonomic names is required. A table of contents must accompany longer papers to indicate the level of headings. Each table is to be presented on a separate sheet, entirely legible and ready to be typeset. Figure explanations are to be double spaced and placed at the end of the manuscript. The metric system is to be used throughout the text and on illustrations. Where necessary, measurements in other standards may be given in parentheses. References are to be arranged in alphabetical order, double spaced, without abbreviations, and in conformity with the style of the Journal of Paleontology. Complete pagination is to be included for each reference. Russian titles must be transliterated and English translations given at the end of the reference.

Illustrations.—Please refer to the inside cover of the Journal of Paleontology for information. Illustrations of all sorts are termed figures and are to be numbered sequentially according to their first mention in the text. The technology of printing has advanced to the stage where separate handling of plates is unnecessary, and, therefore, the Paleontological Contributions regards all illustrations as figures. Illustrations should be planned for one-column (9.0 cm) or two-columns width (18.3 cm) and must be submitted at publication size. Copy for illustrations may be original artwork or photographs. Where possible, photographs of fossils or other subjects should be illuminated from the upper left and mounted on white backgrounds. Photographs must be on smooth-surfaced photographic print paper with high tonal range and high resolution.

Figures with only a single part should be mounted on stiff, white cardboard to which a protective, paper cover has been affixed. To insure uniformity, however, the editor encourages authors preparing figures made up of several parts to provide mock-ups that show the suggested layout by using xeroxed copies but to leave final layout and labeling to the Paleontological Institute staff. All lettering on all figures must be sans serif and no smaller than 6 point nor larger than 18 point. Numbers used to identify individual illustrations in a figure should be placed at the lower left. For aesthetic balance, if practical, figures that contain a number of individual illustrations should be planned so that the larger figures will be at the bottom and the smaller ones at the top. Stereoscopic pairs must be planned for the same interocular distance throughout the publication, typically in the range of 55 to 70 mm. Illustrations that are wasteful of space or not carefully and neatly prepared will be returned for correction. Fold-out illustrations are not acceptable.

Page charges and author’s copies.—Authors will be billed for $100 per printed page and will be supplied with 25 free copies. They may order additional copies at a discount of 50 percent from the regular price for the life of the edition.