

A GUIDE FOR PREPARING MANUSCRIPTS

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Paleontological Research is intended to be read by an international audience, therefore it is particularly critical that language be clear and concise. Manuscripts should be written in English. Either British or American usage is acceptable. The editors strongly recommend that author(s) whose mother tongue is not English have their manuscripts critically reviewed for language and style by a native speaker of English before submission. Use SI (Système International d'Unités) units. A space should be left between the numerical value and unit symbol, even when the value is used in an adjectival sense, except in the case of superscript units for plane angles. For more information on the use of SI units, visit the relevant page (<http://physics.nist.gov/cuu/Units/checklist.html>) of the National Institute of Standards and Technology (NIST), USA. Geographical and GPS coordinates should be expressed in the form X°Y'Z"N/S, X°Y'Z"E/W. References to units of the geologic time scale should follow the latest version of the International Chronostratigraphic Chart presented by the International Commission on Stratigraphy.

The main document, containing cover sheet, title, abstract, key words, main text, references, figure and table captions and appendixes in that order, should be typed always in double space, and when submitted by post, should be printed on one side of white paper of international A4

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Cover sheet. Cover sheet should contain 1) title, 2) full names and affiliations and their addresses of all authors (or residential address, if an author is unaffiliated), 3) postal and e-mail addresses and phone and fax numbers of the author who takes responsibility for the galley proofs, and 4) running title composed of no more than 40 characters. Spell out the authors' first names. In the cover sheet, it must be stated that the content of the manuscript has not been published or submitted for publication elsewhere (except as electronic theses and dissertations available in institutional repositories). The contributions of each co-author should be specified in the cover sheet. The individual author contributions may be expressed in the following style: M. Y. initiated the study and was primarily responsible for the taxonomic aspects. H. Y. carried out the geochemical analysis and its interpretation. T. K. performed the statistical analysis of the data. All authors contributed to the writing of the paper.

Title. A title is to be brief and simple and to summarize the major scientific results of the paper.

Abstract. An abstract should be a condensation and concentration of the essential qualities of the paper. All the papers, excluding *Short Notes*, are to be accompanied by an abstract not exceeding 500 words. New taxonomic or stratigraphic names should be mentioned in the abstract. Do not use citations in the abstract.

Key words. Select keywords (not more than six words or phrases) which identify the most important subjects covered by the paper and arrange them in alphabetical order.

Main text. Authors should use three or fewer levels of heading to divide the sections of their manuscript. For guidance, refer to a recent number of the Journal. No footnotes are to be used. Bibliographical references are to be identified by citing the authors' names, followed in parentheses by the date of publication, with a page number if desired. All citations must have a corresponding entry in the reference list. References to papers that are not published should be given as 'in press' if accepted for publication, or as 'personal communication' in all other cases. Acknowledgements should be placed at the end of the text, before References. Do not use honorifics such as Dr., Prof., Mrs., etc. Stratigraphic nomenclature must follow the International Stratigraphic Guide. Always italicize genus, subgenus, species, subspecies, variety, and forma names. Words and abbreviations of Latin origin (*et al.*, *ca.*) should be italicized; customary exceptions are i.e. and e.g. (after the latter no comma is placed). Use italic type for all variables. Set in Roman type: sin, cos, tan, and all similar trigonometric and hyperbolic functions: log for logarithms; quantifiers such as min, max, opt, etc. Diacritical marks should not be used for Japanese geographic names unless the editors find them necessary to avoid confusion.

The typical format for arrangement of systematic paleontology can be learned from current issues of the journal. All descriptions of new taxa must include a diagnosis, and, as appropriate, stratigraphic and geographic indications, designation of a type or types, depository information, and specification of illustrations. In synonymies use an abbreviated form of the reference, consisting only of author(s) of reference, date of publication, and numbers of pages, plates, figures and text-figures referring to the organism or organisms in question.

A new genus or species should be indicated by using "gen. nov." or "sp. nov.", respectively (e.g. *Newhousia* gen. nov. and *Hydrolithon*

braganum sp. nov.). Other expressions such as “n. gen.” and “n. sp.” cannot be accepted in our journal. Use qualifiers “aff.” or “cf.” as in these examples: *Gaudryceras* cf. *izumiense* and *Pachydiscus* aff. *flexuosus*. Other expressions such as *Gaudryceras* cf. *G. izumiense* and *Pachydiscus* aff. *P. flexuosus* are not acceptable. In the case that a question mark is used to express uncertainty of the identification to generic or species level, it should be placed unitalicized and without a space after the generic or species name: *Globorotalia? truncatulinoides* and *Neogloboquadrina pachyderma?*

References. Entries are to be listed alphabetically regardless of the number of authors. No abbreviations will be used in article and book titles. Journal titles are written out, not abbreviated. Series, volume, and part indicating a position in a chronological sequence are to be given, with the appropriate word abbreviated in each case (“ser.,” “vol.,” etc.; see the examples). “The” placed at the beginning of a journal name should be deleted: not “*The Island Arc*” but “*Island Arc*”; an exception is made for “*The Quaternary Research*” published by the Japan Association for Quaternary Research.

Illustrations. All illustrations, including maps, geologic sections, and halftone illustrations (including “plates”) are to be called figures and must be numbered in the same sequence as they are first cited in the text. Citations of illustrations in the text are to be spelled out in full (e.g. Figure 2 or Figure 2.1). Plan the illustrations so that they take up either the entire width of the printed page (170 mm) or the width of one column (80 mm). An illustration and its caption have to be included in the same printed page. Originals should not be smaller than the final intended size for printing. No foldouts will be accepted. Mark all originals clearly with authors’ names and figure number when submitted by post. Photographs of all specimens except sections must be illuminated from the upper left side, as is conventional. The size of material should be indicated by a scale bar or described in a figure caption (length = 3.5 cm). Indication by magnification ($\times 3.5$) is not allowed. Massive raw data should be included in an Appendix, which will be placed at the end of a paper.

Figure captions. Figure captions are to be typed separately. The captions should be written in either one of the following two styles. If the caption consists of items, follow the first style. If the caption includes sentence(s), follow the second one.

Figure 2. Photographs of specimen RM30907 (UMUT RM30907) and CM30908 (UMUT CM30908). **A**, outer surface of right and left valves (RM30907); **B**, inner surface of right and left valves (RM30907); (An omission) **D**, inner surface of right valve (CM30908). Arrows show the sections for the acetate peels.

Figure 3. Schematic illustrations of thecideoid (A) and productide (B, C, D, E) lophophores. **A**, ontogenetic change in the thecideoid lophophore. Ventral (upper) and anteroventral (lower) views of the internal dorsal area are shown for each morphological type of lophophore. Arrows on the lophophore ridges indicate the postulated direction of the transportation of food particles to the mouth. **B**, (The rest is omitted).

Electronic formats. The preferred word-processing package is Word (Microsoft). For tables, Excel (Microsoft) files are preferable (save each table in a separate file). For illustrations, TIFF, EPS, PSD (Adobe Photoshop), or AI (Adobe Illustrator) files are preferred. When preparing color figures, the color mode should be set to CMYK, not RGB. Resolution of all the figures is 300 dpi or less at the time of online submission. The final version of all the figures should be greater than 600 dpi. Even when manuscripts are submitted by post, authors are asked to deliver their final, revised manuscript in an electronic form either on disk or via the Internet after the paper has been accepted. The disk should be sent to Prof. Yasufumi Iryu (for his address see above).

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Return of published figures. After publication, original figures sent by post can be returned to authors upon request.

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Barron, J. A., 1983: Latest Oligocene through early Middle Miocene diatom biostratigraphy of the eastern tropical Pacific. *Marine Micropaleontology*, vol. 7, p. 487–515.

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Hoek, C. van den, Cortel-Breeman, A. M. and Wanders, B. W., 1975: Algal zonation in the fringing coral reef of Curaçao, Netherlands Antilles, in relation to zonation of corals and gorgonians. *Aquatic Botany*, vol. 1, p. 269–308.

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If plates are not paginated, indicate their numbers as follows.

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