

A GUIDE FOR PREPARING MANUSCRIPTS

Revised on July 1, 2022

PALEONTOLOGICAL RESEARCH is dedicated to serving the international community through the dissemination of knowledge in all areas of paleontological research. The Journal publishes original research articles dealing with paleontological research activities. Three types of articles are published in the Journal: Research Articles, Reviews, and Short Notes. *Research Articles* are new original articles, normally not exceeding 24 pages. *Review Articles* are those papers that summarize the current state of knowledge in specific fields or topics of paleontology. They analyze and discuss previously published research results, rather than report new results. *Short Notes*, not exceeding two pages, are intended mainly for new findings, data presentation and taxonomic emendation to benefit the paleontological community. Short papers dealing with new ideas and/or new experimental methods are also accepted as *Short Notes*. No abstract is needed for *Short Notes*. Manuscripts submitted are subject to review and editing by reviewers and a language editor. We welcome submission of manuscripts from nonmembers of the Society.

Copyrights of all the contents of Paleontological Research belong to the Palaeontological Society of Japan. The corresponding author must fill out and send a Copyright Transfer Agreement (<http://www.palaeo-soc-japan.jp/English/PR-E.html>) to one of the co-editors as soon as the submitted manuscript is accepted for publication. Permission is required from the Society for reproduction, posting, transmission or other distribution or use of the final contribution in the Journal in whole or in part in any medium other than for personal or internal use. For use of the contribution, even for authors, please contact the Society.

Papers intended for publication in Paleontological Research may be submitted through the Paleontological Research web-based manuscript submission and handling system, which can be accessed at the following web site where all procedural details are available: <http://mc.manuscriptcentral.com/pr>

Alternatively, authors may submit a paper by sending three copies of their manuscript to: Akihisa Kitamura, Institute of Geosciences, Shizuoka University, 836 Ohya, Suruga-ku, Shizuoka, 422-8529, JAPAN (e-mail: kitamura.akihisa@shizuoka.ac.jp)

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 size (210 × 297 mm). Use Times New Roman fonts.

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 should 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.

Keywords. 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.

Registration in ZooBank (<http://zoobank.org/>) of all nomenclatural acts on zoology published in Paleontological Research is mandatory prior to online publication. The authors must register new taxa and any nomenclatural acts in due time and provide LSID in Systematic

palaeontology section.

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? truncatulinoidea* and *Neogloboquadrina pachyderma?*

***Vermeijia japonica* sp. nov.**

Figures 2.1, 2.2

Ariadnaria insignis (Middendorff). Ogasawara *et al.*, 1986, pl. 37, fig. 3a, b.

Etymology.—The present new species is named for the country of Japan.

Type specimens.—Holotype, UMUT CM 32795; para-type, UMUT CM 32796.

Type Locality.—River bank at 1.3 km upstream along the Koide River, Shibata City, Niigata Prefecture (Loc. 3 in Figure 1 = Loc. 2 of Amano *et al.*, 2000a); Kuwae Formation.

Family Nassariidae Iredale, 1916
Subfamily Cylleninae Bellardi, 1882
Genus *Cyllene* Gray in Griffith and Pidgeon, 1834

Type species.—*Cyllene owenii* Gray in Griffith and Pidgeon, 1834.

A systematic work in a larger work should be cited correctly as the following example:

O. keokuk Gurley, 1884, and *O. missouriensis* (Shumard, 1858 in Shumard and Swallow, 1858) also exhibit a dorsal apex in the posterior half of the valve.

Capital initial letters are used for expression of geologic time (Early, Middle or Late) and rock units (Lower, Middle, Upper) only where formally erected as divisions; use lower case elsewhere. More information on stratigraphical terms and usage can be found on the website of International Commission on Stratigraphy.

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 must 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); **C**, 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 Dr. Akihisa Kitamura (for his address see above).

Galley proofs and offprints. Each contribution must have a responsible author. Galley proofs will be sent to responsible authors about one month before the expected publication date and should be returned to the editors within three days of receipt. Minor changes submitted by the responsible authors will be permitted while a paper is in galleys, but a charge will be made for substantial alterations. One of the authors receives 50 offprints without covers free of charge. Additional copies and covers can be purchased and should be ordered when the proofs are returned. The price of reprint without cover (flat rate per copy, regardless of # of pages) is 120 JPY / 1 copy. The price of reprint with cover (flat rate per order, regardless of the price and number of reprints) is 10,000 JPY / 1 order.

Charges. If a paper exceeds 24 printed pages, payment of page charges for the extra pages is a prerequisite for acceptance (9,000 JPY / 1 page). Illustrations in color can also be published at the authors’ expense (20,000 JPY / 1 color page). Paleontological Research offers authors the opportunity to reproduce color figures for free in the online version of the article while the figures appear in black and white or gray scale monochrome in the print version. If an author wishes to take advantage of this service, he/she should contact the Co-Editors to ensure that the appropriate documentation is completed by the publisher.

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

References. Entries are to be listed alphabetically regardless of the number of authors. If an article has more than seven authors, list the names of the first six authors followed by “*et al.*” 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.

Optional clarifications should be put in parentheses: Transactions of the Geological Society (London) [1811 to 1822; thereafter the title became Transactions of the Geological Society of London]; Philo-

sophical Transactions of the Royal Society (London) prior to 1800, when “of London” was added. To this day, the Linnaean Society does not identify itself as “of London” in its various journals; to add that would be a mistake. Places of publication that might be unrecognizable or unfamiliar (e.g. Latinized place names) can be explained.

For author names, the family name is written first separated by a comma from the given names; in case two or more authors share the same family name and initials, spell out the given names. Some cultures allow the practice of a single given name only, and in those cases the single names suffice and are cited according to the individual’s preference. If there are multiple transliteration systems for the language not using the Latin alphabet, an alternative spelling can be given in parentheses, e.g. Huzimoto (Fujimoto).

Journals

- Barron, J. A., 1983: Latest Oligocene through early Middle Miocene diatom biostratigraphy of the eastern tropical Pacific. *Marine Micropaleontology*, vol. 7, p. 487–515.
- Barron, J. A. and Keller, G., 1982: Widespread Miocene deep-sea hiatuses: Coincidence with periods of global cooling. *Geology*, vol. 10, p. 577–581.
- 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.
- Igo, Hisayoshi and Igo, Hisaharu, 1977: Upper Permian fusulinaceans contained in the pebbles of the basal conglomerate of the Adoyama Formation, Kuzuu, Tochigi Prefecture, Japan. *Transactions and Proceedings of the Palaeontological Society of Japan*, n. ser., no. 106, p. 89–99.
- Kuramoto, S., 1996: Geophysical investigation for methane hydrates and the significance of BSR. *Journal of the Geological Society of Japan*, vol. 11, p. 951–958. (in Japanese with English abstract)
- Matsumoto, T. and Yoshida, S., 1979: A new gaudryceratid ammonite from eastern Hokkaido. *Transactions and Proceedings of the Palaeontological Society of Japan*, n. ser., no. 114, p. 65–76.
- Nakamori, T., 1986: Community structures of Recent and Pleistocene hermatypic corals in the Ryukyu Islands, Japan. *Science Reports of the Tohoku University, 2nd Series (Geology)*, vol. 56, p. 71–133.
- Reimer, P. J., Austin, W. E. N., Bard, E., Bayliss, A., Blackwell, P., Bronk Ramsey, C. et al., 2020: The IntCal20 Northern Hemisphere radiocarbon age calibration curve (0–55 cal kBP). *Radiocarbon*, vol. 62, p. 725–757.
- Ruzhentsev, V. E. and Shimansky, V. N., 1954: Nizhnepermiskie svernutie i sognutie nautiloidei yuzhnogo Urala. *Trudy Paleontologicheskogo Instituta Akademii Nauk SSSR*, vol. 50, p. 1–152, pls. 1–15. (in Russian)

OR

- Ruzhentsev, V. E. and Shimansky, V. N., 1954: Lower Permian coiled and curved nautiloids of the southern Urals. *Trudy Paleontologicheskogo Instituta Akademii Nauk SSSR*, vol. 50, p. 1–152, pls. 1–15. (in Russian; original title translated)

An online article that has not yet been published elsewhere (and which

therefore has no volume, issue or page numbers) can be cited by its Digital Object Identifier (DOI).

- Hübers, M. and Kerp, H., 2012: Oldest known mosses discovered in Mississippian (late Visean) strata of Germany. *Geology*, doi: 10.1130/G33122.1.

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

- Kummel, B., 1963: Miscellaneous nautilid type species of *Alpheus Hyatt*. *Bulletin of the Museum of Comparative Zoology*, vol. 128, p. 325–368, pls. 1–30.

Book

- Ager, D. V., 1963: *Principles of Paleocology*, 371 p. McGraw-Hill Co., New York.
- Born, I. von, 1778: *Index Rerum Naturalium Musei Caesarei Vindobonensis. Pars Prima, Testacea*, 458 p. Officina Krausiana, Vindobonae (Vienna).
- Laborde Pédelahore, P. de. 2000: *Alcide d’Orbigny. À la Découverte des Nouvelles Républiques Sud-américaines*, 400 p. Atlantica, Biarritz.
- Nishimura, S., 1974: *Origin and history of the Japan Sea: An approach from [the] biogeographic standpoint*, 274 p. Tsukiji Shokan, Tokyo. (in Japanese)

Chapter in a book

- Akiba, F., 1986: Middle Miocene to Quaternary diatom biostratigraphy in the Nankai Trough and Japan Trench, and modified lower Miocene through Quaternary diatom zones for middle-to-high latitudes of the North Pacific. In, Kagami, H., Karig, D. E., Coulbourn, W. T. et al., *Initial Reports of the Deep Sea Drilling Project*, vol. 87, p. 393–481. U. S. Government Printing Office, Washington, DC.
- Bosence, D. W. J., 1995: Anatomy of a Recent biotrital mud-mound, Florida Bay, USA. In, Monty, C. L. V., Bosence, D. W. J., Bridges, P. H. and Pratt, B. R. eds., *Carbonate Mud-Mounds, their Origin and Evolution*, p. 475–493. Special Publication of the International Association of Sedimentologists, no. 23, Blackwell, London.
- Burckle, L. H., 1978: Marine diatoms. In, Haq, B. U. and Boersma, A. eds., *Introduction to Marine Micropaleontology*, p. 245–266. Elsevier, New York.
- Orbigny, A. d’, 1839: Foraminifères. In, Sagra, R. de la ed., *Histoire Physique, Politique et Naturelle de l’Île de Cuba*, p. 1–224. Arthus Bertrand, Paris.
- Yabe, H. and Hanzawa, S., 1930: [A stratigraphic study of Tertiary foraminiferous rocks in Taiwan.] *Jubilee Publication in the Commemoration of Professor Takuji Ogawa’s 60th Birthday*, p. 83–126. Kobundo-shobo, Kyoto. (in Japanese; original title translated)

Electronic material

- Japan Oceanographic Data Center, 2011: *J-DOSS, Oceanographic Data and Information Download Service (Temperature, Current, Depth, Biology, Marine Information)* [online]. [Cited 24 August 2011]. Available from: http://www.jodc.go.jp/index_j.html.