

## A GUIDE FOR PREPARING MANUSCRIPTS

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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. The number of lines per page should be 24-25, and each line should not be right-aligned. 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.

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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? truncatulinoides* 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. missourensis* (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. The new definition of strata follows the International Stratigraphy Guide.

*Illustrations*. All illustrations, including maps, geologic sections, and half-tone 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. 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).

*Table*. Vertical lines are not permitted. Folded tables are not accepted.

*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. Whole size of the manuscript should not exceed 60MB. The authors should submit final version of all the figures in 600 dpi or greater when it was accepted.

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*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]; Philosophical 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. Latinate 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).

For further details, especially older references, see the Editorila note (PR, 26, 102–110).

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

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- Author contributions.* The contributions of each coauthor should follow the References.