

***Journal of Paleontology* (JPA) conventions and style check sheet**

A manuscript can be considered for scientific review in the *Journal of Paleontology* if (1) it is complete, with no content or files missing; (2) it conforms to JPA house style and format; and (3) it is in standard American English with proper grammar and spelling. Manuscripts that have major deviations from journal style, formatting, or need English language development will be returned to the author before review.

All type and illustrated specimens must be deposited in a publicly accessible, permanently curated museum or institutional repository, and assigned unique catalog numbers. The status of any additional material used must be recorded. Repository catalog numbers must be given under the *Holotype* and *Material* headings within the **Systematic paleontology** section and in figure captions.

Locality information must be provided for all specimens and collections that are described, illustrated, or evaluated, and can be presented in a number of formats: maps (figures) with localities indicated; tables; or an appendix or supplemental data files for large data sets. Provide geospatial coordinates (decimal Latitude and Longitude, UTM or other standard system) and geographic datum (e.g., WGS84) for all localities. Exceptions can be made on a case-by-case basis for exceptional sites or older collections with incomplete data.

Supplemental data should be uploaded for review to ScholarOne. The Paleontological Society requires that supplemental data associated with an accepted paper must be deposited for long-term archiving with Dryad (<http://datadryad.org>). This is at no cost to authors.

Protocol and ethics

- ___ All coauthors have seen and approved of the complete manuscript content.
- ___ Funding and other sources of support are acknowledged.
- ___ All figured specimens are deposited in publically accessible sites.
- ___ Collecting permits and permissions were obtained for specimens when required.
- ___ Data sets used are publically accessible in a format that allows for independent testing of results and must be deposited at Dryad after a paper has been accepted.
- ___ If applicable, research protocols conform to community standards or local regulations of animal welfare, human subjects, and antiquities/cultural artifacts.
- ___ **Plagiarism is not tolerated.** Manuscripts associated with scientific misconduct will be rejected or withdrawn. Published papers later determined to be associated with scientific misconduct will be formally retracted.
- ___ All sources have been cited appropriately.
- ___ Permissions are obtained from copyright holder(s) to reprint figures or other contents.

General text formatting

- ___ Page size is US Letter.
- ___ Double-space entire manuscript, including abstract, body text, references, and captions.
- ___ Number all pages beginning with the first page.
- ___ Use continuous line numbers for the entire manuscript.
- ___ Use 12-point Times New Roman for body text,.

- ___ Left-justify text except for centered names of taxa in **Systematic paleontology** and hanging indent in **References**.
- ___ Do not hyphenate (break) words at right margin.
- ___ Do not use footnotes.
- ___ For a list in a sentence, use numbers in parentheses, e.g., “The results of this study imply that: (1) ...; (2) ...; and 3) ...” Use semicolons to separate list items if commas are used in the list item descriptions.
- ___ For nested parentheses, the order is ([{ ... }]).
- ___ Use double quotation marks to denote quotes; provide page number for quote.
- ___ Use single quotation marks to flag a new term or the unconventional use of an existing term. Do not use bold or italics for emphasis or new terms.
- ___ Use two levels of headings following JPA style precisely. Avoid third-level headings as much as possible.

For specific text formatting, see [JPA Manuscript Formatting Template Final](#)

General language conventions

- ___ Journal of Paleontology uses American English spelling.
- ___ Chicago Manual of Style is used for most grammar and writing style conventions.
- ___ Include diacritical marks for foreign words or names.
- ___ Avoid excessive use of acronyms.
- ___ Use personal pronouns (e.g., “we”, “they”) sparingly.
- ___ Common Latin terms such as “sensu stricto” and “in situ” are not italicized.
- ___ Use “sensu stricto” and “sensu lato” rather than “in the strict sense” and “in the broad sense.”
- ___ After first use, “sensu stricto” and “sensu lato” are abbreviated “s.s.” and “s.l.”

First page: see [JPA Manuscript Formatting Template Final for format](#)

- ___ Title should be brief, incorporate key words, and one sentence.
- ___ For author addresses, spell out names of institutions and provide a complete mailing address for each author including: city, state or province postal abbreviation, zip or postal code, and country.
- ___ Provide E-mail addresses for each author after their address in the format:
<smarcus@cambridge.org>
- ___ If corresponding author is different than the first author, this is indicated with superscript asterisk*.
- ___ Running Header is a descriptive summary of topic, maximum 60 characters + spaces
- ___ Abstract stands alone from the manuscript.
- ___ Abstract length is commensurate with the scope of the manuscript, and generally should not exceed 250 words.
- ___ Name(s) of new taxa and new combinations are itemized in Abstract.
- ___ Abstract should not contain references.
- ___ Taxonomic Notes do not have an abstract.

Introduction

- ___ Subheadings generally are not used in the **Introduction**. (see [JPA Manuscript Formatting Template Final](#)).

Scientific style

- ___ Italicize *Genus* and *species* names only.
- ___ Author name(s) and date are required upon first use of taxon name, with citation included in the references section. This applies to taxa mentioned in paleoecological discussions, faunal lists, etc., even if not included in the **Systematic paleontology** section.
- ___ If naming a new taxon, check that name is not occupied within the Kingdom.
- ___ If naming a new taxon, check that new species names are not occupied within the genus.
- ___ For new species and genera, the terms ‘new species’ and ‘new genus’ are spelled out in full only in the heading within the **Systematic paleontology** section.
- ___ Such new taxa as ‘new species’ and ‘new genus’ are spelled out in full only in the heading within the **Systematic Paleontology section**. Within each major section, ‘n. sp.’ and ‘n. gen.’ are used on first mention of the taxa, but omitted thereafter. If used together, ‘n. gen. n. sp.’ is preferred (not ‘n. gen. and n. sp.’).
- ___ Spell out generic names at the beginning of sentences and when used with ‘sp.’ In each major section, generic and subgeneric names may be abbreviated subsequent to being given in full, if there is no chance of confusion.
- ___ Generic names may be abbreviated when used in the combination as *Genus* sp. cf. *G. species*. Do not abbreviate specific and subspecific names.

Geologic Data

- ___ Formally proposed and accepted ICS time and time-rock designations (e.g., Middle Ordovician, Late Cretaceous) are capitalized, whereas informal designations (e.g., late Paleozoic, middle Cretaceous, upper Aptian) are not, except when used as the first word in a sentence.
- ___ When a hierarchy is listed, separate the names with a comma (e.g., Oxfordian, Upper Jurassic).
- ___ For stratigraphic nomenclature, follow the procedures in North American Stratigraphic Code (revised version, 2005) or the International Stratigraphic Guide (second edition, 1994). Adhere to the current International Stratigraphic Chart maintained by the International Commission on Stratigraphy; <www.stratigraphy.org>.
- ___ Distinguish geological date/age (Ma) from a span of time (Myr).

Numbers, measurements, dates, and stats

- ___ All measurements should be in metric units. If metric equivalents of English units need to be calculated, do not include more significant digits than originally measured.
- ___ Spell out whole numbers zero through nine, except when associated with an abbreviated unit of measurement (e.g., 5 mm); use Arabic numerals for numbers 10 and greater. Numbers beginning a sentence are spelled out.
- ___ Spell out measurement units when not accompanied by a numeral. Put a space between the numeral and unit of measurement (e.g., 5 mm).
- ___ Ordinal numbers are spelled out (e.g., twentieth century).
- ___ Convert Roman numerals to Arabic numerals (e.g., in reference to plates).
- ___ Use “%” and “°” rather than spelling out percent and degree.

- ___ Use the tilde “~” and “ca.” (circa) to express approximately when in front of a numerical measurement and age, respectively.
- ___ Numerical ranges can be given as “size is 5–13 mm (with the numerals separated by an en-dash (–) rather than a hyphen (-); “from” and “between” take sentence form (e.g., “size varies from 5 to 13 mm”; “size ranges between 5 and 13 mm”).
- ___ Express dates as: 1 December 1998; “during the 1800s” (not “1800’s”); “from 1990 to 1995” (not “1990–1995,” not “1990 to 95,” not “1990–95”).
- ___ Use spaces on either side of equal signs (e.g., N = 516).
- ___ Use capital “N” to designate sample size (e.g., N = 516).
- ___ Follow conventional notation in statistics and mathematical formulae, paying particular attention to which letters are in upper or lower case or in italics.
- ___ Spell out fractions (e.g., two-thirds).

In-text citation examples

Use past tense for discussing published works, e.g., “The features were determined by Smith (1973).”

(Smith, 1973) Keep citation simple. Avoid imperatives (e.g., see Smith, 1973); use initials only if different authors have the same surname, e.g., (A. Smith, 1973; B. Smith, 1984).

(Smith and Jones, 1973) Spell out “and” (do not use ampersands).

(Smith et al., 1973) no italics, period and comma after “al.”

(Smith, in press) Papers “in press” (accepted for publication, but not yet published) may be included, but not manuscripts in review or in preparation.

(Smith, 1973, p. 16) Page number is given for a direct quotation.

(Smith, 2012a, 2012b, 2015) Multiple citations by same author are listed chronologically oldest to newest as years separated by a comma.

(Smith, 1973; Walker, 1982; Smith and Jones 1995) Multiple citations are listed chronologically, separated by a semi-colon.

(Smith in Jones, 1973) This is used only for a portion of the text written by Smith in a paper by Jones. Do not italicize “in”.

(W. Smith, personal communication, 2016) Use sparingly if at all. Spell out with year included. Do not cite in **References**.

(Smith cited in Jones, 1973) This citation identifies an unpublished communication to Jones by Smith. Avoid as much as possible.

(unpublished data) Do not use unless absolutely necessary.

(personal observation) Do not use unless absolutely necessary.

Figures: See [JPA Figure requirements Final](#) for technical and scientific requirements

Figure citations and captions

___ Abbreviate and capitalize references to illustrative material (e.g., Fig. 1.2, Figs. 2 and 3, Fig. 1.2 and 1.5, Fig 1.2–1.7).

___ Spell out if part of a sentence (e.g., “Figure 3 shows”) but avoid this kind of usage if possible.

___ Figures must be cited in consecutive order in the text.

___ Put “figure” in lower case if citing from other publications (e.g., Smith, 1990, fig. 4.3; pl. 2, fig. 4), as well as in synonymies.

- ___ Provide Figure captions at the end of the manuscript.
- ___ Specimen descriptions in captions should contain key information such as species names, specimen number, repository catalog number, and magnification (if applicable).
- ___ Use separate numbers for each specimen. Use a decimal point and consecutive numbers to designate different views of the same specimen (e.g., 2.1, 2.2, 3.1–3.5).
- ___ Explanations in captions are concise and without interpretation.
- ___ Author and date are required for the first mention of all genera and species within the figure caption section.
- ___ References to figure parts in the caption should be in bold and in parentheses immediately before the relevant text, e.g., **(4)** dorsal valve; **(1–3)** dorsal, ventral, and lateral views; or **(1, 3, 5)** dorsal, lateral, and anterior views.
- ___ Descriptions of figure parts are usually separated by semicolons.
- ___ Describe scale bars at the end of the caption: "... scale bar = 20 μm " or "Scale bars are **(2, 5)** 200 μm ; **(1, 3, 4)** 60 μm ; **(6)** 1.0 mm."

Tables: see [JPA Manuscript Formatting Template Final](#) for formatting

Table citations, captions

- ___ Capitalize "Table" or "Tables" in the manuscript text and do not abbreviate (e.g., Table 1, Tables 2 and 3, Tables 1–4).
- ___ Tables must be numbered and cited in consecutive order in the text.
- ___ Put "table" in lower case if citing from other publications (e.g., Smith, 1990, table 3).
- ___ Provide Table captions at the end of the manuscript.
- ___ Author and date are required for the first mention of all genera and species within the table caption.
- ___ Each Table should be created as an individual file in .doc or .docx or MS Excel (.xls or .xlsx) format.
- ___ Each Table includes a descriptive caption.
- ___ All abbreviations in the table must be explained in the caption, usually at the end of the explanation.
- ___ Tables contain only text and numbers, and each column includes a heading.
- ___ Tables do not contain images, non-ASCII symbols, fill colors, or non-horizontal lines. Tables with these components should be changed to figures in JPA format.

Appendices and supplemental data

- ___ Use Appendices for large tables and listings that are critical for the text. Appendices will be included at the end of the article (both print and online).
- ___ Use Supplementary Data for extensive tables or listings such as specimens examined and detailed locality information if they are not critical for the text, or other large data sets or any other information such as multimedia content that is too large or not appropriate for print format
- ___ Supplemental Data files are numbered sequentially as cited in the text.

References: see [JPA Manuscript Formatting Template Final](#) for formatting