**JP File Requirements- Accepted Submissions**

**Cover Letter**

* If the paper contains supplementary material, include the repository doi.

**Main Document**

* Follow file type, formatting, style requirements, and systematics requirements for original submissions.
* If revised after acceptance, remove older version of main document.
* Must be clean version with no track-changes.
* ZooBank Requirements
	+ For papers with new animal, animal trace, or Problematica family, genus, and/or species names.
	+ The publication and each new name should be registered on ZooBank (<https://www.zoobank.org/>).
	+ The publication UUID should be provided after the abstract.
	+ For new users, see our ZooBank guide for step-by-step instructions.

**Figures**

* Submit as individual files.
* Final appearance with no changes needed (cropping, brightness/contrast, etc.).
* Tif or eps file formats only.
* Must meet dpi requirements when at column size.
* File name must include figure number, author name(s), and desired column width.
* Does not need to be in the PDF proof generated at the end of the submission process.
* All figure parts must be described in the caption.
* All abbreviations in the figure must be described in the caption, or refer to another caption where they are described.
* Can be grayscale or contain color.
* Remove older versions of any revised files.

**Tables**

* Must be submitted as Word or Excel files.
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**Appendices**

* Follows formatting style for main document.
* Can include text, tables, or figures.
* Text and tables must be submitted as either Word or Excel files.
* No more than 12 manuscript pages in total for all appendices.
* Remove older versions of any revised files.

**Supplemental Material**

* Must be uploaded to one or more permanent online repositories with doi(s) included in the main document. Repository doi(s) must be active.
* Not required to be uploaded to ScholarOne.