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Style Guide

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Bernard Price Institute for Palaeontological Research

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STYLE GUIDE FOR AUTHORS — REVISED 2003

GENERAL

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The Editor
Palaeontologia africana
Bernard Price Institute for Palaeontological Research
University of the Witwatersrand
Private Bag 3
WITS 2050
South Africa
Telephone: [+27-11] 717-6682
Fax: [27-11] 403-1423
E-mail: bamfordm@geosciences.wits.ac.za

Submission of a manuscript for publication will be taken to indicate that the material is original and has not been submitted for publication elsewhere.

Authors wishing to reserve copyright to themselves should stipulate this at the time of submission of a manuscript.

PREPARATION AND SUBMISSION OF MANUSCRIPTS

Manuscripts

Manuscripts should be typewritten in English on one side of A4 size paper in double spacing throughout and with margins at least 25 mm wide all round. All pages must be numbered consecutively in the top margin (central), beginning with page 1 on the title page.

Three copies of each manuscript plus illustrations are required by the Editor. In addition, authors are asked to submit a copy of the text on disk (preferably on a DOS formatted 1.44 MB, 3.5 inch diskette, or composed in MS 'Word' or 'WordPerfect', or saved in 'Rich Text Format'). We are unable to accept files on disks formatted for MAC-OS.

Layout

Except in the case of short communications, manuscripts should normally be divided into appropriate conventional sections set out in the following order: title, abstract, introduction, body of text (subdivided as appropriate), acknowledgements, references.

Title

The title should be concise and should reflect the contents clearly. Names of new biological taxa proposed in the manuscript should not be included in the title. If the title is long a suitable abbreviated running title must be provided.

The title must be followed on a separate line by the authors' name/s and institutional address/es (the e-mail address of the first-named author should also be included if possible). In multi-authored contributions, the institutional address of each individual must be linked to the relevant name using superscript numbers.

Abstract

An informative abstract not exceeding 300 words must be provided.

Keywords

At least three keywords should be provided immediately after the abstract.

Introduction and main text

The manuscript should be divided as appropriate into conventional sections (e.g. Introduction, Materials and Methods, Results, Discussion, References, etc).

Acknowledgements

Authors should include only those acknowledgements that are truly warranted.

References

References are listed at the end of the manuscript, beginning on a new page. Under this heading, authors must list only published works that have been cited in the text.

Unpublished works, even those that are 'in press', must not be included unless full bibliographic details can be provided, including pagination. However, formal theses and dissertations, even though unpublished, may be listed provided full details are supplied; this must include reference to the institution where the master copy is lodged. Work that is 'in preparation' and 'personal communications' may be referred to in the text, but must not be included in the list of references.

The list of references must be arranged alphabetically, then chronologically, according to the layout of the examples below. Leave one blank line between each reference, and do not indent or otherwise format each entry. The layout sequence is:

(i) Author's name(s) and initials (in uppercase only). In the case of multi-authored manuscripts, successive authors' names should be separated by commas, with an ampersand (&) between the penultimate and last name;
(ii) Year of publication (not in brackets). If more than one paper by the same author is listed for the same year, successive entries must be designated by placing the letters a, b, c, etc., after the year of publication;
(iii) Full title of paper. Use capitals only for the first letter and for proper names. Generic and specific names must be italicized, unless such names themselves fall within an italicized title, in which case the names should be in regular (non-italic) script. If your equipment is unable to produce italics, please underline those words that should be italicized;
(iv) Full (*unabbreviated)* title of journal, book or other source, in italics. Book titles should be followed by the edition (if other than the first), the place of publication and the name of the publisher.
(v) Volume specification of journal: i.e. series (if applicable), volume number (in bold), part number (if any) in brackets, pagination (first and last page).

Examples of reference citations (to save space, the blank line between successive entries has been omitted):

ANDERSON, H.M. 1976. *A revision of the genus* Dicroidium *from the Molteno Formation.* Unpublished Ph.D. thesis, University of the Witwatersrand, Johannesburg.

ANDERSON, H.M. & ANDERSON, J.M. 1970. A preliminary review of the biostratigraphy of the uppermost Permian, Triassic and lowermost Jurassic of Gondwanaland. *Palaeontologia africana* **13**, 1–22.

CROMPTON, A.W. 1962. On the dentition and tooth replacement in two bauriamorph reptiles. *Annals of the South African Museum* **46**(9), 231–255.

HOPSON, J.A. & BARGHUSEN, H.R. 1986. An analysis of therapsid relationships. **In**:Hotton, N., MacLean, P.D., Roth, J.J. & Roth, E.C. (eds), *The Ecology and Biology of Mammal-like Reptiles,* 159–168. Washington, Smithsonian Institution Press.

ROMER, A.S. 1966. *Vertebrate Palaeontology* (3rd edn). Chicago, University of Chicago Press.

ROMER, A.S. 1973. Permian reptiles. **In**: Hallam, A. (ed.), *Atlas of Palaeobiogeography,* 159–168. Amsterdam, Elsevier.

VAN DER MERWE, N.J., LEE-THORP, J.A., THACKERAY, J.F., HALL-MARTIN, A., KRUGER, F.J., COETZEE, H., BELL, R.H.V., & LINDEQUE, M. 1990. Source-area determination of elephant ivory by isotopic analysis. *Nature* **346**, 744–746.

Reference citations in the text should give the name of the author and the date on each occasion, and substitutes such as *op. cit., loc. cit.* should not be used, e.g. 'Smith & Jones (1943) suggested that ...', '... extinction rates (Smith & Jones 1972) and other factors ...'. In the text, successive references by the same author should be separated by commas, and those of different authors by semi-colons: (Brain 1990, 1991; Hughes 1961; Smith & Jones 1972).

Headings

Three orders of headings are used.
FIRST ORDER, printed in bold capitals and left-aligned.
Second order, printed in bold upper and lower case and left-aligned.
Third order, printed in upper and lower case italics and left-aligned.

Headed sections and paragraphs should not otherwise be numbered or lettered in the manuscript.

Tables

Tables must be set out on separate sheets, with their headings in lower case. They are numbered consecutively in arabic numerals. Please indicate the position of each table by appropriate pencil notation in the margin of the text.

When referring to Tables in the text the word 'Table' is spelt out in full and given a capital initial letter, e.g. Table 2.

Illustrations

All illustrations are termed Figures (the word is to be spelt out in full with a capital initial letter), and they are numbered consecutively with arabic numerals. Each illustration must bear in pencil on the reverse side the author's name, a key word(s) from the title, the figure number and the word 'top' in the appropriate position to indicate orientation.

Please mark the position of figures by pencil notation in the margin of the text. When referring to figures in the text the word is abbreviated with a capital initial letter, e.g. Fig. 23.

All artwork should be submitted as camera-ready originals. The use of computer-generated lettering (high-quality laser or ink-jet) or dry transfer lettering is preferred for labelling, and stencil or hand-lettering is to be avoided.

Drawings, maps and diagrams should be in black drawing ink on high quality tracing paper or good quality white card. If drawings are submitted on translucent draughting film, labels and other lettering should *not* be stuck onto the original. Instead they should be clearly written on a submitted photocopy of the original, showing their correct positions clearly, for typesetting by the printers. All illustrations should be designed for same-size printing or slight reduction (by no more than 1/3) in the final form. The maximum acceptable size for illustrations on the printed page is 245 × 175 mm. Tip-ins and fold-outs are not accepted except under very special circumstances, and generally any additional costs will be for the account of the author.

Photographs should be high quality glossy b/w prints of good contrast made from critically focused negatives, and similar constraints on size apply as in the case of drawings.

Good quality digital images in TIF and EPS format (at least 800 dpi for photographs and 1200 dpi for line drawings) may also be accepted. They may be submitted on PC-format disks or CD-ROM.

Scale should be represented by suitably labelled scale bars of appropriate size, with the units of measurement specified in the caption; avoid reference to magnification in captions.

Authors must submit the original of each figure plus two copies, which may be photocopies provided the quality is good and all details are clear.

Numerical data

The metric system (SI units) is to be used throughout for all numerical data. If there is good reason for using units other than metric, the SI metric equivalents must be given in brackets. Authors should familiarize themselves with the standard abbreviations of SI metric units; non-standard abbreviations are not acceptable.

ACCEPTANCE OF PAPERS

All manuscripts offered to the Editor are submitted to two or more referees for critical appraisal, and the substance of the referees' comments is forwarded to the author in the event that the manuscript is rejected or requires revision. The Editor will advise the author whether or not the manuscript is accepted for publication.

If the manuscript is accepted, one set of proofs (usually page proofs) will be submitted to the author for careful checking and these must be returned as soon as possible. The cost of any additions or major alterations to the text at proof stage may be charged to the author. Further proofs may be submitted to the author if the Editor considers it to be necessary or desirable, but at this stage any postal charges will be for the account of the author.

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