**JP File Requirements- Original Submissions**

**Cover Letter**

* Outline why the manuscript is an important contribution.
* Certify that the material is not under consideration by another journal.
* Confirm that all the authors have seen an approved version of the submission.
* Disclose if there is a conflict of interest with any of the authors.
* Disclose if any author is under an ethics sanction.

**Main Document**

* Formatting and File Type
	+ Must be submitted as a Word file.
	+ Text Times New Roman.
	+ All text double-spaced.
	+ 12 pt. font for body text (not including title and headings).
	+ One inch margins on all sides
	+ Page numbers included.
	+ Continuous line numbers starting from title.
* Style Requirements
	+ Style should generally follow the ms formatting template.
	+ Include title, author list, author affiliations, and abstract.
	+ Any new taxonomic names or name combinations should be included in the abstract.
	+ Figures must be numbered in the order they appear in the text.
	+ Repositories and institutional abbreviations subsection has been included at the end of the Materials and methods section.
	+ Include competing interests declaration after the acknowledgements.
	+ Provide list of figure and table captions after the References.
* Systematics Requirements (for taxonomy papers)
	+ New genera require the following subsections: Type species, Diagnosis, Etymology, Remarks.
	+ Previously-described genera require a Type species subsection.
	+ New species require the following subsections: Holotype, Diagnosis, Description, Etymology, Remarks.
	+ Previously-described species require the following subsections: Holotype, Remarks.
	+ All subsections should follow the order as seen in the systematics guide (the required subsections above are in the correct order).
	+ All species headings are followed by their figure lists.

**Figures**

* Submit as individual files and do not include in the main document.
* Should be peer reviewable and in final appearance.
* Any file type acceptable.
* File name must include figure number.
* Must show up 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.

**Tables**

* Any file type acceptable.
* Should contain the table caption in the file itself.
* Can be grayscale or contain color.

**Appendices**

* Should follow 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.

**Supplemental Material**

* All supplemental material referred to in the text must be uploaded to ScholarOne.
* For large files that can’t upload, please contact the Managing Editor at journalofpaleontology@cambridge.org.