**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](mailto:journalofpaleontology@cambridge.org).