***Journal of Paleontology***

**ScholarOne Submission Checklist- Revised Submissions**

**Items in red may need to be added or updated**

1. **Response to Decision Letter**

***All information is erased*** *with each revision.*

* + Response to decision letter (can insert text and/or upload a file)
1. **Article Information**

***All information stays*** *with each subsequent revision. Please ensure accuracy of previous answers for each revision.*

* + Article type (regular article, taxonomic note, or memoir)
	+ Title
	+ Abstract (max 250 words)
	+ Non-technical abstract (max 250 words)
	+ Author Twitter handles (optional, for linking to Tweets about the published paper)
	+ Special Issue? Y/N
1. **Files**

***Previously uploaded files will stay*** *in the File List for each revision. Please delete older versions of files after newer versions have been uploaded. For original and revised submissions under review, all figures must show up in the reviewer PDF proof that is generated at the end of the submission process.*

* + Revised main document with no track changes
	+ Any figure file revisions
	+ Any table file revisions
	+ Main document with highlights or track changes (not required)
	+ All supplementary material (not required after acceptance)
1. **Attributes**

***All information stays*** *with each subsequent revision. Information can be easily selected from the dropdown lists by opening the list and searching for words using Ctrl+F. Provide a maximum of six selections per attribute.*

* + Taxonomy
	+ Broad Geologic Time
	+ Detailed Geologic Time
	+ Subject area geographic location
1. **Authors**

***Author information stays*** *with each subsequent revision.* ***Corresponding author information and lead author vocation are erased*** *with each submission.*

* + Each author’s name, email address, and institutional information
	+ Designation of corresponding author
	+ Corresponding author checklist
		- The corresponding author, author order, etc. are correct
		- The corresponding author’s email address is correct
		- The institutional information for the corresponding author are correct
		- All authors in the author list have agreed to the submission and their account details are correct
	+ Vocation of lead author (student, early career, professional, retired, avocational)
1. **Details**

***All information except funding information is erased*** *with each revision.*

* + Cover letter (can insert text and/or upload a file). Please include the following information:
		- Confirm that all authors have seen and approved of the revision.
		- If any information has been published elsewhere.
		- If any of the authors have a conflict of interest.
		- If any author is under an ethics sanction.
	+ Funding information- ensure accuracy from previous version
	+ Number of pages in the revised main document
	+ Number of figures
	+ Number of tables
	+ Number of appendices to be published with the paper (max 12 pages total)
	+ Presence of any supplementary material and their details

Confirmations checklist

* + - Information in the manuscript is new and original and that the manuscript has been submitted solely to this journal and is not published, in press, or submitted elsewhere.
		- All research meets [ethical and regulatory guidelines](https://www.paleosoc.org/assets/docs/Paleontological-Society-Policy.pdf)
		- All authors have contributed materially to the research, have read the manuscript and agree to its submission to the journal
		- The results/data/figures have either not been published or are under consideration (from your or one of your Contributing Authors) by another publisher, or if so, an explanation for which has been provided in the cover letter.
		- There is no conflict of interest for one or more authors that could be perceived as bias to their work, or if so, an explanation for which has been provided in the cover letter
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