***Journal of Paleontology* (JPA) Conventions and Style Check Sheet**

A manuscript can be considered for scientific review in the *Journal of Paleontology* if: (1) it is complete, with no content or files missing; (2) it conforms to JPA house style and format; and (3) it is in standard American English with proper grammar and spelling. Manuscripts that have major deviations from journal style, formatting, or need English language development will be returned to the author before review.

**All type and illustrated specimens must be deposited in a publicly accessible, permanently curated museum or institutional repository, and assigned unique catalog numbers.** The status of any additional material used must be recorded. Repository catalog numbers must be provided under the *Holotype* and *Materials* subheadings within the **Systematic paleontology** section and in the figure captions.

Locality information must be provided for all specimens and collections that are described, illustrated, or evaluated, and can be presented in a number of formats: maps (figures) with localities indicated; tables; or an appendix or supplemental data files for large data sets. Provide geospatial coordinates (decimal Latitude and Longitude, UTM or other standard system) and geographic datum (e.g., WGS84) for all localities. Exceptions can be made on a case-by case basis for exceptional sites or older collections with incomplete data.

**Supplemental data** should be uploaded for review to ScholarOne. The Paleontological Society requires that supplemental data associated with an accepted paper must be deposited for long-term archiving with Dryad (http://datadryad.org). This is at no cost to authors.

**Protocol and ethics**

\_\_\_ All coauthors have seen and approved of the complete manuscript’s content.

\_\_\_ Funding and other sources of support are acknowledged.

\_\_\_ All figured specimens are deposited in publicly accessible sites.

\_\_\_ Collecting permits and permissions were obtained for specimens when required. Permits and licenses for fieldwork should be listed under the Acknowledgments when applicable.

\_\_\_ Data sets used are publicly accessible in a format that allows for independent testing of results and must be deposited at Dryad after a paper has been accepted.

\_\_\_ If applicable, research protocols conform to community standards or local regulations of animal welfare, human subjects, and antiquities/cultural artifacts.

\_\_\_ **Plagiarism is not tolerated.** Manuscripts associated with scientific misconduct will be rejected or withdrawn. Published papers later determined to be associated with scientific misconduct will be formally retracted.

\_\_\_ All sources have been cited appropriately.

\_\_\_ Permissions are obtained from copyright holder(s) to reprint figures or other contents.

**General text formatting**

\_\_\_ Page size is US Letter.

\_\_\_ Double-space entire manuscript, including abstract, body text, references, and captions.

\_\_\_ Number all pages beginning with the first page.

\_\_\_ Use continuous line numbers for the entire manuscript.

\_\_\_ Use 12-point Times New Roman for body text.

\_\_\_ Left-justify text except for centered names of taxa in the **Systematic paleontology** section and hanging indent in the **References**.

\_\_\_ Do not hyphenate (break) words at right margin.

\_\_\_ Do not use footnotes.

\_\_\_ For a list in a sentence, use numbers in parentheses, e.g., “The results of this study imply that: (1) …; (2) …; and (3) ...” Use semicolons to separate list items if commas are used in the list item descriptions.

\_\_\_ For nested parentheses, the order is ( [ { … } ] ).

\_\_\_ Use double quotation marks to denote quotes; provide page number for quote.

\_\_\_ Use single quotation marks to flag a new term or the unconventional use of an existing term. Do not use bold or italics for emphasis or new terms.

\_\_\_ Use three levels of headings following JPA style precisely. Third-level headings are not commonly used but permissible when needed, particularly in systematic descriptions.

**For specific text formatting, see JPA Manuscript Formatting Template**

**General language conventions**

\_\_\_ Journal of Paleontology uses American English spelling.

\_\_\_ The Chicago Manual of Style is used for most grammar and writing style conventions.

\_\_\_ Include diacritical marks for foreign words or names.

\_\_\_ Avoid excessive use of acronyms.

\_\_\_ Use personal pronouns (e.g., “we”, “they”) sparingly.

\_\_\_ Common Latin terms such as “sensu stricto” and “in situ” are not italicized.

\_\_\_ Use “sensu stricto” and “sensu lato” rather than “in the strict sense” and “in the broad sense.”.

\_\_\_ After first use, “sensu stricto” and “sensu lato" are abbreviated “s.s.” and “s.l.”

**First page: see JPA Manuscript Formatting Template**

\_\_\_ Title should be brief, incorporate key words, and one sentence.

\_\_\_ For author addresses, spell out names of institutions and provide a complete mailing address for each author including: city, state or province postal abbreviation, zip or postal code, and country.

\_\_\_ Provide E-mail addresses for each author after their address in the format: <smarcus@cambridge.org>

\_\_\_ If corresponding author is different than the first author, this is indicated with superscript asterisk\*.

\_\_\_ Running Header is a descriptive summary of topic, maximum 60 characters + spaces

\_\_\_ Do not add key words.

\_\_\_ Abstract stands alone from the manuscript.

\_\_\_ Abstract length is commensurate with the scope of the manuscript, and generally should not exceed 250 words.

\_\_\_ Name(s) of new taxa and new combinations are itemized in the abstract.

\_\_\_ The abstract should not contain references.

\_\_\_ Taxonomic Notes do not have an abstract.

**Introduction**

\_\_\_ Subheadings are not used in the **Introduction**, see the **JPA Manuscript Formatting Template**.

**Scientific style**

\_\_\_ Italicize *Genus* and *species* names only.

\_\_\_ Author name(s) and date are required upon first use of a taxon’s name, with citation included in the **References**. This applies to taxa mentioned in paleoecological discussions, faunal lists, etc., even if not included in the **Systematic paleontology** section.

\_\_\_ If naming a new taxon, check that the name is not occupied within its Kingdom.

\_\_\_ If naming a new taxon, check that new species names are not occupied within the genus.

\_\_\_ If naming a new taxon, please provide the ZooBank registration number (see the **Systematic paleontology** guide for format).

\_\_\_ For new species and genera, the terms ‘new species’ and ‘new genus’ are spelled out in full only in the heading within the **Systematic paleontology** section.

\_\_\_ Within each major section, ‘n. sp.’ and ‘n. gen.’ are used on first mention of the taxa, but omitted thereafter. If used together, ‘n. gen. n. sp.’ is required (not ‘n. gen. and n. sp.’).

\_\_\_ Spell out generic names at the beginning of sentences and when used with ‘sp.’ In each major section, generic and subgeneric names may be abbreviated subsequent to being given in full, if there is no chance of confusion.

\_\_\_ Generic names may be abbreviated when used in the combination as *Genus* sp. cf. *G. species*. Do not abbreviate specific and subspecific names.

**Geologic data**

\_\_\_ Formally proposed and accepted ICS time and time-rock designations (e.g., Middle Ordovician, Late Cretaceous) are capitalized, whereas informal designations (e.g., late Paleozoic, middle Cretaceous, upper Aptian) are not, except when used as the first word in a sentence.

\_\_\_ When a hierarchy is listed, separate the names with a comma (e.g., Oxfordian, Upper Jurassic).

\_\_\_ For stratigraphic nomenclature, follow the procedures in the North American Stratigraphic Code (revised version, 2005) or the International Stratigraphic Guide (second edition, 1994). Adhere to the current International Stratigraphic Chart maintained by the International Commission on Stratigraphy; <[www.stratigraphy.org](http://www.stratigraphy.org)>.

\_\_\_ Distinguish geological date/age (Ma) from a span of time (Myr).

**Numbers, measurements, dates, and stats**

\_\_\_ All measurements should be in metric units. If metric equivalents of English units need to be calculated, do not include more significant digits than originally measured.

\_\_\_ Spell out whole numbers zero through nine, except when associated with an abbreviated unit of measurement (e.g., 5 mm); use Arabic numerals for numbers 10 and greater. Numbers beginning a sentence are spelled out.

\_\_\_ Put a space between the numeral and unit of measurement (e.g., 5 mm).

\_\_\_ Ordinal numbers are spelled out (e.g., twentieth century).

\_\_\_ Convert Roman numerals to Arabic numerals (e.g., in reference to plates).

\_\_\_ Use “%” and “ ° ” rather than spelling out percent and degree.

\_\_\_ Use the tilde “~” and “ca.” (circa) to express approximately when in front of a numerical measurement and age, respectively.

\_\_\_ Numerical ranges can be given as “size is 5–13 mm (with the numerals separated by an en-dash (–) rather than a hyphen (-); “from” and “between” take sentence form (e.g., “size varies from 5 to 13 mm”; “size ranges between 5 and 13 mm”).

\_\_\_ Express dates as: 1 December 1998; “during the 1800s” (not “1800’s”); “from 1990 to 1995” (not “1990–1995,” not “1990 to 95,” not “1990–95”).

\_\_\_ Use spaces on either side of equal signs (e.g., N = 516).

\_\_\_ Use capital “N” to designate sample size (e.g., N = 516).

\_\_\_ Follow conventional notation in statistics and mathematical formulae, paying particular attention to which letters are in upper or lower case or in italics.

\_\_\_ Spell out fractions (e.g., two-thirds).

\_\_\_ Geographic coordinates should be reported without a space before N or E, and a comma between latitude and longitude. Coordinates using decimals or minutes are both acceptable. (Examples: 49.8207°N, 13.9593°E; 82°17.5'N, 37°03'W).

**In-text citation examples**

\_\_\_ Use past tense for discussing published works, e.g., “The features were determined by Smith (1973).”

\_\_\_ (Smith, 1973) Keep citation simple. Avoid imperatives (e.g., see Smith, 1973); use initials only if different authors have the same surname, e.g., (A. Smith, 1973; B. Smith, 1984).

\_\_\_ (Smith and Jones, 1973) Spell out “and” (do not use ampersands).

\_\_\_ (Smith et al., 1973) no italics, period and comma after "al."

\_\_\_ (Smith, in press) Papers “in press” (accepted for publication, but not yet published) may be included, but not manuscripts in review or in preparation.

\_\_\_ (Smith, 1973, p. 16) Page number is given for a direct quotation.

\_\_\_ (Smith, 2012a, 2012b, 2015) Multiple citations by same author are listed chronologically oldest to newest as years separated by a comma.

\_\_\_ (Smith, 1973; Walker, 1982; Smith and Jones, 1995) Multiple citations are listed chronologically, separated by a semi-colon.

\_\_\_ (Smith in Jones, 1973) This is used only for a portion of the text written by Smith in a paper by Jones. Do not italicize “in”.

\_\_\_ (W. Smith, personal communication, 2016) Use sparingly if at all. Spell out with year included. Do not cite in the **References**.

\_\_\_ (Smith cited in Jones, 1973) This citation identifies an unpublished communication to Jones by Smith. Avoid as much as possible.

\_\_\_ (unpublished data) Do not use unless absolutely necessary.

\_\_\_ (personal observation) Do not use unless absolutely necessary.

**Figures: See the JPA Figure Guide for technical and scientific requirements**

**Figure citations and captions**

\_\_\_ Abbreviate and capitalize references to illustrative material (e.g., Fig. 1.2; Figs. 2 and 3; Figs. 1, 2; Fig. 1.2 and 1.5; Fig. 1.2–1.7). Use Fig. if citing components of the same figure (e.g., Fig. 3.1, 3.3). Use Figs. if citing different figures (e.g., Figs. 1, 3).

\_\_\_ Spell out if part of a sentence (e.g., “Figure 3 shows”) but avoid this kind of usage if possible.

\_\_\_ Figures must be cited in consecutive order in the text.

\_\_\_ Put “figure” in lower case if citing from other publications (e.g., Smith, 1990, p. 9, pl. 2, fig. 4.3), as well as in synonymies.

\_\_\_ In-text figure references should use commas to separate components of the same citation, and semicolons to separate different citations (e.g., Smith, 1990, pl. 2, fig. 4; Jones, 1999, p. 263, pl. 5, figs. 3, 4).

\_\_\_ Provide Figure captions at the end of the manuscript.

\_\_\_ Specimen descriptions in the captions should contain key information such as species names, specimen number, and repository catalog number.

\_\_\_ Use separate numbers for each subfigure.

\_\_\_ Explanations in captions are concise and without interpretation.

\_\_\_ Author and date are required for the first mention of all genera and species within the figure caption section.

\_\_\_ References to figure parts in the caption should be in bold and in parentheses immediately before the relevant text, e.g., (**4**) dorsal valve; (**1–3**) dorsal, ventral, and lateral views; or (**1, 3, 5**)dorsal, lateral, and anterior views.

\_\_\_ Descriptions of figure parts are usually separated by semicolons.

\_\_\_ Describe scale bars at the end of the caption: "... scale bar = 20 µm" or "Scale bars are (**2, 5**)200 μm; (**1, 3, 4**)60 μm; (**6**)1.0 mm."

\_\_\_ Do not use magnifications.

**Tables: see JPA Manuscript Formatting Template for formatting**

**Table citations, captions**

\_\_\_ Capitalize “Table” or “Tables” in the manuscript text and do not abbreviate (e.g., Table 1, Tables 2 and 3, Tables 1–4).

\_\_\_ Tables must be numbered and cited in consecutive order in the text.

\_\_\_ If tables and figures are cited together, always list the figures first. Always use semicolons to separate out figures from tables. Examples: (Fig. 1; Table 1) (Figs. 1, 2, 3; Table 1) (Fig. 1; Tables 1, 2) (Figs. 1, 2, 3; Tables 1, 2)

\_\_\_ Put “table” in lower case if citing from other publications (e.g., Smith, 1990, table 3).

\_\_\_ Provide table captions in a list at the end of the manuscript.

\_\_\_ Author and date are required for the first mention of all genera and species within the table caption.

\_\_\_ Each table should be created as an individual file in .doc or .docx or MS Excel (.xls or .xlsx) format.

\_\_\_ Each table includes a descriptive caption.

\_\_\_ All abbreviations in the table must be explained in the caption, usually at the end.

\_\_\_ Tables contain only text and numbers, and each column includes a heading.

\_\_\_ Tables do not contain images, non-ASCII symbols, fill colors, or non-horizontal lines. Tables with these components should be changed to figures in JPA format.

**Appendices and supplemental data**

\_\_\_ Use Appendices for large tables and listings that are critical for the text. Appendices will be included at the end of the article (both print and online). Appendices are limited to 3 printed pages, approximately 9 manuscript pages (1:3 ratio).

\_\_\_ Use Supplementary Data for extensive tables or listings such as specimens examined and detailed locality information if they are not critical for the text, or other large data sets or any other information such as multimedia content that is too large or not appropriate for print format.

\_\_\_ Supplemental Data files are numbered sequentially as cited in the text.