***Paleobiology***

**ScholarOne Submission Checklist- Original Submissions**

1. **Article Information**

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

* + Article type (research article, review article, rapid communication, on the record, or comment/reply)
	+ 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. 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.*

* + Main document
	+ Each individual figure file
	+ Each individual table file
	+ All supplementary material
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 three selections per attribute.*

* + Geographic location
	+ Taxonomy
	+ Analysis
	+ Geologic age
	+ Topic/other keywords
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. **Reviewers**

***Only needs to be entered at original submission****.*

* + At least three recommended reviewers and any number of opposed reviewers
	+ Name and email address of each reviewer
	+ If opposed, why you are opposing the reviewer
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:
		- Outline the importance of the manuscript.
		- Confirm that all authors have seen and approve of the manuscript.
		- 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
	+ Number of words in the main body text (excludes title page, abstract page, Literature Cited, and captions)
	+ Number of figures
	+ Number of tables
	+ Number of appendices to be published with the paper (max 9 pages total)
	+ Presence of any supplementary material and their details
	+ Indicate if the paper has been submitted to this journal in the past. Mainly for past reject without review or declined papers with encouragement to resubmit after extensive changes were made
	+ 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
		- Permission for any copyrighted material has been obtained and provided, and appropriate acknowledgement has been made to the original source in the manuscript
		- Confirm that you have included a declaration of competing interests within your submission that relates to all authors that have contributed to your submission.
		- All coauthors are not under ethics sanction, or if any are, an explanation for which has been provided in the cover letter