Paleontological Society Special Publications

Author Instructions

**General conventions and style**

Special Publications generally conforms to Chicago Manual of Style, 16th edition (2010).

For geologic terms, use the following resources:

Glossary of Geology, 5th edition (revised)

<http://www.agiweb.org/pubs/pubdetail.html?item=300156>

Currently accepted time unit names: International Commission on Stratigraphy time chart (current version v.2015/01)

<http://www.stratigraphy.org/index.php/ics-chart-timescale>

Conventions for stratigraphic terms: International Commission on Stratigraphy Guide

<http://www.stratigraphy.org/index.php/ics-stratigraphicguide>

Be concise.

Use first person sparingly.

Use American English spelling.

Please use proper diacritical marks in foreign words or names when possible.

Define acronyms upon first use.

**Manuscript formatting conventions**

Use Times or Times New Roman 12-point font for all text.

Double-space the entire manuscript, including the abstract, text, references, table and figure captions, and any text appendices.

All text should be in a single-column format with 1” margins,

All text should be left-justified except for first-order headings.

Single space after punctuation marks in text: period, comma, semicolon, colon).

Do not hyphenate to break words at the right margin.

Do not use footnotes.

Figures and tables must be cited in consecutive order in the text.

**File formats**

Please submit your manuscript as a .doc or .docx file.

Do not embed figures, tables, etc. in the manuscript text file.

Each table, figure, appendix, etc. should be submitted as a separate file.

Tables should be in .doc, .docx, .xls, or xlsx. format. Do not submit tables as image files.

Image files for review ONLY will be accepted in any of the following formats: TIFF (.tif), EPS (.eps), JPEG (uncompressed), or Adobe Photoshop (.psd) for review. See Figure Guidelines for more details.

**First page**

Do not use a separate title page.

Provide the following in order as formatted in example below:

Right Running Header (RRH), Title, Author list, Author addresses

Permanent e-mail addresses should be given for each author within “greater than” and “less than” symbols (e.g., <yourname@yourschool.edu>).

Example:

<RRH: Author last name, et al.: Short title>

**TITLE**

Author Name1 and Author Othername2

1Author Addresses, School, Department, Street Address, Anytown, OK 00001 USA <yourname@yourschool.edu>

2Author Address Address, School, Department, Street Address, Othertown, OR 00002 USA <othername@yourschool.edu>

**Abstract**

Follow title and author information with an ABSTRACT

Abstract length should be commensurate with the length and scope of the manuscript and should not exceed ~250 words.

After title and address, the abstract should be indicated by:

ABSTRACT.—

**Text headings formatting**

**FIRST-ORDER HEADING EXAMPLE**

First-order text headings are ALL CAPS, CENTERED, **BOLD**, set off above and below by hard returns. No indent for first paragraph.

**Second-order heading example**

Second-order text headings are Initial capital letter, bold, no indent, hard return above heading. No indent for first paragraph.

*This is a third-order heading example*.—Third-order text headings are indented, initial capital letter, italics, period, followed by an em-dash. Third-order text begins immediately after the em-dash, with no space between the em-dash and the text.

Use of more than three orders of headings is discouraged.

**Scientific conventions**

Genus and species names are always italicized, even in an italicized heading or quote.

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

**Numbers**

Spell out numbers beginning a sentence, ordinal numbers (e.g., twentieth century), and whole numbers zero through nine (except when associated with an abbreviated unit of measurement; e.g., 5 mm).

Use numerals for numbers 10 and greater unless at the beginning of a sentence.

Spell out measurement units when not accompanied by a numeral.

Convert Roman numerals to Arabic numerals (e.g., in reference to plates in other papers).

Numbers in numerical ranges (e.g., shell thickness 5–13 mm in group one) should be separated by an en-dash (–). “From” and “between” generally take sentence form (e.g., “size varies from 5 to 13 mm”; “size ranges between 5 and 13 mm”).

**Symbols**

Use %, ‰, °, etc. symbols rather than spelling out terms.

Use ~ and circa (ca.) to express approximately when in front of a numerical measurement and age, respectively.

**Measurements**

Provide all measurements in metric units.

If metric equivalents of English units need to be calculated, please keep significant figures consistent after conversion.

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

A

B

1

1B

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

**Time**

s m

Gyr (duration of time) Ga (billions of years ago)

Myr Ma (millions of years ago)

Kyr Ka (thousands of years ago)

**In-text citation styles**

Use double quotation marks to delineate quotes (provide page numbers, author, year, and a full reference in the citation list), and to flag a new term or the unconventional use of a known term.

Use past tense for discussing published works [e.g., Jones (1986) noted that...].

One author: (Smith, 1973).

Use initials only if different authors have the same surname [e.g., (A. A. Smith, 1973; B. M. Smith, 1984)]. Or: Smith (1973) noted in her paper….

Two authors: (Smith and Jones, 1973); do not use an ampersand (&). Or: Smith and Jones (1973) noted in their paper...

More than two authors: (Smith et al., 1973). Smith et al. (1973) noted in their paper...

All direct quotes need a page number given in the text reference; e.g., “Crinoids were found on Mars by the Viking mission.” (Smith, 1982, p. 16).

Multiple citations by same author are listed chronologically as years, oldest to newest work, separated by a comma (Smith 1973a, b, 1982).

Multiple citations are listed chronologically oldest to newwest, NOT alphabetically; separated by a semicolon (Smith, 1973; Walker, 1982, 2015; Adams, 1997, Joy, 2014).

Papers cited as “in press” include only those that are accepted for publication (Smith, in press).

Do not use citations of “in prep,” “to be submitted”, etc. Change to “personal comm.”

If personal communication is cited (e.g., Smith, pers. comm., 1973), the year of the actual communication should be included. Avoid use of pers. comm or pers. observ. as much as possible because material or data are inaccessible to the reader.

(Smith *in* Jones, 1973) This citation identifies a portion of the text written by Smith.

(Smith, cited in Jones, 1973) This citation identifies a communication to Jones by Smith. As noted above, this is best avoided.

**Citing a website within text**

Use title or author of site and year (e.g., Paleobiology Database, 2014). Give full URL and access date in reference list.

**Citing Figures, Tables, Appendices, etc. within text**

Spell out Figure or Figures if it begins a sentence.

After the first use of Figure, abbreviate and capitalize references in text to your illustrative material (e.g., Fig. 1A; Fig. 2A, C; Figs. 4–6; Fig. 4A–C, F).

Reference illustrations from other publications in lower case (e.g., Smith, 1990, fig. 4.3; pl. 2.1, fig. 4b).

**Lists**

When listing entries in a sentence, follow: 1)…; 2)…; and 3)….

Use serial commas.

**Figure content formatting**

Do not put boxes around figures.

Do not put the word Figure in the illustration

Author(s) are responsible for additional costs of color figure production in print.

**Correct**

Color figures will be used in the electronic versions of manuscripts for free if provided.

Use sans-serif lettering (Arial or Helvetica).

Use bold lettering sparingly.

Figures should be numbered consecutively in the order that each is referred to in the text.

Each illustration within a figure is lettered consecutively from A.

Submit all figures close to final dimensions.

Figure dimensions (maximum):

**Incorrect**

**Figure 1**

Full page ~18 cm in width x 23 cm in height

Double column ~18 cm in width

Single column ~9 cm in width

Specimens photographed under reflected light should appear illuminated obliquely from the upper left. Adjust tone and contrast so that images are uniform in these aspects; altered images are not permissible. Orientation of specimen photographs should follow standard practice for the taxonomic group. Size (i.e., magnification) should be appropriate for identification of key features.

Crop unneeded background.

Background can be either white or black, depending on which best suits the images and what is standard practice for the fossil group.

**Table/Appendix formatting**

Wherever possible, large tables should be prepared for online supplemental data archiving.

Larger tables can be made into Appendices if appropriate.

Each table or Appendix must be submitted as a separate file.

Use vertical lines sparingly, if at all, within a table.

Table or Appendix caption should be given as text above the table. Do not include the table caption within the table body.

Tables should not take up more than one text page.

**Reference style**

**Use GSA reference style**

Make sure all citations are complete before submitting manuscripts.

All works cited must be in the References. all References must be cited.

Cite complete, unabbreviated journal names and do not italicize journal titles.

Author(s), year, and article title are separated by a period and one space.

Put a space between author initials.

Second and successive author names appear with initials before the last name.

Spell out author names in successive citations (no dash or ibid).

Capitalize titles of books, but use lower case for titles of articles within them. Do not italicize titles.

Do not use “v.” or “vol.” for volume numbers of journals. Use the volume number itself, followed directly by a colon and the appropriate page range (e.g., Journal of Paleontology, 55:3–7.).

For pagination, use “p.” not “pp.” and separate first from last page numbers with an en-dash, not a hyphen.

Avoid citing ‘gray’ (non-peer-reviewed) literature (e.g., conference abstracts, dissertations and theses, some field guides) where possible.

Include the digital object identifier (doi) designation where possible.

Spell out all author names in multi-authored publications. Do not use “et al.”

**Reference examples**

**Journal articles**

Give issue number only if each issue in a volume is paginated separately from p. 1.

Give series number if necessary.

Spell out all author names in multi-authored publications. Do not use “et al.”

Cite fill journal title.

Kammer, T. W. 1985. Aerosol filtration theory applied to Mississippian deltaic crinoids. Journal of Paleontology, 59:551–560.

Berkman, M. B., J. S. Pacheco, and E. Plutzer. 2008. Evolution and creationism in America's classrooms: a national portrait. PLoS Biology 6(5):e124. doi:10.1371/journal.pbio.0060124

**Article in press:**

Check to see if citations are published prior to publication and update if possible.

Brower, J. C. In press. Dendrocrinid crinoids from the Ordovician of northern Iowa and southern Minnesota. Journal of Paleontology.

**Article in an edited book:**

Pages are cited after title of article, separated by comma. Put a period after pages.

Capitalize and italicize “In.”

All editors are listed with given name initials before surname. Designate editor as (ed.) and editors as (eds.). Follow both with comma before title of book.

Eldridge, N., and S. J. Gould. 1972. Punctuated equilibria: An alternative to phyletic gradualism, p. 82–115. *In* T. J. M. Schopf (ed.), Models in Paleobiology. Freeman, Cooper, San Francisco.

Feldmann, R. M., and M. T. Wilson. 1988. Eocene decopod crustaceans from Antarctica, p. 465–488. *In* R. M. Feldmann and M. O. Woodburne (eds.), Geology and Paleontology of Seymour Island, Antarctic Peninsula. Geological Society of America Memoir, 169.

**Book; monograph:**

If the cited work comprises the entire monograph, then use (e.g.) “393A, 73 p.”

Mayr, E. 1963. Animal Species and Evolution. Harvard University Press, Cambridge, MA, 797 p.

Draper, N., and H. Smith. 1981. Applied Regression Analysis (2nd edition). John Wiley & Sons, New York, 709 p.

Pratt, B. R. 1992. Trilobites of the Marjuman and Steptoean Stages (Upper Cambrian), Rabbitkettle Formation, Southern Mackenzie Mountains, Northwest Canada. Palaeontographica Canadiana, No. 9, 179 p.

Gill, J. R., and W. A. Cobban. 1966. The Red Bird section of the upper Pierre Shale in Wyoming. U.S. Geological Survey Professional Paper, 393A:A1–A73.

**Dissertation or thesis:**

Hageman, S. J. 1992. Morphometric approaches to systematics and microevolution: applications from Paleozoic Bryozoa. Unpublished Ph.D. dissertation, University of Illinois at Urbana-Champaign, 247 p.

**Paper presented at meeting:**

**L**ESPÉRANCE, P. J. 1984. Vincular furrows in some Early Silurian Phacopidae (Trilobita) from Canada. 27th International Geological Congress, Moscow, Abstracts 1:283–284.

Seilacher, A. 1983. Precambrian metazoan extinctions. Geological Society of America Abstracts with Programs, 15(6):683.

Give issue number if part of a regular series but paginated separately (as above).

**Foreign language titles:**

Pay attention to diacritical marks in names and words.

Titles in languages using the Roman alphabet are not translated.

Transliterations or translations of titles in non-Roman alphabets are both acceptable, but be consistent.

If the title is translated, then note the language as such in brackets, e.g., [In Chinese]

Elenkin, A. A. 1938. Monographia algarum Cyanophycearum aquidulcium et terrestrium infinibus URSS inventarum. Pars specialis (Systematica), Fascicle I. Izdetelstvo Akademii Nauk SSSR, Moscow and Leningrad, 984 p. [In Russian]

GOROKHOV, I. M., M. A. SEMIKHATOV, AND E. P. DRUBETSKOI. 1991. Rb-Sr i K-Ar vozrast osadochnyh geochronometrov nizhnego rifeya Anabarskogo massiva. Izvestiya Akademii Nauk SSSR, Seriya Geologicheskaya, 7:17–32. [In Russian]

**Online material:**

Cite date retrieved.

Cite website; do not underline web address.

Geological Society of America. 2009. Teaching of Evolution. Retrieved January 6, 2012, <http://geosociety.org/positions/position1.htm>.

**Figure and Table Captions**

All Figure and Table captions should be in the main document placed after the references.

Figure and Table captions begin with FIGURE or TABLE, number, period, em-dash.

**Example of Figure and Table captions:**

FIGURE 1.—Photographs of *Prettyus* *triangularis* (Walcott, 1883), USNM 234567abc, from Walcott-Rust Quarry, Indiana, showing three equal, straight edges, and evenness of form; (A) lateral view; (B) oblique view; ×2.7.

FIGURE 2.—Drawings of two specimens from Walcott-Rust Quarry, Indiana, showing the range in size and form for the genus *Madeitupus* at this locality: (A) *Madeitupus* *stellatus*, specimen USNM 234567abx; upper view, stellate body with consistent angles, ×2.5; (B) *Madeitupus* *roundis*; specimen USNM 234567abd; upper view; circular body with no angles; ×5.

TABLE 1.—There is no table; the cake is a lie; all your base are belong to us.