

Taylor & Francis Style Sheet

Own Style

Journal title and acronym	<i>Journal of Systematic Palaeontology</i> (TJSP)
Trim size	USA4 Title, Authors, Received dates, Abstract, Key words, Contents (single column) Everything else (double column)
Article level guidelines	
Catchline	<i>Journal of Systematic Palaeontology</i> , Vol. 000, Issue 000, Month 2009, 000–000
Footline	ISSN 1477-2019 (print)/ISSN 1478-0941 (online) © 20XX Natural History Museum DOI: 10.1080/XXXXXXXXXXXXXXXXXX http://www.informaworld.com
Running heads	(verso) J. P. Author or J. P. Author and I. M. Writer or J. P. Author <i>et al.</i> (Author initials spaced) (recto) Short title, initial cap only (Genus and/or species names in italics)
Logo	Taylor & Francis Lamp of Learning
Article type (when needed)	Not specified
Title	Initial cap only (bar proper nouns), bold, aligned centre. For example: Lower Ordovician (Chewtonian to Castlemainian) radiolarians of Spitsbergen
Authors	The authors' names should be aligned centre. Follow individual authors' preferences as to the inclusion of initials/full forenames. Where the authors are from a number of different institutions, the appropriate institution letter from the affiliation list should be displayed as a superscript letter immediately after the author's name. Postal addresses should be listed immediately below the author names, in a smaller font, in italic. Each institute should appear in the order used against author names and show the appropriate superscript letter. For example: J. P. Author ^{*a} , Ian M. Writer ^b <i>^aDepartment of Zoology, University of Life, Clever Street, OX14 4RN, UK; ^bDepartment of Biology, University of Style, Brains Road, E14 5PU, UK</i> [At base of first page] *Corresponding author. Email: j.p.author@yahoo.co.uk
Received dates	(Received Day Month Year; accepted Day Month Year; printed Day Month Year) [centre aligned]
Abstract	Required. No longer than 300 words. No heading. Indented left and right; justified and centred
Keywords	Four to six keywords. Aligned under abstract. Keywords: nudibranchs; <i>Trapania</i> ; new species; comparative morphology; Indo-Pacific
Headings	<u>In all sections of the article other than systematic descriptions, the heading style should be as follows:</u> First order headings Bold, 14 pt, left justified, initial capital then lower case and followed by a space of one line. Second order headings Bold, 12 pt, left justified, initial capital then lower case and with the text commencing on the following line. Third order headings. Bold, 12 pt, left justified, initial capital then lower case followed by a full point and with the text commencing on the same line. Fourth order headings. Bold, 12pt, indented, initial capital then lower case followed by a full stop and with the text commencing on the same line <u>In systematic description sections, the layout should be as follows:</u>

First order heading introducing the section (e.g. **Systematic description, Systematic palaeontology, Taxonomy**)

Then, centred and emboldened so, the supraspecific taxa:

Class **Actinopoda** Calkins, 1909
 Subclass **Radiolaria** Müller, 1858
 Superorder **Polycystina** Ehrenberg, 1838, emend. Riedel, 1967
 Order **Archaeospicularia** Dumitrica *et al.*, 2000
 Family **Paleaeospiculumidae** Won, *in* Won & Below, 1999
 Genus **Svalbardospiculum** nov.

References to figures (if present) should follow immediately below the taxa, in parentheses, centred:

(Fig. 1) or (Figs 1A–C) or (Figs 1, 2)

The synonymy should follow next (if present), aligned left, with a line of space above. The synonymy list should list previous names as they were published, and in order of date of publication. The author of synonyms should usually be separated from the published name by a semicolon, e.g.:

1839 *Orthis semicircularis* Sowerby *in* Murchison: 639, pl. 21, fig. 7.
 1987 *Dolerorthis sowerbyiana* (Davidson); Temple: 30, pl. 1, figs 11-18.
 2008 *Triplesia girvanensis* Cocks: 81, pl. 6, figs 8-12.

Then should follow, with a line of space above, successive paragraphs (as necessary), introduced by third order headings. These paragraphs should be placed in the following order (**Type species, Diagnosis, Derivation of name, Material, Occurrence, Description and Remarks**).

Subsequent genera discussed within the same family, subsequent species discussed within the same genus (and so on) would be again be introduced by centred taxonomical headings.

N.B. commas should always be used between authors and dates in taxon authorities.

Tables	Cited as Table 1. Caption: Table 1. Description of table contents.
Figures	All illustrations, whether line drawings or photographs, are specified as Figures. These may include composite illustrations in which the component parts are labelled using letter suffixes, e.g. A, B, C. This lettering and any other labelling should be at least 2 mm tall, and preferably in a standard sans serif font such as Helvetica. All figures must be referred to in the text, and should normally be numbered in the sequence in which they are cited. Use Fig. when referring to a single illustration or part of an illustration and Figs when referring to two or more separate illustrations or parts of the same illustration. Caption: Figure 1. General description. A , specific description of first part; B , specific description of second part.
Displayed quotations	Indented 1 em
Acknowledgements	To go at the end of article, before References. Regular-size font.
Notes	Not used.
Notes on contributors	Not used.
Appendix	Placed after references.
Spelling	Use British spelling throughout; -ize endings, but analyse.
Punctuation	Punctuation should follow the British style, e.g. ‘quotes precede punctuation’. Double quotation marks should be used for direct quotations from letters, specimen labels, other publications, but in all other instances, single quotation marks should be used.
Dashes	Spaced en dashes for parenthetical dashes

Numbers and units	Should take following forms: 300, 3000, 30 000. Spell out numbers below 10 unless used with a unit of measure or at the beginning of sentences.
Dates	4 October 2005 in the twenty-first century in the 1970s
Reference Style	
In-text references:	Gauthier (1902) or (Gauthier 1902) for single authors. Cotteau & Triger (1855) or (Cotteau & Triger 1855) for two authors. Skelton <i>et al.</i> (1990) or (Skelton <i>et al.</i> 1990) for three or more authors. Lambert in Lambert & Thiery (1925) or (Lambert in Lambert & Thiery 1925) for subdivided publications. Ali (1989, 1992a, b) or (Ali 1989, 1992a, b) for citing two or more publications. (Ward & Cooper 1999; Keith 2001) for multiple references. Multiple references cited together in the text should be listed in chronological order.
Reference list (ordering)	<ul style="list-style-type: none"> • List authors alphabetically. • Multiple publications by the same first author should be listed chronologically. • Initials spaced.
Reference list (style: journal articles)	<ul style="list-style-type: none"> • Journal titles should be given in full and italicised. • The volume number should be in bold. • Pagination should be given in full and separated from the volume number by a comma. • Plates should only be listed if they are not included within the pagination of the paper. • Only give part numbers of volumes when this is required to specify the paper, i.e. if each part in the volume is paginated from zero. <p>For example:</p> <p>Bittner, A. 1892. Ueber Echiniden des Tertiars von Australien. <i>Sitzungsberichte der Kaiserlichen Akademie der Wissenschaften Mathematisch-Naturwissenschaftliche Classe</i>, 101(3), 331–371, pls 1–4.</p> <p>Clark, H. L. 1923. Two new genera of sea-urchins. <i>Bulletin of the Museum of Comparative Zoology, Harvard</i>, 61, 341–348.</p> <p>Gallémí, J., López, G., Martínez, R., Muñoz, J. & Pons, J. M. 1995. Distribution of some Campanian and Maastrichtian macrofaunas in southeast Spain. <i>Cretaceous Research</i>, 16, 257–271.</p>
Reference list (style: books)	<ul style="list-style-type: none"> • Italicise the title of the book. • Give publisher and city of publication followed by number of pages. <p>For example:</p> <p>Carroll, S. B., Grenier, J. K. & Weatherbee, S. D. 2001. <i>From DNA to diversity: molecular genetics and the evolution of animal design</i>. Blackwell Science, Oxford, 214 pp.</p> <p>Young, G. & Bird, J. 1828. <i>A geological survey of the Yorkshire Coast: describing the strata and fossils occurring between the Humber and the Tees, from the German Ocean to the Plain of York</i>. 2nd edition. Kirby, Whitby, iv + 367 pp., 19 pls</p>
Reference list (style: book chapters)	<p>Bardack, D. 1997. Wormlike animals: Enteropneusta (acorn worms). Pp. 89–92 in D. W. Shabica & A. A. Hay (eds) <i>Richardson's Guide to the Fossil Fauna of Mazon Creek</i>. Northeastern Illinois University, Chicago.</p> <p>Benito, J. & Pardos, F. 1997. Hemichordata. Pp. 15–102 in F. W. Harrison & E. E. Ruppert (eds) <i>Microscopic anatomy of invertebrates. Volume 15, Hemichordata, Chaetognatha, and the invertebrate chordates</i>. Wiley-Liss, New York.</p>
Reference list (style: online articles)	Williams, P. H. 1997. An annotated checklist of bumble bees with an analysis of patterns of description (Hymenoptera: Apidae, Bombini). <i>Bulletin of The Natural History Museum (Entomology)</i> 67 , 79–152 [updated at http://www.nhm.ac.uk/research-curation/projects/bombus , accessed 14 August 2009].
Reference list (dissertations, theses)	Tetlie, O. E. 2002. <i>Eurypterid phylogeny with remarks on the origin of Arachnida</i> . Unpublished PhD thesis, University of Bristol, 320 pp.
Reference list (websites)	Pitkin, B. 2004. <i>Coleoptera Collection and Card Index</i> . Updated at: http://www.nhm.ac.uk/research-curation/research/projects/coleoptera/index.html , accessed 3 September 2009.

Issue level guidelines

Issue level guidelines	
Contents	<p>JOURNAL TITLE Volume 100 Number 1 December 2007 logo SPECIAL ISSUE TITLE GUEST EDITOR</p> <hr/> <p>CONTENTS</p> <p>Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right</p>
Editorial style	<p>Editorial (as title) If editorial has a title, use EDITORIAL (section heading) Title of editorial</p> <p style="text-align: right;">Editor Name <i>Affiliation if wanted</i></p>
Corrigendum/Erratum style	<p>Corrigendum/Erratum (as title) Include catchline and article title of original text.</p>