

## Taylor &amp; Francis Style Sheet

## Non-standard

Journal title and acronym	Palynology (tPAL)
Trim size	USA4
Catchline	<i>Journal Title</i> Vol. X, No. X, Month 2010, 1–3 top of page 1, ranged left
Footline	ISSN 0191-6122 print/ISSN 1558-9188 online © 2010 ?????? DOI: 10.1080/XXXXXXXXXXXXXXXXXXXX <a href="http://www.informaworld.com">http://www.informaworld.com</a> (live link) bottom of page 1, ranged left
Running heads	( <i>verso</i> ) <i>J. Smith and P. Jones</i> or <i>J. Smith et al.</i> if 3 or more authors. If J.B. Smith then initials are closed up ( <i>recto</i> ) <i>Journal Title</i> centred on pages
Logo	T&F position top right
Article type (when needed)	<b>RESEARCH ARTICLE</b> bold caps, centred
Title	<b>Bold, first word and proper nouns cap only</b> centred
Authors	An Author and Another Author (initials closed up if J.B. Smith) centred
Affiliation	<sup>a</sup> <i>Department, University, City, Country</i> ; <sup>b</sup> <i>Department, University, City, Country + any extra affiliation address information given by the authors</i> (e.g. street address, postcode, zip code) centred
Received dates	( <i>Received 20 July 2005; final version received 17 August 2006</i> ) After affiliation, centred
Abstract	Text smaller, indented both sides centred
Keywords (up to 7)	<b>Keywords:</b> word; another word; lower case except names Position aligned with abstract, same size as abstract
Correspondence details	Given as footnote on page 1* *Corresponding author. Email: xxxxxxxx ranged left, no indent. Postal address not needed. If there is only one author, use *Email: xxxxxxxx
Headings	<b>1. Bold initial cap only</b> <b><i>1.1. Bold italic initial cap only</i></b> <i>1.1.1. Italic initial cap only</i> <i>1.1.1.1. Italic initial cap only.</i> Text runs on All ranged left, no indent below.
Paragraphs	Indented
Taxonomy	<b>Not</b> to be numbered as per headings. Left align.
Tables	(Table 1) in text. Table 1. Title initial cap only. (ranged left above table) Note: This is a note. (ranged left under table)
Figures & Plates	(Figure 1) in text. Figure 1. Caption initial cap only (ranged left under figure) Note: This is a note. (ranged left under figure) Figures and Plates to be numbered separately Plate 1. Caption initial cap only (ranged left under plate)
Displayed quotations	Indented left and right, smaller font (over 40 words, or when appropriate)
Lists	(1) for numbered lists

	Bullets if wanted
Equations	Equation (1) in text Centred
Acknowledgements	A heading Goes before notes, bio notes and refs Text smaller
Notes	<b>Notes (A heading)</b> 1. This is a note. 2. This is another note. Text smaller
Notes on contributors <a href="#">Required for this journal</a>	<b>Notes on contributors (A heading)</b> First author details. Line space Second author details. Goes after Acknowledgements, before refs Text smaller
Appendix	<b>Appendix 1. Title if given (A heading)</b> Goes after refs Text smaller
Spelling preferences	British English (-ise) or American English (-ize) – consistent within article
Punctuation	Initials (e.g. US, NJ, BBC) do not have full points between them. For names of article authors and in references, no space between initials (J.P. Smith, Smith, J.P. or Smith JP depending on reference style). Use single quotes (double within)
Dashes	Spaced en rules for parenthetical dashes Use en rule between spans of numbers (e.g. 20–40), including page numbers in references
Numbers and units	Numbers: spell out one to nine, then 10, 1000, 10,000 10% (except at start of sentence) Units: follow author
Dates	4 October 2005 in the twenty-first century in the 1970s
Contents page	<b>JOURNAL TITLE</b> <b>Volume 100 Number 1 December 2007</b> logo <b>SPECIAL ISSUE TITLE</b> <b>GUEST EDITOR</b>
	<b>CONTENTS</b> <b>Articles</b> Title of article <i>Author, Author and Author</i> All ranged left, page numbers ranged right
Editorial	<b>Editorial (as title)</b> If editorial has a title, use <b>EDITORIAL</b> (section heading) <b>Title of editorial</b>  Editor Name <i>Affiliation if wanted</i>

Other article types	Follow style for main articles
Book reviews	<p style="text-align: center;"><b>BOOK REVIEWS (as section heading)</b></p> <p><b>Book title: all bold</b>, by Author and Author /edited by Author, Cambridge, Harvard University Press, 2003, xliii + 584 pp., US\$28.95 (paperback), ISBN 0-95-445440-6</p> <p style="text-align: right;">Reviewer's Name <i>Affiliation</i> <i>Email</i></p> <p style="text-align: right;">(c) year, Reviewer Name</p> <p>References go before reviewer details Next review follows after a space No copyright line on first page of reviews</p>
Volume contents and index	<p style="text-align: center;"><b>Author index (as title)</b></p> <p>Author index set double-column</p>
Erratum	<p style="text-align: center;"><b>Erratum (as title)</b></p> <p>Include catchline and article title of original text.</p>
Obituary	<p style="text-align: center;"><b>OBITUARY (section heading)</b></p> <p style="text-align: center;"><b>Name and dates if given (as title)</b></p> <p style="text-align: right;">Author Name <i>Affiliation</i> <i>Email</i></p>
Reference Style	Please follow Style C CSE name-year, but do not abbreviate journal titles