

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

A single PDF including:

- Manuscripts
- Captions
- Figures
- Tables

Author Guidelines

1. Manuscript Submission

Articles should be written in English. Contributions falling into the following categories will be considered for publication:

- Original high-quality Research Papers (preferably no more than 35-40 double-line spaced pages, including tables and figures).
- Short Notes, for rapid high impact publication (no more than 10 double-line-spaced pages, including tables and figures).
- Other: book reviews, syntheses, reviews and discussions.

Manuscripts should comprise original, unpublished material and should not be submitted for publication elsewhere.

Papers will be reviewed by at least two referees. Authors could propose three or more potential reviewers. Note that the editor retains the right to decide whether or not the suggested reviewers will be chosen. More information in Review Process and Acceptance.

The manuscript submission and peer review system proceed totally online. Submit a unique PDF file including the text followed by captions to illustrations and the figures and tables at the end of the text (see Manuscript Preparation).

All artwork and photographs should be supplied in electronic form. Once the paper is accepted, line drawings or labelled images and half-tones (photographs) should be provided in a modifiable EPS format, as explained in Manuscript Preparation/Figures. Also, a file with the caption list will have to be added as a supplementary file.

OJS allows you to check the status of your manuscript online throughout the review process.

2. Manuscript Preparation

Manuscripts should be double-spaced on A4 size paper, using a 12-point font size and leaving wide margins (3-4cm).

Authors are responsible for providing manuscripts in which approved scientific terminology is used and which contain no grammar or spelling errors.

All pages should bear the author's name and be numbered serially. Lines should also be numbered.

2.1 Text

2.1.1 Title

(in lower case letters): Brief, specific and informative. Recommended maximum length is 100 characters, including spaces. It should convey information about the topic and content of the article, the geographic location and the age of the object of study. Provide an **abbreviated title** (<50 characters) for use as a header at the top of all pages.

2.1.2 Name and surname of the authors

Include a superscript index (^{[1], [2]}) referring to their complete address and e-mail. Specify who the corresponding author is with an asterisk (*), who will handle correspondence at all stages of refereeing, publication and post-publication.

2.1.3 Abstract

It should be concise and informative. Maximum length is 250 words for Research Papers and 100 words for Short Notes.

2.1.4 Keywords

Four or five keywords should be included.

2.1.5 Main text

Follow the standard sequence of introduction, methods, results, discussion and conclusions.

Ensure that all figures, tables and references are mentioned in the text.

Please maintain either British or American English spelling throughout the article, avoid mixing styles.

It may be divided into a maximum of three levels of headings: **CAPITAL LETTERS** for first order, **bold lower case letters** for second-order and ***bold italic lower case letters*** for third order headings. Headings should not be preceded by numerals or letters.

If required, use a large hyphen for periods or unbroken sequences and a short hyphen for word breaks or unions.

In chemical formulas, use subscripts when necessary.

The International System of Units should be followed throughout. Do not leave spaces between numbers and units (10km).

In numbers use a comma as thousands separator and a point as decimal separator.

Equations should be set off from the rest of the text by empty lines above and below, and numbered serially on the right-hand-side with Arabic numerals in parentheses. In the text, they should be referred to as equation (1). The meaning of all symbols used in the text should be clearly explained.

Abbreviations and acronyms: Avoid local or unnecessary acronyms or abbreviations other than the most common ones such as REE or MORB. Long names, no matter how well known they are, should be written in full the first time they appear including the abbreviation in brackets. The title and abstract should not include any abbreviations.

The word 'formation' should be fully spelled when used for the first time in the text. Use the abbreviation Fm. afterwards.

Palaeontology systematics

Class: Insecta LINNAEUS, 1758

Order: Hemiptera LINNAEUS, 1758

Suborder: Heteroptera LATREILLE, 1810

Infraorder: Cimicomorpha LESTÓN, PENDERGRAST and SOUTHWOOD, 1954

Superfamily: Miroidea HAHN, 1833
Family: Miridae HAHN, 1833
Subfamily: Cylapinae KIRKALDY, 1903

GENUS *Aragocylapus* n. gen.

TYPE SPECIES: *Aragocylapus Miocaenicus*, by MONOTYPY

For more than one species, according to different authors it could be written as:

- 1989 *Aurikirkbya* sp. 1, Fohrer, pp. 33-34, pl. 4, figs. 5-8
- 1990 *Aurikirkbya* sp., Becker and Fohrer, pp. 329-335, figs. 1
- 1991 *Aurikirkbya* cf. *beckeri* (Kozur, 1990), Fohrer, p. 34, pl. 7, figs. 1-3
- 2001 *Aurikirkbya carinthica* Sánchez de Posada and Fohrer, p. 982, pl. 9, fig. 9-13

The last name of the specie descriptor cannot be shortened. Before the author, you must add the publication year of the discovery separated by a coma. Also, if the author who discovered the specie catalogued it in other genus it must be written in brackets.

Biostratigraphy: you should be careful with the name of the biozones and its differentiation of the chronozones. The name of the fossils that are present in the biostratigraphic unit must be written in italic (e.g. *Alsatites liasicus* Biozone or *liasicus* Biozone).

Chronostratigraphy: in the chronozones the name of the species begins with a capital letter and are written without italic (e.g. Herveyi Chronozone).

2.1.6 Acknowledgements

2.1.7 References

References in the text, figures, captions, tables, and appendices should be listed in the Reference section using CSE style, N-Y (Name-Year) System.

Examples of citations: (Bitzer *et al.*, 2001); Ramos (1997); (Sala and Calvo, 1988); Vaquer (1987a), etc.

References should be listed in alphabetical and chronological order and double-spaced.

Names of periodicals should be written in full. If available, include DOI number.

Personal communications should be written out in full.

Examples:

Journal article

Naranjo, J.A., Lara, L.E., Mazzoni, M.M., 1997. Late Quaternary monogenetic volcanoes along Río Salado, Southwest Mendoza Province, Argentina. *Acta Geologica Hispanica*, 32(12), 113-122.

Book

Tertian, R., Claisse, F., 1982. *Principles of Quantitative XRay Fluorescence Analysis*. London, Heyden, 385pp.

Book including several papers

a) For the whole book:

Jones, T.P., Rowe, N.P. (eds.), 1999. *Fossil Plants and Spores. Modern Techniques*, London, Geological Society, 396pp.

b) For one of the papers:

Golenberg, E., 1999. Isolation, identification, and authentication of DNA sequences derived from fossil material. In: Jones, T.P., Rowe, N.P. (eds.). *Fossil Plants and Spores. Modern Techniques*, London, Geological Society, 156-160.

Thesis

Amilibia, A., 2002. *Inversión tectónica en la Cordillera de Domeyko, Andes del Norte de Chile*.

Doctoral Thesis or PhD Thesis. Barcelona, Universitat de Barcelona, 161pp.

Appendices

Appendices are optional. Appendices should be numbered and titled. Title all appendices in capital letters (e.g., (ELECTRONIC) APPENDIX I. SAMPLE DESCRIPTIONS); number appendices only if there are two or more. Tables and figures in the Appendix should be numbered separately from the text (e.g., Fig. I, Fig. II, Table I, etc.)

Figure and table captions

They can be provided at the end of the main manuscript file. Make captions precise and explain all symbols and abbreviations used.

2.2 Figures and Tables

2.2.1 Figures

All illustrations are called Figures including stratigraphic tables and other similar graphics. In the text, they should be referred to as Figure # if not in brackets or as (Fig. #) otherwise.

Figures should be numbered consecutively along the text.

Maximum sizes are either 175 x 233mm (one journal page) or 82 x 233mm (one column).

Send images near to the desired size of the printed version.

Separate parts of a single figure should be labelled A), B), etc., and referred to as A), B), etc., in the figure captions, but as A, B, etc., in the text. For each figure, labels should be located at the same position.

Use the same font in all figures (Arial or Helvetica 10 with no bold typeface or italics, except for species). Inside figures, text should have white filling and black outline.

Add a 0.5pt outline to photographs and drawings. Parts of a single figure should be separated by a 0.3pt line.

Photographs should have an absolute minimum resolution of 300dpi and should have sufficient contrast to be reproduced correctly.

All maps, field sketches, cross-sections and photographs should include a metric scale bar.

Regional maps should include a National Grid or latitude/longitude coordinates.

2.2.2 Tables

They should be cited in the text in the form Table 1, etc.

Use 10 point Arial or Helvetica font with no bold typeface or italics (except for species).

All tables should include a brief title and be numbered consecutively.

Footnotes to tables should be typed below the table and referred to by superscript letters.

Upper and lower limits of the tables should be outlined with 0.5pt lines. Separate the first row (parameters) with a 0.3pt line. Avoid vertical lines.

When listing samples, include a petrographic name and locality (coordinates).

For further information look at recent volumes of *Geologica Acta*.

Manuscripts not following the journal's guidelines will be sent back to authors.