

## **PALAIOS Author Guidelines**

### **STATEMENT OF PURPOSE**

PALAIOS, founded in 1986, is a monthly online journal dedicated to emphasizing the impact of life on Earth's history as recorded in the paleontological and sedimentological records. PALAIOS disseminates information to an international spectrum of geologists and biologists interested in a broad range of topics, including, but not limited to: biogeochemistry, ichnology, paleontology, paleoclimatology, paleoecology, paleoceanography, sedimentology, stratigraphy, geomicrobiology, astrobiology, paleobiogeochemistry, paleobiogeography, macroevolution, and mass extinctions.

PALAIOS publishes papers at the interface of geology and biology that elucidate applications of paleontology for solving diverse geologic problems and for resolving biologic interactions in Earth systems through time. PALAIOS encourages submissions of papers that emphasize using all aspects of paleontology to answer any number of important geologic and biologic questions that further our understanding of Earth history. Accordingly, manuscripts whose subject matter and conclusions have broader geologic and paleontologic implications—rather than narrowly focused discourses—are much more likely to be selected for publication. Given that the purpose of PALAIOS is to generate enthusiasm for paleontology among a broad spectrum of readers, the editors request the following: titles that generate immediate interest; abstracts that emphasize important conclusions; illustrations of professional caliber used in place of words; and lively, yet scholarly, text.

PALAIOS welcomes submissions that have substantial original contributions to research. PALAIOS will reject submissions of papers that have had large parts of their conclusions or data published elsewhere or theoretical contributions without accompanying new data. PALAIOS reserves the right to reject manuscripts on the basis of prior publication of substantial portions of text, data, or conclusions, including those published in a language other than English or through electronic media, such as websites.

### **PALAIOS GENERAL CONVENTIONS**

1. PALAIOS publishes in US English only. Authors whose first language is not English are strongly urged to have a native English speaker review the manuscript prior to submission.
2. Spelling should conform to Webster's Third New International Dictionary (Unabridged).
3. For proper use of stratigraphic nomenclature, refer to the International Commission on Stratigraphy (<http://www.stratigraphy.org>) and the North American Stratigraphic Code, 2005, AAPG Bulletin, v. 89, no. 11, p. 1547–1591 ([http://ngmdb.usgs.gov/Info/NACSN/05\\_1547.pdf](http://ngmdb.usgs.gov/Info/NACSN/05_1547.pdf))
4. The metric system and SI units are required.
5. PALAIOS does not publish taxonomic reports or taxonomic descriptions.
6. All Research Articles and Research Notes are peer reviewed.

### **MANUSCRIPT CATEGORIES**

PALAIOS has a varied format that accommodates several types of manuscripts, book reviews, and Comments and Replies.

**THE FOLLOWING MAY BE SUBMITTED ONLINE AS EITHER UNSOLICITED OR SOLICITED MANUSCRIPTS**

1. Research Article: usually 10–15 published pages (25–45 ms pages, including references and figures), comprehensive research or review papers presenting new data or interpretations of data in areas of interest to the PALAIOS readership.
2. Research Note: usually 3–10 published pages (10–25 ms pages, including references and usually no more than 5 figures), preliminary reports of significant discoveries, brief research notes on new methods or instrumentation, or short reports on topics of interest to the PALAIOS readership.

**THE FOLLOWING FORMATS ARE TO BE SUBMITTED ONLINE WITH EDITORIAL APPROVAL ONLY.** Contact [palaios.editor@gmail.com](mailto:palaios.editor@gmail.com) for permission to use these submission categories.

1. Spotlight: usually 2–3 published pages (6–8 ms pages). This is an invited contribution, highlighting an issue that is of interest to the PALAIOS readership.
2. Book Review: usually 1–3 published pages (6–8 ms pages); in-depth reviews of selected books solicited by the editor. These are published online only.
3. Comment and Reply: A Comment is a response to a recently published paper; the Reply is a response from the authors of the original article to critiques of their article as outlined in the Comment. Please contact the PALAIOS Editorial office if you wish to submit a Comment on a recent PALAIOS article. Comments must be submitted to the Editors for approval, and the Editors will solicit the Reply if the Comment is approved. These are published online only.

**PALAIOS FORMAT CHECKLIST FOR CORRESPONDING AUTHORS**

**NOTE: Manuscripts should be in the correct format before submission on AllenTrack** (<http://sepm-palaios.allentrack.net>). Use the list below to prepare your manuscript in PALAIOS style. Please follow all PALAIOS formatting guidelines. Contact the editorial office if you have any questions or for any items not covered below (e-mail: [palaios.editor@gmail.com](mailto:palaios.editor@gmail.com)).

If you wish, you may submit a color image, either from your paper or closely related to your paper, via AllenTrack, for consideration as an online cover image for the PALAIOS issue in which your paper may appear.

**GENERAL RULES:**

- \_\_\_\_ Formats for text files: .rtf, .doc, and .txt.
- \_\_\_\_ Formats for figures: .tif, .pdf, and .eps.
- \_\_\_\_ Font for manuscripts must be in 12-point, Times New Roman.
- \_\_\_\_ DOUBLE SPACE ALL TEXT, including abstract, references, and figure and table captions.
- \_\_\_\_ *Italicize* only scientific names and non-English phrases (e.g., *in situ*). Do not use underlining.
- \_\_\_\_ Do not use bold type, except for abstract and figure and table caption headers (see below).
- \_\_\_\_ Metric units (SI) must be used throughout the manuscript. Convert English units to metric.
- \_\_\_\_ Do not quote other authors directly. Please paraphrase and cite the source.
- \_\_\_\_ The purpose of the paper must be stated early in the introduction.

\_\_\_\_ All text should be left justified only, not full.

\_\_\_\_ Specimen numbers and repository information for all specimens illustrated or used in the study must be included.

#### **ORGANIZATION OF MANUSCRIPT:**

\_\_\_\_ Use 12-point, Times New Roman font.

\_\_\_\_ Title of paper—in ALL CAPITAL LETTERS, CENTERED, **BOLD**.

\_\_\_\_ Complete names of authors—in ALL CAPITAL LETTERS, CENTERED. Use superscript numbers to designate addresses if more than two authors.

\_\_\_\_ Affiliation, full postal addresses, and email addresses of authors, separated by semicolons, in *Upper and Lower Case Italics*, centered.

\_\_\_\_ Add email of corresponding author only.

\_\_\_\_ Suggested running head, maximum of 60 characters, including spaces.

Format as follows: *RRH: RUNNING HEAD, ITALICS CAPITAL LETTERS*

\_\_\_\_ Left running head, author's last name.

Example: *LLH: P.S. SMITH ET AL.* or *F.R. JONES AND E.D. TAYLOR*

\_\_\_\_ Add line numbers to make the reviewers' jobs easier (in Microsoft Word, from the Format menu, choose Document, then Layout, then Line Numbers, then Add Line Numbers).

#### **PALAIOS SAMPLE TITLE PAGE:**

##### **LEARNING PALAIOS STYLE FROM THE EDITORIAL STAFF**

STEPHEN T. HASIOTIS,<sup>1</sup> EDITH L. TAYLOR,<sup>2</sup> and JILL M. HARDESTY<sup>3</sup>

<sup>1</sup>*University of Kansas, Department of Geology, Lawrence, Kansas, 66049, USA*

<sup>2</sup>*University of Kansas, Department of Ecology and Evolutionary Biology, Lawrence, Kansas, 66049, USA*

<sup>3</sup>*University of Kansas, Paleontological Institute, Lawrence, Kansas, 66049, USA*  
*email: hasiotis@ku.edu*

*RRH: NEW PALAIOS STYLE*

*LRH: S.T. HASIOTIS ET AL.*

#### **ABSTRACT:**

The abstract should be ~200–250 words and state the purpose and significant conclusions of the investigation. It should be suitable for separate publication and adequate for indexing.

\_\_\_\_ Abstract should be all one paragraph.

\_\_\_\_ Use **bold** for the complete abstract and heading.

\_\_\_\_ Do not use citations in the abstract.

\_\_\_\_ Do not use a page break after the abstract.

#### **HEADINGS:**

\_\_\_\_ Headings in the text should be used as follows. Do not use bold for headings.

THIS IS A PRIMARY HEADING [Centered, capital letters, NOT bold]

This is a Secondary Heading [Centered, sentence caps, NOT bold]

*This is a Tertiary Heading.*—[Italicized, sentence caps, indented, period, em-dash, and then run into text. Note also that the period following the heading is italicized].

## LISTS:

- \_\_\_ Use only numbers for lists—no bullet points.
- \_\_\_ Items presented as a list within a sentence (i.e., within the text) should be in the following format: (1) this is the first item; (2) this is the second item, and, if there are commas within the listing, then you must use semicolons to separate list items; and (3) but if commas are not embedded in the listed items, commas may be used between items.
- \_\_\_ Items presented in lists and numbered should be formatted as follows:
  1. The first enumerated point should be indented and described. The second line should be formatted like the paragraphs in the rest of the text.
  2. The second enumerated point should be indented and described.

## ABBREVIATIONS:

- \_\_\_ Where necessary, e.g., i.e., and et al, may be used within the text, but do not use italics.
- \_\_\_ Commas follow e.g., and i.e., with no spaces in the abbreviation.
- \_\_\_ To cite personal communications, unpublished data, or personal observations, spell out and include author initials, last name, and year (B.A. Brown, personal communication, 2004).

## AUTHOR CITATIONS WITHIN TEXT:

- \_\_\_ Citations must be by the last name(s) of the author(s) and date (Smith 1991).
- \_\_\_ Use a semicolon to separate multiple citations used in the text, unless the same author is cited for multiple works (e.g., Smith 1991; Jones 1993, 1995).
- \_\_\_ Citations should be listed in chronological order, not alphabetical order (by year, oldest first).
- \_\_\_ Use “et al.” for three or more authors in the text (Jones et al. 1993), in plain text, not italics.

Examples of citations within the text: This technique, first used by Smith and Jones (1895), was utilized subsequently in many classic investigations (e.g., Charles and Turner 1945; Chang 1946; Peters 1950, 1955). Additional work in this area (Jones 1999a, 1999b; Pratt and Taylor 2002, 2003) has shown the relevance of these studies.

## REFERENCE FORMATTING AND EXAMPLES:

NOTE: If you have a specific question about a reference style, please contact the PALAIOS office ([palaios.editor@gmail.com](mailto:palaios.editor@gmail.com)).

- \_\_\_ Remove any coding or linking within the manuscript that results from the use of such software as Endnote.
- \_\_\_ Use SMALL CAPS in reference list for author last names, except for the word ‘and.’
- \_\_\_ References must be spelled out completely, no abbreviations in article or journal titles.
- \_\_\_ Multiple references of the same author(s) must be spelled out fully.
- \_\_\_ Do not use spaces between author or editor initials.
- \_\_\_ Wherever possible, try to avoid citing unpublished theses, dissertations, or published abstracts.
- \_\_\_ If you know an article’s DOI, cite it after a comma at the end of the full reference; for example: PALAIOS, v. 21, p. 496–498, doi: 4598uog-45pu02. Online journals that have no page numbers must have the DOI listed.

Journal article: Note commas after authors’ names and date, and colon after article title. No capital letters in article title except proper names. Use commas after the source and volume number (abbreviate as v.). Use a space after v. and p. Do not use pp.

RICHARDSON, J.G. and BABCOCK, L.E., 2002, Weird things from the Middle Ordovician of North America interpreted as conulariid fragments: *Journal of Paleontology*, v. 76, p. 391–393, doi: 396583J04-QO244.

Article in edited volume: As above, but use comma after article title, followed by *in* (italicized), then editor(s) name(s), last name first, abbreviate ed. or eds., followed by a comma. Capitalize title of volume, follow with colon, publisher, city of publication, and page number(s) of article. Do not use pp.

HESS, H., 1999, Scyphocrinitids from the Silurian–Devonian boundary of Morocco, *in* Hess, H., Ausich, W.I., Brett, C.E., and Simms, M.J. (eds.), *Fossil Crinoids*: Cambridge University Press, Cambridge, p. 93–102.

Book citation: As above, use colon after book title, include publisher, city of publication, and total number of pages.

SUDD, J.H., 1967, *An Introduction to the Behavior of Ants*: Edward Arnold, London, 200 p.

Thesis/Dissertation citation: Author, year, title, cite as unpublished M.S. thesis or Ph.D dissertation, institute, city, total number of pages.

VAN ALSTINE, J.E., 2002, Field analysis of an exposure surface within the King Hill Shale Member (Upper Pennsylvanian Lecompton Limestone), Midcontinent USA: Unpublished M.S. thesis, Indiana University, Bloomington, 225 p.

Electronic Journals: As for journal article, but use size of file instead of page numbers; include article web address (<http://www.sitename.org/journal/article/name.htm>) after size of file. Add date checked after site name (e.g., Checked month year)

GILDNER, R.F., 2003, A Fourier method to describe and compare suture patterns: *Palaeontologia Electronica*, vol. 6, no. 1, 4.1 MB, [http://palaeo-electronica.org/2003\\_1/suture/issue1\\_03.htm](http://palaeo-electronica.org/2003_1/suture/issue1_03.htm). Checked November 2006.

On-line data citation, Web page citation: As above, cite author, year, title of article, site name (e.g., <http://www.sitename.com/dataset.pdf>). Add date checked after site name (e.g., Checked month year)

FAUNMAP: A database documenting Late Quaternary distributions of mammal species in the United States, 1994, updated March 21, 1996, <http://www.museum.state.il.us/research/faunmap/aboutfaunmap.html>. Checked October 2005.

Software: Software company name, year of release, name of software program, version, city, state, country.

Microsoft Corporation, 2000, *Microsoft Office 2000* [CD-ROM]: Redmond, Washington, USA.

#### **FIGURE AND TABLE CITATIONS IN TEXT:**

Each figure and table must be referred to in the text, in order of appearance, spelled out in full or, when in parentheses, abbreviated. For example, "Thirty sites were sampled on the western margin of the island (Fig. 1). Table 1 shows the percent fragmentation of crinoids at the sites. The trends illustrated in Figure 2 are manifested in bivariate plots (Fig. 3A, 3B), time-series (Figs. 4–7), and surface trends (Fig. 8A, 8C, Table 2)."

Format for citing figures or tables in other papers: (Smith et al. 2003, fig. 10)

### TABLES AND TABLE CAPTION FORMAT:

- Each table should be uploaded to AllenTrack as a separate file, not included in the manuscript file.
- All tables must be cited in order in the text.
- Table captions should be succinct. Any discussion should take place within the text.
- Table captions should be part of manuscript file, listed after figure captions, NOT as part of the table itself.
- Table caption numbers are formatted in small cap letters, followed by a period and em-dash.  
Example: TABLE 1.—Results for ANOVA, Site 1.
- Tables that are larger than one page may be placed in the online data repository maintained by SEPM due to size restraints of the journal. See below for more information or contact the editorial office (palaios.editor@gmail.com).

### FIGURE CAPTION FORMAT:

- Each figure should be uploaded to AllenTrack as a separate file, not included in the manuscript file.
- All figures must be cited in order in the text.
- Figure captions should be succinct. Any discussion should take place within the text.
- List figure captions immediately following the references.
- Figure caption numbers are formatted in small cap letters, followed by an em-dash.  
Example: FIG. 1.—Location of study area.
- Phrasing for a compound figure caption must include an introductory sentence and use **BOLD** capital letters for parts within figure captions, a single parenthesis after each designation, and periods between each part. Example: FIG. 1.—Schematic map of the study area. **A)** Regional map. **B)** Location of the 30 sample sites. See text for further explanation.
- Use equal signs to explain abbreviations used in figure. For example: solid circle = trilobites; open circle = brachiopods.

### FIGURE COMPOSITION:

The editors of PALAIOS expect exceptionally high quality in all submitted figures. Guidelines must be followed or you will be asked to revise your figures. Figures should be used in place of words wherever possible, but must be essential to the aim of the paper. See below for examples of figures.

- All electronic figures must be saved as either .tif, .pdf, or .eps files and each should be uploaded to AllenTrack as a separate file.
- Gray-scale or color photos must be taken (or scanned) and saved at 450 dpi minimum (600 dpi preferred).
- Line drawings (both color and black and white) must be created (or scanned) and saved at 450 dpi minimum (600 dpi preferred).
- When a locality map is provided, include an inset map with the continent and country labeled, as well as the locality area marked with a box or highlighting.
- All labels on figures should be in sentence caps and black type, no italic or bold unless special formatting has a meaning that is explained in figure explanation, for example, Sandstone and siltstone, Oolitic limestone.
- Submit figures at final size, either 1 column [3.4" (8.6 cm)] or 2 column [7" (17.7 cm)], page length 8.5" (24 cm), including caption.
- Figures in which more than one part is used should be labeled with capital letters (e.g., A, B, C, etc.) and submitted as one integrated figure, not separately.
- Each part should be **labeled with a black letter in a white box** tucked in the upper left-hand corner, using only the letter, not the number (i.e., do not use Fig. 3A, Fig. 3B as labels on figure; rather, use A and B). See below for examples.
- Figures with more than one part should be separated by a white line or space no wider than 2 mm, and all spaces in all figures should be the same width.

\_\_\_\_ Authors are responsible for obtaining permission to reprint previously published illustrations and should submit a copy of this permission with the copyrighted figure to be printed.

\_\_\_\_ Scale bars should be no thicker than 3 point lines.

**USE OF COLOR:**

\_\_\_\_ PALAIOS doesn't charge extra for color figures.

**SUPPLEMENTAL DATA OR APPENDICES:**

The PALAIOS editorial office maintains a home page with access to electronic data from published PALAIOS articles ([www.sepm.org](http://www.sepm.org)). Authors are encouraged to submit supplementary material to be placed on the website that may not be easily accommodated in print format (owing to space and technological limitations). These supplemental materials could include, but are not limited to the following: large data tables, color graphics, animation, or interactive tools. Files should be formatted following the same guidelines listed above. Acceptable formats are .doc, .rtf, .pdf, and .xls.

**MANUSCRIPT SUBMISSION PROCEDURE:**

After your manuscript and figures are properly formatted, please submit all text, figures, tables, and supplementary data files electronically via Allen Track (<http://sepm-palaios.allentrack.net>).

Include a cover letter in which the following points are addressed:

Title of paper

Author(s)' names

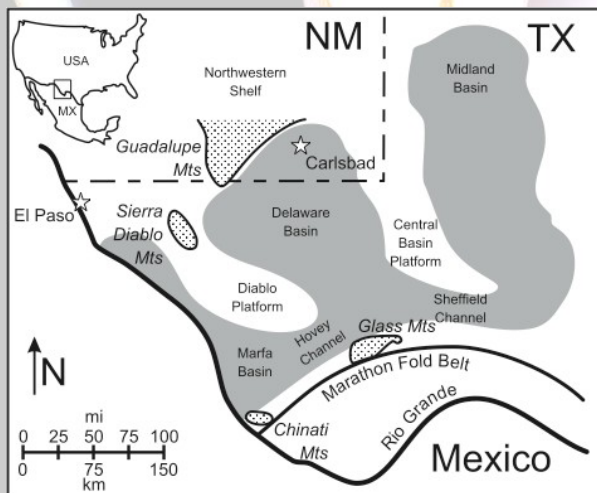
The significance of this paper (in a sentence or two only)

Statement of no conflict of interest (i.e., this manuscript is not published elsewhere or in review at another journal; list any related manuscripts in print elsewhere; potential reviewers or which reviewers to exclude and why).

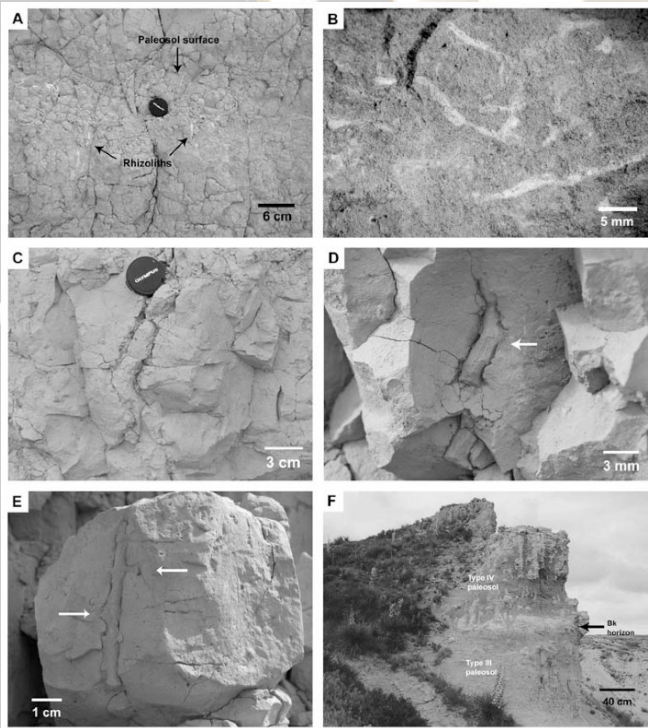
Any other details pertinent to your manuscript (e.g., you have sent low-resolution photos for review, but have higher resolution images for final publication)

Please consider submitting one or more of your images via AllenTrack for consideration as a cover photo for the PALAIOS issue in which your paper will appear.

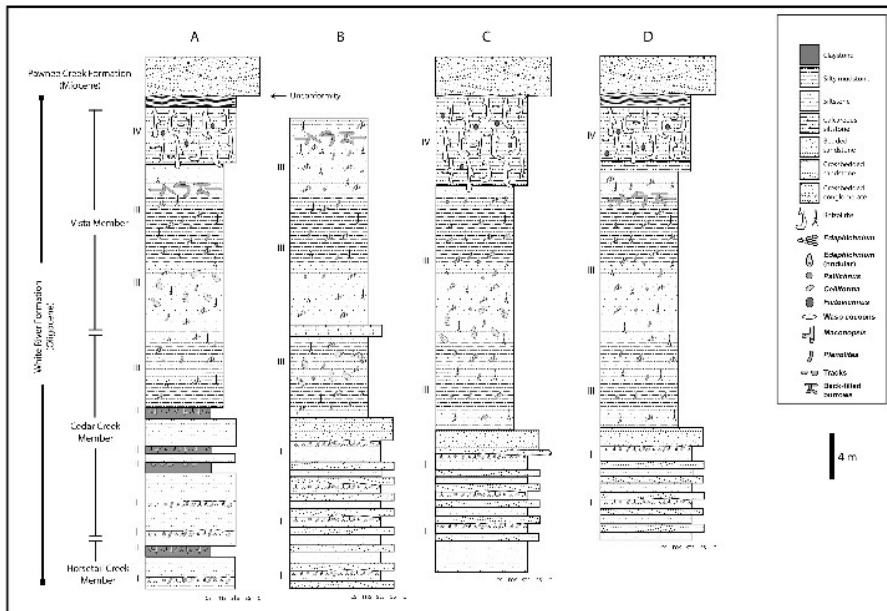
**EXAMPLE FIGURES:**



Olszewski, Thomas D., and Erwin, Douglas H., 2009, Change and stability in Permian brachiopod communities from western Texas: PALAIOS, v. 24, p. 27–40.

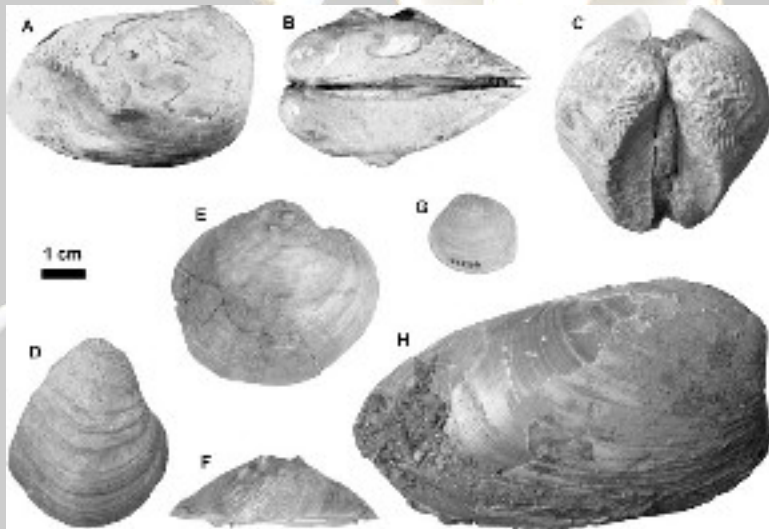


Hembree, D., and Hasiotis, S.T., 2006, Paleosols and ichnofossils of the White River Formation of Colorado: Insight into soil ecosystems of the North American midcontinent during the Eocene-Oligocene transition: *PALAIOS*, v. 22, p. 123–140, fig. 3.



Hembree, D., and Hasiotis, S.T., 2006, Paleosols and ichnofossils of the White River Formation of Colorado: Insight into soil ecosystems of the North American Midcontinent during the Eocene-Oligocene transition: *PALAIOS*, v. 22, p. 123–140, fig. 2.





Scholz, H., and Hartman, J.H., 2006, Paleoenvironmental reconstruction of the Late Cretaceous Hell Creek Formation of the Williston Basin, Montana, USA: Implications from the quantitative analysis of unionoid bivalve taxonomic diversity and morphologic disparity: *PALAIOS*, v. 22, p. 24–34, fig. 5.