

Author instructions for submission to *Geologie und Paläontologie in Westfalen*

Geologie und Paläontologie in Westfalen considers all manuscripts on the strict condition that the manuscript is your own original work, and does not duplicate any other previously published work, including your own previously published work; the manuscript has been submitted only to *Geologie und Paläontologie in Westfalen*; it is not under consideration, peer review, accepted for publication, in press, or published elsewhere; the manuscript contains nothing that is abusive, defamatory, libellous, obscene, fraudulent, or illegal.

Manuscript preparation

1. General guidelines

The primary language for manuscripts is German; manuscripts are also accepted in English. British English spelling and punctuation are preferred.

Manuscripts should be compiled in the following order: title; abstract; keywords; main text; acknowledgements; references; appendices (as appropriate); table(s) with caption(s) (on individual pages); figure caption(s) (as a list).

Abstracts are required for all manuscripts; manuscripts in German require an additional English abstract; for English manuscripts, an additional German abstract is obligatory.

All authors of a manuscript should include their full names, affiliations, postal addresses and email addresses on the cover page of the manuscript. One author should be identified as the corresponding author. Please note that the email address of the corresponding author will normally be displayed in the article PDF and the online article.

The corresponding author must be authorized by all co-authors to act as an agent on their behalf in all matters pertaining to publication of the manuscript.

Please supply all details required by any funding and grant-awarding bodies in the acknowledgement as follows: "This work was supported by the [Funding Agency1] under Grant [number] and [Funding Agency2] under Grant [number]."

Authors must adhere to SI units.

When using a word which is or is asserted to be a proprietary term or trade mark, authors must use the symbol ® or TM.

2. Style guidelines

Main text

Organise the paper: Introduction, Materials and methods, Results, Discussion, Conclusions, Acknowledgements, References.

Section headings should be concise.

All text should be formatted as it is to appear in the journal (i.e., italicised text to be *italicised* and bold to be in **bold**).

Spell out all numbers from one to twelve; any number and generic that begin sentences; generic names when mentioned for the first time in a paragraph; compass points (i.e., north-east, not NE).

Use an en-dash (–) for ranges (i.e., 4–7 µm, p. 56–59, Triassic–Jurassic, 1959–1963, Figure 3A–B etc.)

Use a hyphen for compound words (e.g., north-east, well-preserved, self-pollination, S-haplotype).

Abbreviations and symbols should conform to those in *Biological Abstracts*. SI units (Système International d'Unités) should be used throughout (see <http://physics.nist.gov/cuu/Units/index.html>).

Note the difference between **contractions and abbreviations!** Abbreviations are words that are shortened by deletion of letters including the last letter and should end in a full stop. Contractions are words shortened by the deletion of letters excluding the last letter of the word and should not terminate in a full stop. For example, 'figures' is contracted to 'figs' but 'figure' is abbreviated to 'fig'. This also should be observed in reference lists: please note the difference between one editor (ed.) and two or more (eds).

Authorities for species should be given the first time the name is mentioned in the text; authorities for taxa above species rank may be given in the systematic sections.

Scientific names of genera and taxa of lower rank must be in *italics*. Scientific names and authorities of genera and species must apply to the regulations of the International Code of Zoological Nomenclature and the International Code of Nomenclature for algae, fungi, and plants (<https://www.iapt-taxon.org/nomen/main.php>). For plants, follow the International Plant Names Index (see <http://ipni.org/>) and the International Fossil Plant Names Index (see <http://fossilplants.info/>).

Headings

Three orders of headings are available:

Results

Description of the skull

Dental formula: This heading is followed by a colon and text on the same line (as shown here).

Title

The title should be concise and informative. It should not be longer than 150 characters, including space.

Author names and affiliations

Complete author names and affiliations should be given here. An email address is required only for the corresponding author.

Abstract and keywords

Abstract: A short abstract not exceeding 250 words should appear directly below the affiliations. The abstract must be clear and concise and should distil in brief the important findings of the study. It should not be a summary of the paper. Where the paper describes new taxa, these should also be included.

Keywords: 3 to 5 keywords are required for each submission.

Introduction

This section should be concise and provide the reader the necessary state-of-the-art information to understand the problems raised and discussed in the paper. Do not include any results in this section.

Materials and methods

This section should outline in enough detail the nature of the material and the methods used so another researcher could repeat them. Describe also the **Geological setting** here.

Results

Primary data and observations that form the basis for the Discussion that follows should be included in this section. Avoid the use of statements such as "Table I shows ..." or "... as shown in Figure 1". Acceptable usage is a statement or sentence followed by the relevant reference in parentheses. Note that figure references are abbreviated (i.e., Fig. 1a) or contracted (i.e., Figs).

Discussion

This section should provide an interpretation of the results and should not contain any additional primary results or data.

Conclusions

Please include a separate Conclusion outlining the importance of the work and the main findings.

Acknowledgements

When acknowledging individual persons, always give affiliation, city, country; avoid academic titles.

Text references

The references should be cited in the text as Müller (2008) or (Müller 2008) or where referring to particular text or figures (quotation) as "Direction of movement of the lower jaw (Crompton 1971, fig. 1E)" or "... no valid published reason to exclude the humeri and jaw fragments (Hutchison 1974, p. 223)". In references with two authors, connect the names with '&'; references with three or more authors should be abbreviated to First author et al. in the text.

Note that the authors are **not** separated from the year by a comma, and that references should appear in chronological order. Where multiple papers are cited, the papers should be separated by semicolons (e.g., Cantrill 1995, 1996; Schulte et al. 2002a; Meyer and Bertrand 2004; Poole et al. 2005).

Authority of taxa: Authority names of animal taxa (species and lower-rank taxa) should follow the style recommended by the International Code of Zoological Nomenclature, ICZN, Art. 51 (i.e. *Loxodonta africana* Blumenbach, 1799); authority names of plant taxa (species and lower-rank taxa) should follow the standard abbreviations provided by The International Plant Names Index, IPNI (<http://www.ipni.org/>); in case of two or more authors, use the Latin 'et'. Always format author names in regular text, do not use CAPS or LOWER CAPS or *italicised* lettering.

Reference list

All publications cited in the text, tables and figures should appear in the Reference list. Pay particular attention to ensure all cited references appear in the list and that all references in the list are cited. Please cross-check these before submitting your manuscript. List references alphabetically under the author or editor name regardless of the number of authors. Where more than one publication by the same set of authors is listed, these should be listed chronologically. Use **Arabic numerals for volume numbers, do not include part numbers**

except where the journal paginates each part individually from page one. **Provide full journal titles.**

Pay particular attention to the format of the references; please consult the latest issue of the journal for style. Where a title has been transliterated or translated, the original language should be stated in parentheses at the end of the reference. Please check for **correct spelling** in all titles, especially in non-English titles (i.e., in German titles initial capital letters should be used for proper nouns)!

Examples

Research papers:

Müller, A. 2008: Ein artikulierter Fund von *Ptychodus* aus dem Obercenoman von Westfalen. – *Geologie und Paläontologie in Westfalen* 70: 55–63.

Please note: Add doi number.

Papers published online ahead of print:

Almaguer M., Aira M.-J., Rodríguez-Rajo F.-J. & Rojas T.-I. 2013: Study of airborne fungus spores by viable and non-viable methods in Havana, Cuba. – Grana, in press.

doi:10.1080/00173134.2013.829869.

Please note: Include the doi number: A search for the doi will always be directed to the most recent version, so the reader will be able to find the final published paper as soon as it appears.

Online-only journals:

Bates, K.T., Manning, P.L., Hodgetts, D. & Sellers, W.I. 2009: Estimating mass properties of dinosaurs using laser imaging and 3D computer modelling. – *PLoS ONE* 4: e4532. doi: 10.1371/journal.pone.0004532

Please note: Include the doi number after the volume and article number.

Books:

Kielan-Jaworowska, Z., Cifelli, R.L. & Luo, Z.-X. 2004: *Mammals from the age of dinosaurs*. New York: Columbia University Press.

Book chapters:

Blackmore S. 1992. Scanning electron microscopy. In: Nilsson S. & Praglowski J., (eds) *Erdtman's handbook of palynology*, 403–431. Copenhagen: Munksgaard.

Generally avoid citing conference proceedings/abstracts:

Loch, C. 2014: The enamel ultrastructure of fossil cetaceans (Cetacea, Archaeoceti and Odontoceti). – Meeting and abstracts of the 74th Annual Meeting of the Society of Vertebrate Paleontology, Berlin, Germany, 5–8 November 2014, 170.

Please note: Include title, locality and dates of the conference.

Generally avoid citing theses:

Ifrim, C. 2006: The fossil lagerstätte at Vallecillo, north-eastern Mexico: pelagic plattenkalks related to Cenomanian-Turonian boundary anoxia. – PhD Thesis, Universität Fridericiana, Karlsruhe, Germany.

Databases:

Astúa de Moraes, D., La Sancha, N. de & Costa, L. 2011: *Didelphis aurita*. – IUCN Red List of Threatened Species. <http://www.iucnredlist.org>; accessed 3 April 2013.

Please note: Include last accession date of the database.

Tables

Each table has to be uploaded as a separate file (.xlsx oder .docx). They should be numbered with **Latin numerals** (e.g., Tab. I, Tab. II, Tab. III, ...) according to their sequence in the text, and have a short self-explanatory heading. Use SI units. Authors should keep in mind **the page layout of the journal when designing tables**. Tables that fit onto one printed page are preferred. Detailed explanations of symbols, units, abbreviations should follow below the table.

Illustrations

Please pay particular attention to the guidelines below. The editorial office cannot undertake preparation of manuscripts and illustrations not conforming to journal style.

- All illustrations, including plates and graphs, should be referred to as **figures** and numbered with **Arabic numerals** (e.g., Fig. 1, Fig. 2, Fig. 3,...). All figures must be numbered in the order in which they appear in the paper.
- All figures must be sent electronically and at adequate resolution.
- Figures must be saved **individually**. Please do not embed figures in the manuscript file.
- There is no charge for colour figures.
- All illustrations should be prepared for printing to fit 80 mm (column width), 113 mm (2/3 page width), or 169 mm (full page width), and up to 254 mm in length. **It is preferred that the full-page length is not used and that the caption is placed underneath the figure.**
- Computer prepared photographic images must have a minimum resolution of **300 dpi** at the final publication size, colour figures a minimum of **600 dpi**.
- In multi-part figures, each part should be labelled with capital letters in the lower left corner. Use **white** background.
- Avoid **SEM and light microscopy images** on the same multi-part figure.
- Figure captions must be saved **separately as part of the file containing the complete text of the manuscript**, and numbered correspondingly.
- Files should be saved and submitted as one of the following file formats: TIFF (Tagged Image File Format; **preferred!**), PDF or EPS (Encapsulated PostScript), and should contain all the necessary font information and the source file of the application. For reducing file sizes, LZW compression should be used.
- Please submit line art at a minimum resolution of **600 dpi**. A higher resolution may be necessary where fine line detail is present.
- Graphical results (graphs, diagrams, etc.) from statistical software packages should be **printed from the original software directly into html or PDF files**, which can then be submitted.
- Microsoft Excel graphs are **not** acceptable.
- **Please note:** It is in the author's interest to provide the highest quality figure format possible. Please do not hesitate to contact the editorial office if you have any queries.
- **Please note:** Lettering of figures should be of a **sans-serif type** (i.e., Segoe UI or Arial) with a minimum size of 12 pt and maximum size of 20 pt. Lettering should run

from left to right and illustrations should be separated from each other by a **uniform gutter of 2 mm**. Descriptive labelling in the figures should be clearly readable; for all lettering, a size range of 6–10 pt is recommended.

- Add a **scale bar** to all pictures and place it in the lower right corner, if possible; do not label scale bars **in the micrographs**; include this information in the figure caption.
- **Please note:** Electronic scale bars and lettering produced by SEM graphics packages are unacceptable and must be **removed**.

Table and figure captions

Figure captions should include a statement at the end of each caption about reproduction size (e.g., at full page width, at column width). Explanations should be brief and authors should keep in mind that captions will be placed below figures and above tables.

Example:

Fig. 5: *Parapuzosia (Parapuzosia) seppenradensis*. Dimorphism, red arrow points to the living chamber. **A** Microconch, restored. **B** Lectotypus, largest specimen, LWL-Museum für Naturkunde, Münster, macroconch. Scale bars 10 cm (A), 30 cm (B). [full page width]

3. Miscellaneous

Review process

The author is asked to name two potential reviewers, including contact details. Additional suggestions are appreciated.

Publication charges

There are no publication charges for *Geologie und Paläontologie in Westfalen*.

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Manuscript submission

All submissions should be sent as email-attachments or using a link to a repository to the editor-in-chief (manja.hethke@lwl.org). Manuscripts may be submitted in any standard editable format, preferably in Microsoft Word. The files will be converted into a PDF file for the review process.

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Specimen repositories

All palaeontological specimens should be deposited in a museum collection. Accession numbers should be given in the corresponding figure captions.

Data Repositories

Authors must confirm that data are curated and uploaded to a data repository (in accessible formats). Please upload all relevant data to an institutional repository or a data repository (e.g. Dryad, MorphoBank). Please follow the 'Good data practices' of Dryad. [Dryad | Good data practices \(datadryad.org\)](https://www.datadryad.org/)