

GUIDE FOR AUTHORS

SUBMISSION OF MANUSCRIPTS

Please read and follow the instructions below, otherwise your manuscript will be delayed and will not be submitted for peer review.

Authors who wish to publish their manuscripts in the *Spanish Journal of Palaeontology* can submit their manuscripts electronically through our website (<https://turia.uv.es/index.php/sjpalaeontology/about/submissions>), but if you have any question you can contact directly with the editorial team at editor@sepaleontologia.es.

Spanish Journal of Palaeontology (SPJ) is the scientific journal of the Spanish Palaeontological Society. Manuscripts submitted for possible publication to the SJP must not have been previously published, nor have been sent or have the intention of doing so to other journals simultaneously. All co-authors must agree with the submission of the manuscript, being responsible for the information and opinions included in the manuscript.

SJP accepts manuscripts in English and Spanish. In the first case, the use of British spelling is recommended. However, the US spelling will be also accepted as long as it is used consistently throughout the manuscript. The title, abstract and keywords will be included in both English and Spanish. If the manuscript is written in Spanish, the authors must provide an extended summary in English of at least 3 single-spaced pages (ca. 1,500 words), as well as all the legends of tables and figures in English for the online publication.

GENERAL CONSIDERATIONS

Manuscripts, regardless of type, will be sent in A4 single column format, double spaced and with 2.5 cm margins. Pages will be numbered in the lower right corner. The lines will be numbered consecutively, from the title to the references, including tables and figure captions. Footnotes will only be allowed in tables. The text must be written in 12 point Arial font. The main manuscript file will be send in .doc or .txt format to facilitate the revision by the copy editor. In addition, during the submission process a pdf file containing the main text, figure and table captions and all the figures will be required for the peer review process.

As a general rule, manuscripts will be organized including the following sections in this specific order: title, authors' names, abstract (in Spanish and English), keywords (in Spanish and English), introduction, geological framework, material and methods, palaeontological systematics, results, discussion, conclusions, as well as the sections of supplementary information, authors

contribution, competing interest, funding, authors details, and acknowledgements before the references section. Figure and table captions should be added at the end of the manuscript for the review process.

Types of Papers

SJP accept different types of manuscripts:

- **Research papers.** These are original research papers on any aspect of palaeontology, with no strict length requirements.
- **Short communications.** They are articles of no more than four printed pages, on topics of special significance/relevance; this type of article is promptly reviewed for publication.
- **Special paper.** These articles are to be included in special issues of the journal or particular thematic collections of articles; they may report the outcome of scientific meetings.
- **Invited papers.** Solicited by the Editorial Board for significant, innovative, and provocative discoveries, as well as for researchers of worldwide prestige.
- **Review papers.** A review paper is based on other published articles. It does not report original research, but generally summarize the existing literature on a topic in an attempt to explain the current state of understanding on the topic.
- **Comments.** These are short articles, less than two printed pages, commenting on analysis of previously published papers, or offering reply and discussion.
- **Book reviews.** They consist of in-depth reviews of recent books covering the wide-ranging interests of the palaeontological community, and can run from one to three printed pages.

ESSENTIAL INFORMATION ON THE FIRST PAGE

- **Title in English.** Concise and informative. In lowercase, Bold font and left-justified.
- **Title in Spanish.** In lowercase and Left-justified.
- **Names of the authors.** Name (lowercase, only the initial in uppercase) and surname (in uppercase). The author responsible for the correspondence during the review process will be indicated with an asterisk, including their contact email. Author's affiliations would be included in the corresponding authors details section at the end of the manuscript.
- **ORCID code.** All authors must provide their ORCID code (<https://orcid.org>) that will be included in the online version.
- **Suggested header.** Maximum of 60 characters, including spaces. Left-justified. Example: "Gliridae from the Late Oligoce of Teruel (Spain)"

- **Type of papers.** Research Papers, Short Communications, Special Papers, Invited Papers, Review papers, Comments or Book Reviews.
- **Information.** Include the total number of pages, figures, tables, etc., left-justified.

ABSTRACT AND KEYWORDS

The abstract must include the objectives, main results and conclusions of the work, in a single paragraph left-justified and no longer than 200 words. It should not include references or taxa authorship, as well as abbreviations. As a general rule, keywords should complement the title, so try to use terms that do not appear at the title. Keywords must include a maximum of 6 terms separated by commas. The abstract and keywords will be included in both English and Spanish.

MAIN TEXT

Header style. First order (in introduction, geological framework, material and methods, paleontological systematics, results, discussion, conclusions, references) with capital letters in bold font and left-justified. Second order, capitalized only the first letter of the first word, bold font and left-justified; the text should follow on the next line. Third order, capitalized only the first letter of the first word, in bold font, followed by a full stop; the text should follow below (no new paragraph) (see, for example, Paleontological Systematics).

SYSTEMATIC PALAEOLOGY

When defining a new taxon, the standards nomenclature of the current editions of the International Code of Zoological Nomenclature (CINZ) and the International Code of Botanical Nomenclature (CINB) must be followed. If a new taxonomic name is described, the manuscript and all new taxa must be registered in ZooBank (<http://zoobank.org/>) and the Unique Universal Identifier (UUID) of the manuscript must be provided to be included in the manuscript at Supplementary Information section at the end of the document. All letters in the UUID must be lowercase. See ZooBank Guide for more information. Once the manuscript is registered, each new taxon can be registered in association with it, with no limit on the number of registered taxa. Each taxon will receive its own UUID, but only the publication's UUID must be included in the manuscript. The registration of the new names will be done immediately after the work is accepted for publication.

All specimens, extant or fossil, including the types, must be hosted in a recognized museum or collection in order to allow free access to other researchers in perpetuity. All the specimens figured must have a unique catalogue numbers. The status of the additional material used must

be also recorded at the manuscript. Museum or catalogue numbers should be indicate in the *Holotype* and *Material* sections and in the figure captions.

The Systematic Palaeontology section will begin with a title of the first order. All the taxa named in this section must be followed by the AUTHOR and YEAR of publications, at least the first time it is named in the text, a rule that is recommended to be extended to the rest of the manuscript. The authorship of all taxa will be appropriately included in the references list. All genera must indicate their type species with their original combination and, in addition, include stratigraphical and geographical ranges. All the species described must be figured.

The synonyms list, when necessary, will be included in a separate line and justified to the left. In this case, only the relevant references will be included. You must use the symbols included in Matthews (1973; *Palaeontology*, 16 (4), 713–719).

Example for new species:

SYSTEMATIC PALAEOLOGY

Phylum BRYOZOA Ehrenberg, 1983

Class STENOLAEMATA Borg, 1926

Order FENESTRATA Elias & Condra, 1957

Family SEMICOSCINIIDAE Morozova, 1987

Genus *Bigeyina* Suárez-Andrés & McKinney, 2010

Type-species. *Bigeyina winteri* (Bornemann, 1884). Middle Devonian, Germany.

Bigeyina cantabrica n. sp.

Figure 6

1884 *Cyclopelta winteri*; Bornemann, p. 864–865, pl. 31.

1953 *Cyclopelta winteri*; Kräusel, p. 45–62, pls. 1–3, text-figs. 1–7.

Then, the following sections will be added as third-order headings without a bold font: Derivatio nominis, Holotype, Material, Diagnosis, Description, Observations, and Geographical and stratigraphical distribution.

Example for previously described species:

SYSTEMATIC PALAEOLOGY

Phylum BRYOZOA Ehrenberg, 1983

Class STENOLAEMATA Borg, 1926

Order FENESTRATA Elias & Condra, 1957

Family SEMICOSCINIIDAE Morozova, 1987

Genus *Bigeyina* Suárez-Andrés & McKinney, 2010

Type-species. *Bigeyina winteri* (Bornemann, 1884). Middle Devonian, Germany.

Bigeyina ibera Ernst, 2012

Figures 3–5

Similar to the description of a new species, the following section will include, as third-order headings without bold font: Material, Description, Observations, and Geographical and stratigraphical distribution.

CITATION OF FIGURES AND TABLES IN THE TEXT

Each figure and table must be referred in the text, in order of appearance, spelled in its entirety or abbreviated when it is indicated in brackets and always with the first letter in capital letters. The terms in singular or plural will be used when referring to sections within the same figure (*e.g.*, Fig. 2C, 2F, 2M) or referring to multiple figures (*e.g.*, Figs. 2C, 3D, 5F), respectively. A dash should be used to indicate an inclusive range (*e.g.*, Fig. 2C–2F). When the referred figures belong to another publication, they will be cited with the first letter in lowercase as figure 1 or table 1 (*fig. 1* or *tab. 1*).

CITATION OF REFERENCES

The citations will be included in the text according to the author's last name and the year of publication in brackets. Within the brackets, author/s and year will be separated by a comma. In the case of two authors, they will be separated by an “&” (in a narrative form, you must use “and” if the text is writing in English), and in the case of three or more authors, the last name of the first will be indicated followed by *et al.* (always in italics). When including a list of references, a semicolon must be used to separate each one. In that case, the citations must follow a chronological order (from the oldest to the most modern). When several citations from the same year are included, they must be included in alphabetical order. Examples: Crusafont (1952), Rodríguez and Ramírez (1987), Braga *et al.* (2006), (Röhl *et al.*, 2000, 2007a, 2007b; Martínez-Chacón & Rivas, 2009).

REFERENCE LIST

The reference list must include all the references mentioned in the text, figures and tables, including all the works cited in the "Systematic Palaeontology" section. It is recommended to avoid citations of conference abstracts or unpublished PhD Thesis. Unpublished or submitted works cannot be included as references. The DOI (*Digital Object Identifier*) must be included in all the references that have it, including those works that are in press, even if they do not have page numbers or volume assigned yet.

Use the dash (–) and not hyphen (-) for page ranges. Hanging indent will be used in the list of references.

Works in non-latin languages must be transliterated (in the case of Cyrillic languages) and translated between square brackets. References must be formatted in APA style (7th edition). Please visit <https://apastyle.apa.org/> for more information. This style can be generated automatically with many word processors or online applications.

References should be arranged in alphabetical order, according to the first author of the work, as the main criterion. When there are references that share the same first author, they must be ordered according to the following criteria:

- When there is only one author, the references must be ordered chronologically, from oldest to most modern, if there is more than one reference to the same author and year, a letter (a, b, c) will be included after the year, according to the order of appearance at the main text:

Seilacher, A. (1991a)

Seilacher, A. (1991b)

Seilacher, A. (2007)

- When there are two authors, the references must be arranged alphabetically according to the last name of the second author. If there are citations with the same order and number of authors, they will be ordered chronologically, or as in the previous case, including a letter and in order of appearance in the text:

Kidwell, S. M., & Bosence, D. W. J. (1991)

Kidwell, S. M., & Flessa, K. W. (2003)

Kidwell, S. M., & Holland, S. M. (1991)

Kidwell, S. M., & Holland, S. M. (1997a)

Kidwell, S. M., & Holland, S. M. (1997b)

- When there are three or more authors, the references must be arranged alphabetically according to the last name of the second author; and later, chronologically by year, following the same criteria already described.

REFERENCE EXAMPLES

JOURNALS

- Alekseeva, R. E., Mendbajar, B., & Erlanger, O. A. (1981). Brachiopody i biostratigrafiya Nichnego Devona Mongolii [Brachiopods and biostratigraphy of the Lower Devonian of Mongolia]. *Sovmestnaya Sovetsko-Mongol'skaya Paleontologicheskaya Ekspeditsiya (SSMPE), Trudy*, 16, 1–176.
- Consorti, L., Calonge, A., & Caus, E. (2016). Pseudorhapydioninae of the Iberian Ranges (Cenomanian, Iberian Peninsula). *Spanish Journal of Palaeontology*, 31(2), 271–282.
- Miguez-Salas, O., Rodríguez-Tovar, F. J., & Duarte, L. V. (2018). Ichnological analysis at the Fonte Coberta section (Lusitanian Basin, Portugal): Approaching depositional environment during the Toarcian oceanic anoxic event (T-OAE). *Spanish Journal of Palaeontology*, 33(2), 261–276.
- Nesbitt, S., & Desojo, J. B. (2017). The osteology and phylogenetic position of *Luperosuchus fractus* (Archosauria: Loricata) from the latest Middle Triassic or earliest Late Triassic of Argentina. *Ameghiniana*, 54(3), 261–283.
- Newell, N. D., & Boyd, D. W. (1985). Permian scallops of the pectinacean family Streblochondriidae. *American Museum Novitates*, 2831, 1–13.
- Vitón, Í., Comas-Rengifo, M. J., & Paredes, R. (2020). Early Jurassic (Sinemurian) gastropods from the Lusitanian Basin (west of Portugal). *Spanish Journal of Palaeontology*, 35(2), 147–166.
- Waller, T. R. (2006). Phylogeny of families in the Pectinoidea (Mollusca: Bivalvia): importance of the fossil record. *Zoological Journal of the Linnean Society*, 148(3), 313–342.

ABSTRACTS IN CONFERENCES

- Rodríguez-Tovar, F. J., Löwemark, L., & Pardo-Igúzquiza, E. (2008). *Zoophycos* distribution as a potential proxy to approach different scale palaeoceanographic cyclical oscillations. *The Second International Congress on Ichnology, Abstract Book* (pp. 111). Nuy Vallen.
- Escaso, F., Gasulla, J. M., Narváez, I., Sanz, J. L., & Ortega, F. (2019). Nueva información anatómica del ornitópodo estiracosterno *Morelladon beltrani* del Barremiense superior

de la Formación Arcillas de Morella (Castellón, España). *Libro de Resúmenes de las XXXV Jornadas de Paleontología* (pp. 105–106). Baza.

DOCTORAL THESES AND UNPUBLISHED WORKS

Nouri, J. (2007). *La paléoichnologie des empreintes de pas des dinosauriens imprimées dans les couches du Jurassique du Haut-Atlas Central*. (PhD Thesis, University Mohammed V, Rabat). Available in [add link if available]

Peñalver, E. (2002). *Los insectos dípteros del Mioceno del Este de la Península Ibérica; Rubielos de Mora, Ribesalbes y Bicorp. Tafonomía y sistemática*. (PhD thesis, University of Valencia, Valencia). Available in [add link if available]

ELECTRONIC PUBLICATIONS

Uitenbroek, D. G. (1997). SISA-Binomial. <http://www.quantitativeskills.com/sisa/distributions/binomial.htm> [Jan 2015]

Be, J. L. (1996). Coniferae. In D. Maddison & W. Maddison (Eds.), *Tree of life*. <http://www.nmnh.org> [Jun 2019]

EXPLANATIONS OF FIGURES AND TABLES

They should be included after the list of references. All abbreviations and symbols used in the figures and tables must be explained in the figure or table captions, and marked in bold font, at the end of the text. The different parts of the figures must be indicated in the figure caption with bold capital letters separated by a semicolon, for example, **A**, xxxxx; **B**, xxxxx; etc. Generic and/or specific names must be in italics. It is recommended to indicate the value of the graphic scale at the figure caption, avoiding the inclusion of this information in the image itself.

Examples:

Figure 3. A–B, *Stegacanthia bowsheri*, FCMP 1200, composite mold; **A**, ventral view; **B**, dorsal view; **C–J**, *Martinezchaconia luisae*; **C**, FCMP 1201, holotype, ventral internal mold; **D**, FCMP 1209, dorsal internal mold; **E**, FCMP 1207, dorsal external mold; **F**, FCMP 1205, dorsal external mold; **G**, FCMP 1208, dorsal internal mold; **H**, FCMP 1202, ventral external mold; **I**, FCMP 1206, dorsal external mold; **J**, FCMP 1204, dorsal external mold; **K**, *Undaria* sp. FCMP 1210, ventral valve. **L**, length; **W**, width; **Min**, minimum; **Max**, maximum. Scale bars = 1.0 cm.

FIGURES

The figures must be sent as independent files from the text, in .tif or .eps formats, named as Fig. X_Primer autor (example: Fig. 1_González-Peréz). The subfigures, as in the figure captions, will be named sequentially with bold capital letters in alphabetical order, from left to right and from top to the bottom. 10 points Arial font will preferably be used for any text in the figures, but in any case never smaller than 8 points. The scale bar must be included for all specimen photographed. Figures must be prepared to fit in one or two columns (widths of 8.8 cm and 18.3 cm, respectively), with maximum printed dimensions of 18.3 x 24.2 cm. The resolution will be at least 600 dpi and must be submitted in their final publication size. The figures will be published in color in both the online and printed versions at no additional cost. Maps should always include an arrow pointing the North and, when necessary, a scale in m or km. It is recommended, but not mandatory, to indicate latitude and longitude information.

TABLES

Tables must be sent as independent text files, in .doc format, named as Tab. X_fist author name (example: Tab. 1_González-Peréz). Arial font should be used with a size between 8 and 12 points. Column headings must be centered, in bold font, separated from the rest of the table by a line, and the data in the first column left-justified. No vertical or horizontal separation lines must be included. Generic and/or specific names must be in italics.

Example:

DPO	L	w	t	wsin	setw
p4768	15.9	18.7	11	65	55
p6979	18	15.4	13.4	39	46
p7658	11.8	13.8	14.8	50	71

SUPPLEMENTARY INFORMATION

Supplementary data (measurement records, image files, scan data, character lists, matrices, etc.) must be archived in online repositories such as MorphoSource, Dryad, MorphoBank, MorphDBase or TreeBase. Alternatively, small size Supplementary files can be hosted on the website of the Spanish Society of Paleontology after consultation with the editorial team. The information provided should be included in the Supplemental Information section, immediately before the References section with details of the repository used and, ideally, information that

could allow a reviewer to access to the unpublished data. This section will also include the declaration of the registration of new taxa in ZooBank, using, for example, the following formula: New taxonomic names proposed in this paper, and the nomenclatural acts it contains, have been registered in ZooBank, the online registration system for the ICZN: <http://zoobank.org/References/XXXXXXXXXX>

NOMENCLATURE AND UNITS

Spanish Journal of Palaeontology uses the International System of Units (SI) for measurement units, the *International Stratigraphic Guide* for biostratigraphic and lithostratigraphic units, and the Time Scales and Geological Names used by the *International Union of Geological Sciences* (IUGS). The series and epochs of the time scale will be written with the initial in capital letter, if they are recognized by the International Chronostratigraphic Table, otherwise they must start with a lower case (*e.g.*, Upper Cretaceous, but lower Paleocene). The same criteria will be applied to biozones or formations. However, when referring to multiple biozones or formations simultaneously, these will be always written with an initial lowercase letter, regardless of whether or not they are formally described (*e.g.*, *linearis* Biozone, but *linearis* and *tenuis* biozones; Formation, but formations).

STYLE AND ABBREVIATIONS

The dash (–) should be used for stratigraphic boundaries (*e.g.*, Triassic–Jurassic). A dot should be used to indicate decimal separation in metric numbers (*e.g.*, 0.5). Metric units will always be abbreviated as mm, cm, m, km, etc. (without a period at the end). A space must be included between the numbers and their corresponding units (5 mm, not 5mm), but not in the percentages 25%, not 25 %).

In the case of abbreviating time units, use “yr” for values less than one thousand years, “myr” for thousands of years, “Myr” for millions of years, and “Gyr” for billions of years. Distinguish geological date/age (Ma) from a span of time (Myr). Use the abbreviation *ca.* (*circa*) to indicate approximations of time and measurements. Latin words must be written in italics, including abbreviations such as *e.g.*, *i.e.*, or *et al.*, except those related to taxa (*e.g.*, cf. or aff.). The comma that follows is never italicized. The rest of the abbreviations, whether institutional, anatomical or of any other type, must be introduced at the Introduction, Material and Methods, or in the figure and table captions, always in bold font at the first time they are mentioned. Variables, constants and mathematical probabilities (*e.g.*, $p = 0.5$) should be written in italics. The sexagesimal coordinates should be indicated as follows: 57° 9′ 45.01″ N, 6° 6′ 15.56″ W. The abbreviations *s.s.* and *s.l.* should be used for *sensu stricto* and *sensu lato* respectively.