

# PALAEONTOGRAPHIA ITALICA

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## NOTES TO THE CONTRIBUTORS

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### POLICY OF PALAEONTOGRAPHIA ITALICA

- Palaeontographia Italica welcomes original monographs in the field of descriptive palaeontology. The official language of the journal is English but occasional articles in Italian or French will be exceptionally considered for publication. The publication of the monographs submitted is dependent on the assessment of the Scientific Committee and is also contingent upon the acceptance, by the authors, of the suggestions for modifications forwarded by the referees.
  - The manuscripts must be submitted in their definitive version, complete with all plates, drawings and tables, and formatted in strict conformity with the instructions given below. In all other cases the manuscripts will be returned to the authors. The original and two copies of the manuscript together with the original and two set of copies of the figures and plates should be submitted for review purposes to the editorial board of Palaeontographia Italica, Società Toscana di Scienze Naturali, via S. Maria 53, 56126 Pisa (Italy).
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### INSTRUCTIONS FOR THE PREPARATION OF MANUSCRIPTS

**TITLE:** it should be concise and should include indications as to the type of fossils described, their provenance (including country) and their geological age.

**NAME AND ADDRESS OF THE AUTHOR:** the title should include the name(s) of the author(s) and their affiliation and address (identified by an asterisk).

**ABSTRACTS AND KEY WORDS:** two abstracts are mandatory, one written in Italian (including the title translated into Italian) and one written in English (this also including the title of the monograph). The abstracts must be preceded by several key words.

**TEXT:** text should be typewritten with double spacing and wide margins. Words to be set in italics should be underlined. Words to be set in capitals letters should be underlined with double line. Parts to be set in small type must be clearly marked in the text by a red line in the margin. As a rule, the following will be set in small type:

itemized lists, the descriptions of samples, the stratigraphic sections and the synonymies. Footnotes are not admitted. The entire manuscript should be paginated. The metric system should be used.

**ZOOLOGICAL AND BOTANICAL NAMES:** the rules of the ICZN/ICBN should be carefully followed.

**NAMES OF AUTHORS WITHIN THE TEXT (CITATIONS):** the names of authors cited in the text should be typed in normal characters, followed by the year of publication of the work being referred to, according to the following examples: Eisenack (1931), Boudin (1978a, p.35); or: (Smith, 1982, p. 12; Wolkheimer, 1987a, p.22). In cases of multiple authorship, the name of the first author should be followed by the indication *et al.* in italics (i.e.: underlined: Staplin *et al.*, 1965).

Authors are reminded to carefully check the date of publication of all the papers cited, as the actual issue date frequently differs from the cover date of the journal itself. The manuscript should be carefully checked to ensure that the spelling of author's names and the dates are exactly the same in the text as in the reference list. All references made in the text should be comprised in the reference list.

**PALEONTOLOGICAL DESCRIPTIONS:** it is suggested that the following data also be included: the dimensions of the specimens described, their provenance, and the geographic and stratigraphic distribution of the taxon identified. In the case of new taxa, the derivation of the name, the type-locality and the type-level, the repository of the holotype and (if necessary) the repository of the paratypes (or isotypes), together with their inventory number, should be provided.

**SYNONYMIES:** these must be presented in accordance with the example given below, keeping in mind that in those cases where the first description (or a new combination) of the species is cited, the name of the species (or new combination) author must not be separated from that of the species by punctuation marks. The citation of the original description must always be reported. In successive citations the name of the author should be separated from that of the species by a dash. Example:

1961 Priscogalea cuvillieri n.sp. Deunff, p. 41, pl. 1, fig. 2.

1964 Cymatiogalea cuvillieri (Deunff) Deunff, p.124.

1970 Cymatiogalea cuvillieri Deunff (1961) Deunff, 1964 - Martin, Michot & Vanguestaine, p. 346, pl. 1, fig. 1.

An abbreviated citation, in conformity with the following example, is preferred:

1961 Priscogalea cuvillieri Deunff, p. 41, pl. 1, fig. 2.

1964 Cymatiogalea cuvillieri Deunff, p.124.

1970 Cymatiogalea cuvillieri - Martin, Michot & Vanguetstaine, p. 346, pl. 1, fig. 1.

**BIBLIOGRAPHY:** the list should only contain references which are cited in the text. References must be arranged in alphabetical order by author. In the case of multiple works by the same author, the author's name must always be repeated, and these references should be arranged chronologically by year. If there is more than one publication in the same year, the papers are to be distinguished by letters (ex. 1985a, 1985b). In those cases involving multiple authorship, all the names must be included. An ampersand (&) is to be placed between the names of the last two authors (ex. Baudelot S. & Gery B.). The names of journals should be abbreviated strictly following the international rules. Do not type author's names in capital letters.

In the compilation of the bibliography, authors submitting monographs to *Palaeontographia Italica* for consideration are expected to adhere strictly to the format set forth in the example below:

Ambrosetti P., Bartolomei G., De Giuli C., Ficarelli G. & Torre D.(1979): La breccia ossifera di Slivia (Aurisina - Sistiana) nel Carso di Trieste. Boll. Soc. paleont. ital., 18 (2), 207-219, 4 figs., Modena.

Gromova V.I. (1949): The history of the horses (gen. Equus) in the Old World, Part I (in Russian). Works of the Institute of Paleontology, 17 (1), 3-373, 8 pls., 53 figs., Moscow.

Dottrens E. (1947): Les ossements de Bos taurus brachyceros Rutim. et de Bos primigenius Boj. In: Revilliod P. & Dottrens E. (eds.) - La faune néolithique de la couche profonde de Saint-Aubin. Rev. suisse Zool., 54/22, 459-544, Genève.

Hanzak J. (1975): I Mammiferi d'Europa. Nicola Teti Editore, 228 pp., Milano.

**DRAWINGS:** figures must be executed in Indian ink on smooth tracing paper and should be drawn twice as large as they are intended to appear in the printed version of the paper. Good quality figures provided by a laser printer are accepted. Figures taking up the width of a page must not in their definitive form exceed a width of 16 cm and a height of 12 cm. Figures fitting into the space of a single column may also be used (maximum width, 8 cm). Drawings should be completely lettered. Lettering should be in Indian ink or by printed labels. The size of the lettering must not be less than 3 mm. The same kind of lettering should be used throughout. In all geological and geographical maps the penstrokes must be very finely drawn, and shading should be avoided. Bar scales should be added where necessary. References should be made in the text to each figure.

**PLATES:** The plates may not exceed a maximum dimension of 26 x 19 cm (with the explanation to be placed at the foot of the facing page) or 24 x 19 cm (with a brief explanation to be placed at the foot of the same page). The minimum permissible size of the plates is 24 x 18 cm. Photographs within the plates should be completely lettered (see the paragraph about drawings). The plates must not contain large empty spaces;

photographs should be placed as close to one another as possible and should be well-arranged.

**LEGENDS TO THE FIGURES AND PLATES:** in the explanations accompanying the figures of the fossils, stratigraphic sections, geological maps, etc., as well as in the legends to the plates, the scale or degree of enlargement used must always be indicated (if the scale is not shown in graphic form in the figure itself). The legends to the plates must indicate for each fossil its geographical provenance or section (unless fossils from only one locality are described), the stratigraphical level or sample number, and its repository (including, where appropriate, the inventory number). Taxonomic names should be completely reported, according the ICZN/ICBN. Example of a legend to a plate:

Fig. 1 - *Cymatiogalea cuvillieri* (Deunff) Deunff, 1964. Öland (Sweden), Furuhäll section, sample 701, DST Pisa: ACT 130. Specimen with operculum in situ. x 1000.

**REFERENCES IN THE TEXT TO THE PLATES AND FIGURES:** references in the text to the plates or figures should be typed in lowercase letters and in their abbreviated form, and placed between parentheses: (pl. 3, fig. 2), (fig. 5). **TABLES:** a table should not exceed the printed area of the page. Tables should be separately numbered, according their sequence in the text. Each table should have a brief and self-explanatory title. Units of measurements should be always included. Explanations essential to the understanding of the table should be given in the footnotes (table captions) at the bottom of the table. Fold-outs can only be accepted in exceptional cases. The text should include references to all tables.

**COSTS OF PRINTING AND OFF-PRINTS:** No printing fees are requested by Palaeontographia Italica to the contributors. Ten reprints of each monograph are supplied free of costs. The author(s) must assume responsibility for providing his own off-prints, exceeding in number the complimentary copies forwarded by Palaeontographia Italica.

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Per qualsiasi ulteriore chiarimento La preghiamo di contattare:

Maria Colombini, tel. 050 3130261, dalle ore 9 alle ore 12 / e-mail: mcolombini@pacinieditore.it

La ringraziamo per la cortese collaborazione e Le inviamo i nostri migliori saluti.

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