

**Please follow these instructions during the preparation of a manuscript for submitting 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

*Geologie und Paläontologie in Westfalen* publishes only research papers as 'Original Articles'. Articles should preferably be related to topics and/or material from Westphalia-Lippe or adjacent areas. 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 page; 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. If preferred by the author, the editorial office provides translation of abstracts into either language.

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 give the affiliation where the research was conducted. 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.

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### 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 inclusively, any number that begins a sentence, generic names that begin sentences, generic names when mentioned the first time in a paragraph, and compass points (i.e., north-east, not NE).

Use a hyphen (-) when giving ranges of, e.g., size, measurements, pages, geological stages, years, figure references, etc. (i.e., 4-7 µm, p. 56-59, Triassic-Jurassic, 1959-1963, Figure 3A-B etc.) and in 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 section.

**Scientific names** of genera and taxa of lower rank must be in *italics*. Scientific names of genera and species should follow the AnimalBase Index (see <http://www.animalbase.org/>) for animals, the International Plant Names Index (see <http://ipni.org/>) and the International Fossil Plant Names Index (see <http://fossilplants.info/>) for plants.

#### Headings

Three orders of heading are available. Pay particular attention to the formatting:

1. **Results**
2. *Description of the skull*
3. **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 6 keywords are required for each submission.

#### Introduction

This section should be concise but provide the reader with enough up to date background 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. Do not include any results in this section.

#### 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, table and appendix are abbreviated (i.e., Fig. 1a, Pl. IA, Tab. I, App.) or contracted (i.e., Figs, Pls, Tabs, Apps).

#### 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.

#### References in the text

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, 1797); 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 journal titles in full.**

**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.

##### 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.

#### Conference proceedings/abstracts:

Loch, C. 2014: The enamel ultrastructure of fossil cetaceans (Cetacea, Archaeoceti and Odontoceti). – Meeting and abstracts of the 74<sup>th</sup> 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.

#### Theses:

Ifrim, C. 2006: The fossil fagerstätte 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 date of last accession of the database.

#### Tables

Each table has to be uploaded as a separate file (.xlsx or .xls). 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. A high standard of illustration (both line and photo) is an editorial priority.

All figures must be sent electronically and at adequate resolution; care and attention to these guidelines are essential as importing graphics packages can often be problematic.

- Figures must be saved **individually and separate to text**. Please do not embed figures in the manuscript file.
- Coloured figures are at no charge.
- 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), by up to 254 mm in length. **It is preferred that the full-page length is not used and that authors keep in mind that the caption will be placed underneath the figure**. In the event that full-page length is necessary for plates, captions will have to appear on adjacent (facing) pages.
- Computer prepared photographic images must have a minimum resolution of **300 dpi** at the final publication size, colour figures a minimum of **600 dpi**.
- Figures should be numbered with **Arabic numerals** (e.g., Fig. 1, Fig. 2, Fig. 3,...) according to their sequence in the text.
- All figures must be numbered in the order in

which they appear in the paper. In multi-part figures (plates), each part should be labelled with capital letters in lower left corner.

- 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 paper**, and numbered correspondingly.
- Files should be saved and submitted as one of the following file formats: TIFF (Tagged Image File Format; **preferred!**), PostScript 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 while saving the file may be used.
- Please submit line art as Adobe Illustrator or EPS files. These must be at a minimum resolution of **600 dpi** at publication size. High resolution may be necessary where fine line detail is present.
- Graphical results (graphs, diagrams, etc.) from statistical software packages might be **printed from the original software directly into PDF files**, which then can be submitted.
- Microsoft Excel graphs are acceptable. Note that vertical axes must all be at the same scale especially where the paper compares between them. Otherwise they should be produced as separate figures. Avoid 3d plots when presenting 2d data.

**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 and plates 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 minimum size of 6 pt for labelling items on photographs or in line art is recommended and a maximum size of 10 pt is suggested.

Use a **scale bar** to indicate magnifications 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 inadequate 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). They should be typed in the journal format. Explanations should be brief and authors should keep in mind that captions will be placed below figures.

#### 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]

**Pl. V:** *Alphadon marshi*, left upper tooth row in **A** labial, **B** lingual and **C** occlusal view.

### 3. Miscellaneous

#### Review process

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

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