

NOTES FOR AUTHORS

Aims and scope

The “Bollettino della Società Paleontologica Italiana” (BoSPI) is an international peer-reviewed journal that accepts original articles concerning all aspects of Palaeontology. Only manuscripts in English are accepted.

The instructions for authors outlined below should be strictly adhered to by all authors. The non-observance of these instructions may delay or prevent publication. All changes should be carried out by the corresponding author (see “Organization of the manuscript”), who will receive a draft for corrections.

General rules

Manuscripts must be submitted only in digital form.

The text of the manuscript must be written with a text editor and saved as .doc or .rtf, with double spacing and margins of at least 2 cm on each side. Table, figure and plate captions must be placed at the end of the text of the manuscript. On no account must figures, plates, tables and/or captions be directly inserted in the text. All pages (including table, figure and plate captions) must be numbered progressively.

Organization of the manuscript

The manuscript should be organized as follows:

- a) title, as short and informative as possible; it should contain references to the taxonomic group, age and geographical area investigated;
- b) abbreviated title (up to 60 characters, including spaces);
- c) the complete names (without abbreviations) of all the authors of the article; a corresponding author must be indicated; if this author is not indicated explicitly, the first author of the list will be considered as corresponding author;
- d) complete postal addresses of all authors, followed by their e-mail addresses;
- e) a list of key words; as a rule, no more than 6;
- f) an English abstract, reporting concisely the results of the work, without bibliographic references, including all new, systematic or stratigraphic names in the article;
- g) an Italian abstract, in accordance with the same rules given in paragraph f), significantly longer than the English abstract (of which it should not be a mere translation), preceded by the translation into Italian of the title. Authors which do not speak Italian must submit an extended abstract in English which will be translated in Italian by the Editorial Board.

Headings

The text must be clearly organized in chapters preceded by a title (e.g., Introduction, Materials and Methods, Systematics, etc.).

Use a maximum of three kinds of headings, hierarchically arranged in the following way:

1. FIRST ORDER HEADINGS. Capital letters, centered.
The first sentence after the heading begins after a blank line.
2. *Second order headings*. Italic, left margin.
The first sentence after the heading begins on the following line.
3. THIRD ORDER HEADINGS (to be used as little as possible). Small capitals, left margin. Text following on the same line.

Footnotes

Footnotes are not allowed.

Abbreviations

All abbreviations used in the text must be clearly explained the first time they appear.

Systematics

The BoSPI does not usually publish descriptions of known species. Synonyms (synonymic lists) should be reduced to the essential and organized as in the following examples:

Conus antediluvianus Bruguière, 1792

1792 *Conus antediluvianus* BRUGUIÈRE, p. 637.

1997 *Conus antediluvianus* Bruguière - DAVOLI, p. 75, Pl. 3, figs 1-5 (*cum syn.*).

Miscellanea miscella (d'Archiac & Haime, 1853)

1853 *Nummulites miscella* D'ARCHIAC & HAIME, p. 345, Pl. 35, figs 4a-c.
1916 *Siderolites miscella* (d'Archiac & Haime) - DOUVILLÉ, p. 38, Pl. 15.

All works cited in the synonymic lists must be included in the References. The names of genera and species must be written in italics in the text. Suprageneric taxa must be written in small capitals. Small capitals must also be used for the authors of each entry in the synonymic list.

Stratigraphy

Geochronological, chronostratigraphical and biostratigraphical terms must be written with an initial uppercase only when they indicate formally defined units (e.g. Upper Cretaceous, Middle Eocene, Lower Ordovician) and with a lowercase when referring to informal units (e.g. lower Tertiary, late Miocene, basal Triassic). If biozone names are formalised they are written with an uppercase initial letter (e.g. *Polygnathoides siluricus* Zone, *G. margaritae* Zone).

References and quotations in the text

All publications referred to in the text must be included in the References section.

The References must be written according to the rules and the style of the BoSPI, with authors in alphabetical order with year of publication. Each author's surname must be followed by the initial of his/her name; when there are double initials, no blank spaces are to be left in between. The article's title must be followed by the unabbreviated name of the journal, written in full in italics, the volume and issue number (in brackets), and the numbers of the first and last pages of the article. Do not indicate plates, tables and figures in the references. Examples:

Journal article:

Owens R.M. (2004). Late Ordovician and early Silurian Proetida (Trilobita) from north-western and central Europe. *Palaeontology*, 47 (3): 557-578.

Pittau P., Cotza F. & Del Rio M. (2003). Early Silurian siliceous sponge spicule assemblages from the Sardinia Hercynian Chain (Italy). *Bollettino della Società Paleontologica Italiana*, 42 (3): 225-239.

Serra-Kiel J., Hottinger L., Caus E., Drobne K., Ferrández C., Jauhari A.K., Less G., Pavlovec R., Pignatti J., Samsó J.M., Schaub H., Sirel E., Strougo A., Tambareau Y., Tosquella J. & Zakrevskaya E. (1998). Larger foraminiferal biostratigraphy of the Tethyan Paleocene and Eocene. *Bulletin de la Société géologique de France*, 169 (2): 281-299.

Chapter of volume:

Serpagli E. & Ferretti A. (1999). L'Europa durante il Paleozoico. In Pinna G. (ed.), *Alle radici della Storia Naturale d'Europa – Seicento milioni di anni attraverso i grandi giacimenti paleontologici*, Jaca Book: 17-20.

Article in volume:

Aiello G. & Szczechura J. (2004). Middle Miocene ostracods of the Fore-Carpathian Depression (Central Paratethys, southwestern Poland). In Gliozzi E. & Russo A. (eds), *Proceedings of the 1st Meeting of the Italian Ostracodologists "In memory of Giuliano Ruggieri"* Rimini, February 12-14, 2003. *Bollettino della Società Paleontologica Italiana*, 43 (1-2): 11-70.

Volume (complete):

Reading H.G., ed. (1986). *Sedimentary Environments and Facies*. 615 pp. Blackwell Scientific Publications, Oxford.

Martin R.E. (1999). *Taphonomy - A Process Approach*. *Cambridge Paleobiology Series*, 4. 508 pp. Cambridge University Press, Cambridge.

Citations within the text must indicate the name of the author(s), followed by a comma, by the year of publication and, when necessary, by the page referred to (e.g. Stanley, 1979, p. 169). In the quotations, as in the References, the last author's name is preceded by an "&". Within the text (not in the References), works by more than two authors are quoted with the name of the first author followed by "et al." (not in italics). Multiple citations should be in order of publication.

Examples of citations in the text:

(James & Wind, 1965)

(Steiner et al., 1993)

Gooday (1994) considered ...

... elaborated by Berggren et al. (1995) ...

Illustrations

Figures and plates must be provided as images in shades of grey in .tif, .bmp or high resolution .jpg format (at least 400 dpi to print size). Colour figures may appear on the final .pdf free of charge, but colour figures printed on the hard copy will be charged to Author. Illustrations must be of excellent quality. In all kinds of illustrations, no large empty spaces must be left, so as to use the space available as economically as possible.

Tables can be submitted as .xls or .doc files, taking care that the final width fits with the single column or double column size.

All images must be provided with the exact size for printing: plates must be 171 x 245 mm, whilst figures and tables in the text should be 81 mm wide (single column) or 171 mm (double column).

Figures in the text are to be quoted as Fig. or Figs, plates and figures in plates as Pl. (Pls) and Pl., fig. (Pls, figs), tables as Tab. (Tabs).

In all plates, single photograms are indicated with arabic numbers (1, 2, 3), while in the figures in the text, any details must be indicated using lowercase letters (a, b, c,).

In all illustrations, tables or figures, captions must be written uniformly as follows:

for Plates and Figures - Font Arial, point 12, bold;

for minor captions - Font Arial, point 9, bold.

Any corrections necessary due to disregard for the above rules must be made by the corresponding author.

Captions of plates, figures and tables must be given in a separate section of the manuscript, after the References. The approximate position of each illustration may be indicated on the margin of the text.

Proofs

The corresponding author will receive a single copy of the proof as a .pdf file, to be returned after correction to the Editors within three days. Any delay in returning the corrections may imply that the article will be printed only with the Editor's corrections. It is advisable to check in particular whether:

- a) illustrations and tables are in the correct order and with their relative captions;
- b) enlargements indicated in the captions correspond to the real enlargement of the figures;
- c) references to texts and works cited as in press are up to date.

Print expenses and offprints

No contribution is required from the authors for articles up to a length of 30 printed pages. For articles of more than 30 pages, the contribution must be agreed with the editors.

For all published articles the SPI provides a high-definition .pdf file. For printed copies or covers the corresponding author must contact the printing house directly, which will supply copies at cost price. The relative request should be made by the corresponding author when the corrected proofs are returned.

Manuscript submission

Manuscripts must be sent to the Editorial Board of the Bollettino della Società Paleontologica Italiana, to the following e-mail address:

redbollspi@unimo.it

In the first submission of the manuscript all illustrations are to be sent at low resolution or as compressed .jpg files to facilitate sending by e-mail.

The manuscript text file must be named with the name of the corresponding author (e.g. Owens_txt.doc). Similarly, the names of the illustration files must contain the name of the corresponding author, followed by the number of figures/plates/tables (e.g. OwensFig1.jpg; Owens_Fig_01.jpg; OwensP11.tif, etc.).