A Manual for Authors

of the

Treatise on Invertebrate Paleontology

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Compiled by the Treatise Editorial Office Paleontological Institute
The University of Kansas Lindley Hall
1475 Jayhawk Boulevard, Room 119
Lawrence, Kansas 66045-2911
(785) 864-3338
FAX: (785) 864-3636
E-mail: paleo@ku.edu
Home page: www.paleo.ku.edu
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INTRODUCTION

From the outset, the aim of the Treatise on Invertebrate Paleontology has been to present a comprehensive and authoritative yet compact statement of knowledge concerning groups of invertebrate fossils. New sources of information and new tools for analysis, however, have broadened the scope of the venture. Documentation of taxa in the literature has increased, and the manner of documentation has changed. Moreover, technological improvements continue to alter the ways in which text and illustrations are processed. This manual is intended to aid Treatise authors and coordinators by supplementing the examples found in recently published volumes of the Treatise and Treatise Online.

Most volumes are prepared by a group led by one paleontologist who coordinates preparation of manuscript and selection of illustrations. Although some conformity is necessary, authors are given as much freedom as possible to express judgment on taxonomy, classification, morphological terminology, phylogenetic relationships, evolutionary trends, and similar matters. Where controversy exists, either within or outside the group producing the volume, concise statements of differing views are appropriate for inclusion in the Treatise.

Authors are encouraged to organize the material in their part of the Treatise as thoroughly and objectively as possible. They select the illustrations, arrange the figures, and prepare a draft of the text. In arranging materials, each author should conform to the style described in this manual in order to maintain general uniformity. It is the responsibility of the staff of the Paleontological Institute to aid coordinators and authors during preparation of manuscript and figures.

The responsibility for thoroughness in all phases of the work rests with authors. Firm designation of generic names and of type species of genera is essential. Sound judgment is also essential in the preparation of diagnoses; in the discussion of classification, morphology, and evolution; and in the selection of informative illustrations. The following instructions and suggestions are intended to answer some of the questions that may arise as authors prepare text and illustrations for the Treatise.

GENERAL STYLE

Language. All text in the Treatise is written in or translated into English (using American English spelling). We strive first for clarity of expression, second for brevity. Both are more easily achieved when sentence structure is kept simple and diction plain. The authority for spelling, hyphenation, and such matters is the unabridged Webster’s Third New International Dictionary of the English Language, unless superseded by its chief abridgment, the more frequently revised Merriam-Webster’s Collegiate Dictionary, 11th Edition. Recommended style manuals are the latest version of Chicago Manual of Style and the U.S. Geological Survey’s Suggestions to Authors.

Abbreviations and symbols. Except for such standard items as units of measure, abbreviations and symbols are to be avoided in Treatise manuscript and illustrations. Any author who finds the use of abbreviations or symbols unavoidable, such as for the notations of bivalve dentications or echinoderm plates, must provide spelled-out equivalents and clear definitions.

Taxon Authorship. In all introductory chapter text, any genus or species name that appears must be identified with its naming author and date at first mention in the manuscript and whenever used in a figure caption (this rule was newly applied to genera as well as species as of 2015). [Example: specimens of Psigraptus Jackson, 1967; Sphenoeicum obtus (Durman & Sennikov, 1993)]. The rule for genera may be waived by agreement with the editor for short introductory text in a systematic
chapter in which the taxon is later identified. However, any species must still be identified when first mentioned. (Note: Durman & Sennikov, 1993 is in parentheses in the second example to signify that they did not specify a type species at the time of naming. Do not use parentheses in an authorship identification unless this is the case.)

**Citing multiple authors.** Please list all authors up to three. For four or more, list first author “and others.” Within a taxon authorship identification or for a source cited in parentheses, use “& others.” All authors are listed in the References section in the order in which presented in the original document.

**Past tense.** Use past tense for descriptions of previously published authors’ ideas. [Bulman (1945) described the proximal development of Dicranograptus nicholsoni Hopkinson, 1870 from isolated material...]

**Quotation marks.** Do not use quotation marks—either single or double—when introducing terms or to mean so-called. *Treatise* reserves quotation marks for actual quoted material or when used for a specific nomenclature purpose, such as single quotes to denote an obsolete species. Quotation marks used for emphasis are confusing as they imply a hidden meaning that may not be clear to the reader. In these cases, any meaning you have in mind should be fully explained, such as explaining that the term is new or not fully recognized. If relevant, add “so-called.” In the following examples, quotation marks were deleted around “periostracum” and “root system,” and “so-called” was added in the second example. [Gray (1833) proposed the term periostracum for the layer secreted at the margin of a mollusk shell....] [In benthic graptolites, there is no credible evidence of any so-called root system extending into the sediment...]. In each case, the meaning is clear. When actually quoting material, please clearly cite source and page number.

**Submission of manuscript.** *Treatise* manuscript consists of text, references, figure explanations, and tables. Footnotes are not allowed. Visit our website (www.paleo.ku.edu) for a template in Microsoft Word that includes styles for headings, taxon descriptions, and figure explanations. Authors are urged to submit manuscript and figure files by upload to the Paleontological Institute Dropbox. Email paleo@ku.edu for an invitation to a part-specific folder in our Dropbox. Our office can advise you on setting up a personal Dropbox if your institution does not offer one. This site is also used to transmit page proofs back and forth between authors and editors, so it’s important to obtain access to an institutional or personal Dropbox so you can easily connect with us. You may also submit on CD or DVD. We prefer Microsoft Word (either PC or Macintosh format) but our conversion program allows us to translate files from most commonly used word-processing programs. Authors should retain an electronic copy of their submission for their files. We strongly encourage authors to contact the editorial office for assistance if they have any questions.

**OUTLINE OF THE TREATISE VOLUME**

Before submitting the first manuscript, a detailed outline for a systematic, coordinated treatment of the subject must be submitted by the coordinating author and approved by the Treatise editors. Because the outline determines the final organization of a volume, it should be as specific and detailed as possible. For example:

- **Introduction**
- General features of the Brachiopoda
  - General morphology
  - Recent Brachiopoda
- Skeletal morphology
The overall outline may vary somewhat among Treatise volumes since the study of each major group of invertebrate fossils is likely to be characterized by special areas of emphasis.

Submitting a second outline that divides the material into chapters, even if the final volume will not be organized in that fashion, is useful. The outline should include the names of authors who are responsible for each section/chapter. This functions as the guide to chapter titles and numbers for Treatise Online. Chapters are uploaded as they are finished and are unlikely to appear in sequential order.

SECTIONS ON MORPHOLOGY AND RELATED TOPICS

Structural features. Descriptions of structural features or skeletal parts characteristic of a fossil group or the anatomy and ontogeny of its modern representatives should be presented in the first part of the section dedicated to the group. Part T, Echinodermata 2, for example, includes in this section chapters on recent crinoids and on the skeletal morphology, microstructure, and postlarval ontogeny of fossil forms. Additional discussion of morphology may be included under some of the main systematic subdivisions (e.g., Fusulinacea, Part C, Protista 2). It is not desirable, however, to divide the discussion of morphology into too many units.

Morphological features. Descriptions of morphological features of fossils should make clear the essentials of skeletal organization in the taxa concerned. It is not possible to formulate general rules for handling such subject matter. In dealing with some features—for example, the cystoid advective system—it is neither necessary nor desirable to try to illustrate all known variations in form and placement. Description and illustration of selected, typical representatives are sufficient, especially if supplemented by a brief summary of the variation.

Glossary of terms. Morphological terms should be defined concisely in a glossary. The glossary should indicate terms that are recommended for continued use and terms that are obsolete and recommended for disuse (terms recommended for disuse should be shown in italic). Because readers of the Treatise need to be able to access the older literature, the glossary must provide meanings of terms recommended for disuse, typically by referring to a recommended synonym.

Illustrations of features. All morphological features should be adequately illustrated. Simple diagrams are preferred. A single illustration should not be used to convey too many ideas. The clear illustration of morphological features may sometimes justify the use of several figures. More detailed information on the preparation of illustrations is on p. 13–14 and Appendix 1 (p. 22).
SECTIONS ON EVOLUTIONARY TRENDS, ECOLOGY AND PALEOECOLOGY, BIOSTRATIGRAPHY AND BIOGEOGRAPHY, AND PALEO BIOGEOGRAPHY

The evidence for evolutionary trends in each invertebrate group should be summarized. The paleontological evidence for different groups is not equal, and discussions may vary widely in length and in depth of treatment. Viewpoints are often subjective, and divergent interpretations of the evidence by different specialists are altogether acceptable. The contents and organization of the sections on paleoecology, biostratigraphy, and paleobiogeography can be expected to vary widely among groups of organisms. Ecology and paleoecology provide the stage on which the evolutionary play is acted out. Paleoecology, biostratigraphy, and paleobiogeography are increasingly likely to be of interest to nonsystematists and should be treated exhaustively in the Treatise.

Volumes of the Treatise should contain selected cladograms and morphological matrices so that statements about phylogeny will be bolstered by phylogenetic analysis. For groups of invertebrate fossils not yet the subject of full-fledged phylogenetic analysis, a major function of the Treatise will continue to serve as a tool for investigation, phylogenetic and otherwise, rather than as a medium in which to publish current phylogenetic speculation, especially at the generic level. Doubts about the phylogenetic status of a taxon at any level should be noted. It is important to remember that despite the success of the phylogenetic methodology, influential schools of thought remain that espouse alternative methods, especially in the area of classification. Treatise's purpose will continue to be to provide sound information that all interested parties can manipulate and interpret as they see fit.

Geographic distribution should be expressed in terms of present-day geographic or political-geographic entities. Exceptions to this are ancient ocean areas, such as Tethys Ocean, or ancient continents such as Gondwana.

We use the Merriam-Webster's Geographical Dictionary, 3rd edition, as our guide to present-day geographic entities. Significant features of paleogeographic distribution, however, should be indicated with reference to paleogeographic reconstructions based on plate tectonics.

SECTION ON CLASSIFICATION

A discussion of classification is most informative if it includes a thorough history of the various classifications that have been proposed and the evolution of thinking that has led to the Treatise classification. Primarily, however, this section should present considerations pertaining to the classification adopted in the Treatise and a summary statement of the major subdivisions of the higher taxa.

SECTION ON SYSTEMATIC DESCRIPTIONS

The section devoted to systematic description is not necessarily more important than others, but it is indispensable and typically far exceeds other parts of the text in length. Arrangement of this section—including headings, text, and illustrations—is hierarchical and in orderly sequence from higher taxa to genera. The final arrangement of systematic descriptions, of course, does not indicate the order in which work to prepare them should be undertaken. Commonly, genera are characterized before diagnoses of families and higher-rank taxa are written. One Treatise author reported that he found it advantageous, when dealing with a whole group of genera, to take up routine tasks first—determining firmly the type species and their dates, accumulating data on stratigraphic and
geographic distribution, and noting the best sources of illustrations—and then to write generic and family diagnoses. Last, he reviewed the whole group to see that duplication and inconsistency were avoided.

Authors preparing systematic descriptions may find it useful to use a separate page (both in paper copy and in electronic copy) for each taxon, whatever its rank, so that the inevitable insertions and rearrangements are easy to accomplish. Manuscript prepared in this manner also has space for notes that may help in organizing information but that are not to be included in the final text. (Visit our website for a manuscript template in Microsoft Word: www.paleo.ku.edu, which contains paragraph styles and formatting.)

Stratigraphic range to the series or stage level should be submitted based on the most recent International Commission on Stratigraphy (ICC) chart (www.stratigraphy.org) and should present such information with an eye to indicating special features useful in stratigraphic paleontology. See page 9 for more specific instruction on stratigraphic listing. Authors will also find it helpful to consult the section on stratigraphic divisions in the editorial prefaces of volumes of the Treatise published after 1996.

Diagnoses of genera and higher taxa in the Treatise are written in telegraphic style. Authors who are unfamiliar with telegraphic style, especially those whose first language is not English, are encouraged to prepare manuscript in standard prose. Converting such prose into proper telegraphic style is much easier for the Treatise editorial staff than deciphering the meaning of unclear or improperly constructed telegraphic style.

### Suprageneric Taxa

Systematic descriptions of suprageneric taxa begin with a centered heading that includes rank, taxon name, author, and date. This is followed by a more complete statement containing page reference and relevant nomenclatural information enclosed in square brackets. If there are synonyms, these follow in another set of square brackets. Synonyms are arranged chronologically, and partial synonyms are denoted by the term *partim*. The following examples demonstrate the basic arrangement.

**Order ACROTRETIDA Kuhn, 1949**


**Subfamily CRASPEDLTINAE Spath, 1924**

[nom. transl. Spath, 1931b, p. 547, *ex* Craspiditidae Spath, 1924c, p. 17]

[=Garniericeratinae Spath, 1952, p. 9]

The next paragraph, the diagnosis, includes all information essential for definition of the taxon as well as citations of pertinent literature. This paragraph concludes with a statement of stratigraphic range. No statement of geographic range is needed at this taxonomic level. A third paragraph may be included for supplemental discussion of a suprageneric taxon.

### Genera and Subgenera

Generic or subgeneric descriptions typically include: (1) the name of the genus or subgenus with its accompanying author, date, and page reference; (2) the type species; (3) synonyms of the genus or subgenus; (4) a diagnosis; (5) a statement of stratigraphic and geographic occurrence; and (6) figure
explanations. A statement of further pertinent information may be added in square brackets after
the diagnosis. A thorough discussion of nomenclatural and other issues may be found in the editorial
preface of the most recent Treatise volume. Following are two examples of generic entries.

**Protabrograptus** Ni, 1981, p. 203 [*P. sinicus; OD]. Minute tubarium with generally rounded base,
consisting of two reclined stipes, composed of two longitudinal filaments (ventral and dorsal) and
apertural rings or crossbars; sicula fully preserved, merging into the ventral filament of second
stipe. [This might not be a graptolite. A sicula cannot be recognized in the type material.] Middle
Ordovician (upper Darriwilian): China (Wuning).——Fig. 14,6a–b. *P. sinicus; a, paratype, NIGP
57943; b, holotype, NIGP 57941; Wuning, Jiangxi, China, scale bars, 1 mm (Ni, 1981, fig. 1).

**Lamellophyllia** Chevalier, 1962, p. 491 [*L. alloiteaui; M]. Corallum solitary, ceratoid, free and
slightly curved; epitheca *sensu lato* absent; wall synapaticulothecal, costate, granular; Pourtalès plan
present in early ontogenetic stages, becoming increasingly lost in adult stages; five cycles of septa
present in type species; septa compact; paliform lobes present; endotheca sparse, mainly restricted
to peripheral parts of corallum; columella lamellar. Miocene: southern Europe.——Fig. 11,2a–b. *L.
alloiteaui*, holotype, MNHN R10483, middle Miocene, Italy (Turin); a, calicular view of corallum
(Cairns, 2001, pl. 2,d); b, lateral view of broken corallum (Cairns, 2001, pl. 2,c).

Each author is responsible for determining the correct spelling, authorship, publication date, and
page reference of a genus or subgenus recognized as valid. Trustworthy determination of the type
species is essential, and this responsibility should never be neglected or treated casually. The originally
published name (with author, date, and page reference) is required in citing the type species, not
merely the presently accepted name with author's name in parentheses. For example, the type species
of *Cheirocrinus* Ulrich, 1886, is cited as *Cheirocrinus clarus* Hall, 1862, p. 116, not as *D. clarus*(Hall), 1862, p. 116. However, in a figure explanation, a transferred species (presently accepted
name) is cited with the author in parentheses but not the year: *D. clarus* (Hall).

**Type species designation.** How the type species was designated must also be explicitly recorded.
The page reference and the letters OD (original designation) or M (monotypy) are inserted after the
name of a type species fixed by some form of original designation, e.g., *Kalpinograptus* Jiao, 1977,
p. 290 [*K. spiroptenus; OD]. SD is used for subsequent designation, followed by the name of the
subsequent author, the date, and a page reference, e.g., *Nanograptus* Hadding, 1915, p. 328 [*N.
lapworthi; SD Bulman, 1929, p. 179].

**Synonyms.** Objective synonyms should be identified by the abbreviation “obj.” See definition
www.icZN.org/the-code/the-international-code-of-zoological-nomenclature/the-code-online]. All
other synonyms are taken to be subjective, and the type species must be listed. Invalid original
and subsequent spellings have varying status in nomenclature. It seems best to include them all
with notation of their nature. *Nomina nuda* (nom. nud.) should also be included as a matter of
information, even though they have no standing in nomenclature.

**Diagnosis.** Each genus is diagnosed concisely by giving prominence to important distinguishing
characters, generally by placing them at the beginning of the diagnosis. The choice of characters and
character states in the diagnosis should uniquely characterize a genus from other genera in the family.
It is unnecessary to repeat in a generic diagnosis the features that characterize its family or subfamily.
Authors are urged to avoid this practice, for it is time-consuming and difficult to correct editorially.

**Taxonomic author notes.** Authors are encouraged to include special taxonomic and
nomenclatural notes on genera as well as additional documentation of the generic concept. Such
information should be expressed in full sentences and placed at the end of the diagnosis and enclosed
in square brackets.
**Stratigraphic and geographic occurrence.** The summary of stratigraphic and geographic ranges follows the diagnosis and any nomenclatural notes. The stratigraphic range, spelled out in full, comes first, followed by the geographic range, as in the following examples:

*Silurian (?Telesichian, Wenlock)—Lower Devonian (Lochkovian):* worldwide.

*Upper Cretaceous (Turonian–Santonian):* Madagascar, USA, Japan.

If stratigraphic ranges differ by geographical areas, first give the total range, followed by a country/region breakdown.

Note: spell out countries, except USA (for the United States) and UK (for the United Kingdom).

The exact presentation of stratigraphical and geographical information may vary between volumes, depending on the complexity of the information, but presentation should be consistent within volumes. Note that, in general, we list countries alone without reference to the continents on which they are found. Stratigraphic ranges of genera should be given to the series or stage level in the latest version of the International Stratigraphic Chart (International Commission on Stratigraphy; www.stratigraphy.org). If the words upper, middle, or lower are used for a series or stage that is not divided as such in the ICC chart (e.g., Cambrian or Silurian), then the words must be lower case. It is better to use terms from the chart (Wenlock, Ludlow, for Silurian series). Note: Recent is not on the ICC chart. The term Recent as an alternative to Holocene is invalid and should not be used. Sediments accumulating or processes operating at present should be referred to as modern or extant or by similar synonyms. In systematic text, cite Holocene and further define in parentheses if you wish [Miocene–Holocene (extant)]. Geographic ranges should be given to the smallest geographic or geopolitical unit that is likely to be recognized readily by readers, and may, in addition, refer to tectonic plates and subplates or biozones.

**Figure explanations.** The arrangement of figure explanations may vary slightly between Treatise volumes, but the basic elements remain the same. The same order should be used consistently throughout the volume.

1) **Author’s control number**, which is retained until just before publication when the final, sequential numbers are inserted by the editorial office (see discussion of control numbers, p. 14). For Treatise Online chapters, numbers are sequential for each chapter and in the published volume, sequential for the whole volume.

2) **Name of the illustrated specimen** followed by authorship and year if not the type species identified preceding the genus description. In most instances, the illustrated specimen is the type species and authorship has already been provided. Give in its present, corrected form. For instance, a type species of *Serbarinia* listed as *Productus kalugenensis* SARYTCHAEVA 1928, p. 61 in the type species designation is given as *S. kalugenensis* (SARYTCHAEVA) in the figure explanation (repeat author in parentheses but not the year).

3) (Optional) **Kind of type specimen** referred to in the figure—holotype, paratype, syntype, lectotype, neotype, or topotype.

4) **Description of the illustrated specimen.** If more than one view is provided, these views are labeled with lowercase letters and explained (a, lateral view; b, dorsal view).

5) (Optional) **Geographic locality of the specimen.** In general, geographic localities and stratigraphic ranges are included only if the range or locality is more restricted than that given for the genus.
6) (Optional) **Repository name and specimen numbers** are included wherever possible. Abbreviations are used for museum repositories, with a guide to these abbreviations provided at the end of each *Treatise Online* chapter. *Treatise* editors will compile a combined listing of museum and repository abbreviations for the volume.

7) **Scale.** *Treatise* discourages use of magnification [×3], except in cases where most of the volume is already completed or a decision to do so has been made between coordinating authors and editors. Scale bars are more useful in the online universe. Scale bar size information may either be in the figure or listed in the explanation, but placement choice should be consistent throughout the whole volume.

8) **Source.** In parentheses, author and date reference for the figure if it has been previously published; “new,” if the first time published, followed by credit if one is required [new; photo by Peter A. Skelton]. Please include the previously published sources in the References section at the end of each chapter for *Treatise Online*. *Treatise* editors will compile a combined reference list for the volume.

The elements described above are illustrated in the following systematic descriptions. More examples are given on pages 14–15.

RMF126. *E. frontalis* (H. Milne Edwards), USNM 184251, Holocene, Indian Ocean, dorsal (a) and ventral (b) views, scale bars, 1 cm (new).

   Note: an asterisk is used to denote a type species. For the *Treatise Online* chapter, the editors changed the above to Fig. 2,4a–b.

JM128. *M. foliaceus* (Murchison); a, NHMUK PM 1288, proximal part of lectotype of Diplograptus (Mesograptus) multidens Elles & Wood; b, second specimen on NHMUK PM 1288, obverse view; scale bars, 1 mm (new; drawings by John F. Riva).

REFERENCES

**Note:** Reference style is the same in printed *Treatise* volumes and *Treatise Online* chapters. Our guiding principle is to be as specific as possible but without wasting space or being repetitious.

**Placement of references.** Complete bibliographic references for all cited works are included in a separate section at the end of each *Treatise* volume or *Treatise Online* chapter. Reference lists should be alphabetically arranged and submitted in a separate file or at the end of the chapter.

**Elements included.** A complete reference includes the following elements, separated by periods: (1) the surname of the author, followed by two initials or, if there is only one initial, the full given name if known; (2) year of publication; (3) complete title; (4) journal or publication name, written out in full; if a book, (5) publisher; (6) place of publication (generally only the city); and for all references (7) page, figure, and plate numbers, cited as first-to-last if part of a serial publication (e.g., p. 24–31, fig. 4, pl. 3–5). Give totals for books and any other publications that are independently numbered (e.g., 538 p., 86 fig., 142 pl.). You are not required to list figures or plates, but may if you wish. You may include a DOI number, if known [DOI: 23TJ-0566-Gi9]. But it can never substitute for the conventional reference. A DOI or URL number is required for online-only publications.

**Use of abbreviations.** Except for standard abbreviations of volume, page, figure, and plate (vol., p., fig., and pl.), no abbreviations are used in the bibliography. Note: fig, p., pl., abbreviations are
used for both singular and plural (no figs., pp., or pls.). When using words that distinguish the publication (e.g., number 6, fascicule 2, livre 4, Band 2, Jahrgang 1923, Abteilung A, series C, Bulletin 1047, Memoir(e) 23, Paper 15, part 3), please spell out the word. *Treatise* editors prefer to give number and volumes for periodicals, in the following format: 102(4)145–149. Series are usually placed in parentheses before the number/volume/pages information. For instance (series 3) 102(4)145–149. You do not have to submit in this form. It is our responsibility.

**English vs. other languages.** Titles in Cyrillic characters are transliterated, with an English translation provided in square brackets immediately following the transliterated title. Titles in other non-Roman alphabets such as Chinese are given in English with a note at the end of the reference indicating language of composition (see example below). Titles in German and the Romance languages should not be translated, and the capitalization rules of that language are followed. However, genus names should always be italicized.

**Capitalization of titles.** *Treatise* uses sentence case style for journal article titles and chapter titles—that is, the first word is capitalized and following words are lowercase unless they are proper nouns. Title case is used for titles of books—that is, all words are capitalized, except for the usual articles (a, the, an), conjunctions (and, or), and prepositions (of, from).

**Author names.** Please use two initials for given names. If they do not have a second initial, spell out the first name. Sometimes neither option can be found, so there will be exceptions. Multiple authors are listed in the order as they appear in the cited publication.

**Examples.** The following examples illustrate different kinds of bibliography entries.

**Journal articles**


Note: ampersands [&] are used between multiple author names. Journal titles that are in all capital letters or an unusual mix of upper and lower case are presented simply in upper and lower, e.g., Palaios and Plos One. There are a few exceptions in which a publication is known only by initials. Also note, no spaces within the number/volume/colon/pages listed.

**Books**


**Chapters within a book**


Note, page numbers of the specific article or chapter are given instead of total pages of book. Also note, the editor(s) name precedes the book title, followed by ed., or eds.

ICZN references

Russian

Note: “In Russian” simply follows at the end, as would other information that the author believes is relevant to include. See example below for adding useful information.


Thesis or dissertation


A first name or second initial could not be found for the author above. Please include a DOI number for a thesis or dissertation. If not available, use the URL with an explanation, as in the example below.


Chinese names
No scheme exists for one-to-one transliteration of Chinese characters into roman letters. Thus, a Chinese author may change the roman-letter spelling of his name from one publication to another. For example, the name Chang, the most common family name in the world, has been spelled more recently Zhang. The principal purpose of a bibliography is to provide the reader with entry into the literature. Quite arbitrarily, therefore, in the interest of information retrieval, the Treatise editorial staff has decided to retain the roman spelling that a Chinese author has used in each of his publications rather than attempting to adopt a common spelling of an author's name to be used in all citations of his work. This may also be true of other languages, such as a Czech author whose name was spelled differently in a German language article. It is entirely possible, therefore, that the publications of an author may be listed in more than one place under more than one name in the bibliography.

ILLUSTRATIONS

General Requirements

The *Treatise* expects exceptionally high quality in all submitted figures in order to maintain high standards for illustrations that are accurate, useful, and aesthetically pleasing. If guidelines are not followed, authors will be asked to revise their figures. *Treatise* authors are responsible for submitting production-ready illustrations. Each illustration submitted must be referred to in the accompanying text, not merely in a figure explanation.

Authors are advised to note the maximum size of illustrations in a recent edition of the *Treatise* and submit figures at final size. A page-width figure is 12.7 cm wide; a single-column figure is 6.1 cm wide; and the maximum length of a figure is 18.8 cm, including figure explanation. Figures should be carefully planned with these dimensions in mind.

*Treatise* illustrations fall into two categories: introductory and systematic. Figures appearing in introductory sections include maps, stratigraphic range charts, and biological and morphological drawings or photographs. Figures accompanying the systematics sections are grouped taxonomically and illustrate the significant characters of described genera.

For further guidelines for figure preparation, see Appendix 1, p. 20.

Control Numbers

Authors must assign to all illustrations a unique identifier, called a control number. Control numbers consist of numbers and a two- or three-letter prefix that suggests the name of the author or authors (e.g., PEJ143). Authors should use the same prefix throughout their entire manuscript or set of manuscripts. Do not use any punctuation or roman numerals in control numbers. Do not place the control number within the figure or a black background, for instance, where difficult to cover or delete in final pages. (A figure that is a composite of several specimens is given one control number, not a separate number for each image.)

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**File Preparation and Submission**

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**Composition of Introductory Figures**

Introductory figures (see example below) should be submitted as TIFF, EPS, or PSD documents. Elements should be placed on separate layers: labels in one layer (use Helvetica 8, 7, or 6 pt. type), arrows, projection lines (use 0.5 point lines) and scale bars (use 1 to 3 pt. lines) in another layer, and the halftone or line art in another layer. All labels on figures should be in lower case, black type, no italic or bold type unless special formatting has a meaning that is explained in the figure explanation. Scale bars should be no thicker than 3-point lines—we recommend 2 pt.—and the same thickness should be used for separate scale bars on each figure and throughout the whole volume.

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Tables and charts consist primarily of words and lines. Authors should type the contents, separated by tabs, in a word-processing application and submit rough, typewritten layouts or use the template in InDesign supplied on our website (www.paleo.ku.edu). Tables and charts should not exceed *Treatise* page dimensions (single column, 6.1 cm; page width, 12.7 cm; and length of page, 18.8 cm, including table explanations).
**Introductory figure explanations.** Figure explanations for the systematic section text are discussed on page 17. Figure explanations for the introductory sections—for example, those that illustrate biology or morphology—should be submitted as a separate document or at the end of the text document. Each explanation is a single paragraph beginning with the author’s control number, as explained on page 14, and a brief statement of the subject of the figure. A succinct description of salient features follows, which may include scale and repository numbers. Figure explanations do not contain discussion, nor should they restate material from the text. The source of each figure, whether previously published or new, is to be clearly indicated in parentheses at the end of each explanation (see example below and on p. 17). A full bibliographical citation for previously published illustrations must be provided in the list of references.

**Numbering introductory figures.** Generally, we recommend using numbers for parts. In introductory text, separate parts with periods and no italics as used, and reserve letter for parts of parts [Fig. 1; Fig 3.2; Fig 4.2a–b].

Following are three examples of introductory figures, along with their explanations taken from *Treatise Online* chapters for upcoming volumes.

**Composition of Systematic Figures**

Systematic figures (see example on p. 19) should be submitted as TIFF, EPS, or PSD documents. Elements should be placed on separate layers: the halftone or line art in one layer and labels in another layer (use Helvetica 6, 7, or 8 pt. type). It is often wise to remove backgrounds from halftones of specimens. To remove the background from around a specimen in a digital photo, use a monochrome-colored background and photograph the specimen in color. Then the area around the specimen can be removed by selecting the background color. When a specimen is photographed against a black background and then placed into a plate with a black background, the two blacks often

**Sample Introductory Figures**

![Sample Introductory Figures](image)

Fig. 2. Biogeographical and paleocological distribution of the Graptolithina across the Lower Paleozoic Iapetus Ocean, showing endemic and cosmopolitan oceanic graptolite faunas, as well as shallow to deeper water distributions (adapted from Maletz & others, 2011, fig. 9).

Fig. 13. Attachment of muscles to the shell; 1–2, Sepia Linnaeus, 1758 in 1758–1759, ventral (1) and dorsal (2) views; 3–4, Chthamopteryx appellöf, 1890, ventral (3) and dorsal (4) views; 5–6, Loligo Lamarck, 1798, ventral (5) and dorsal (6) views; zones of muscle attachment indicated by different colors; bcf, position of basal cartilages of the fins; gst, stellate ganglia; mn, mantle; mnd, dorsal mantle; mnl, lateral mantle; mnv, ventral mantle; ncm, nuchal cartilage; rcl, lateral component of the cephalopodium (head) retractors; rcm, medial component of the cephalopodium (head) retractors; rf, funnel retractors (adapted from Bizikov, 2008).


Fig. 1. Micromorphological features in Heteropammmia, showing clusters of nano-ganular-fibrous deposits on low septal teeth (black arrows) termed Rapid Accretion Deposits (RAD), and bundles of fibers on septal faces (white arrows) termed Thickening Deposits (TD), forming small patches (Arrigoni & others, 2014, fig. 3l; image, courtesy of Jarek Stolarski).

do not match. This may be due to one black being RGB and the other being CYMK. Avoid black backgrounds or find a foolproof way to match blacks.

Each genus part should be labeled with a number and letter combination tucked in the lower left-hand corner of the figure (i.e., 1a, 1b, 1c for separate views of one genus). Scale bars should be no thicker than 3-point lines, and the same thickness should be used for separate scale bars on each figure. If overprinting a black number or label on a photo, or reversing it out (in white), please make sure it is highly legible when printed out—do not judge it by how it looks on your computer screen. We prefer that you leave this decision to our editors (see Numbering section below).

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Numbering systematic figures. Numbering requirements for systematic figures are very specific. If a figure shows only one genus, the different views are given letters. If several genera are presented together in one composite figure, each genus has its own number, with different views of a specimen being assigned letter parts. See the samples below. You will see that each part is given both the number and letter—as in 3a, 3b, 3c. Note: when incorrect or inconsistently sized numbering occurs, if an author has submitted the figure in a flattened format, we must send it back to the author for correction. This is why we ask that labels and numbers be on a separate accessible layer. To avoid such problems, you may wish to leave the actual placement of numbers to Treatise editors and provide an accompanying guide. This speeds up the process.

On the following pages are three examples of systematic figure and their explanations. The caption under the figure is generally the relevant taxon group (usually the family), followed by the pages on which the figures are described (supplied by the editors at layout stage). The detailed descriptive explanation is within text that follows the diagnosis of each genus (see p. 8–9).

**Sample Systematic Figures**

![Sample Systematic Figures](image)

---Fig. 5.1. *B. altus*, holotype, USNM PAL 165478, Miocene, California, USA, scale bar, 1 cm (new).

---Fig. 5.2. *M. declinatus*, holotype, EGA-9.1 (M.91-151), Eocene, Hungary, scale bar, 1 cm (new; photo by A. Busulini, Museo di Storia naturale, Venezia, Italy).

Below is systematic text for the genus *Pearceiteuthis*, in which Fig. 28,1a–b and Fig. 28,2a–b are described:

——Fig. 28,1a–b. *P. ilgi*, upper Kimmeridgian, Nusplingen Formation, Nusplingen, southern Germany; *a*, paratype, SMNS 70340, showing the gladius vestige in dorsal view; *b*, reconstruction of the vestigial gladius (new). Scale bar, 10 mm.

——Fig. 28,2a–b. *P. buyi*, upper Callovian, Oxford Clay, Christian Malford, UK; *a*, holotype, NHMUK PI OR34468, showing the gladius vestige in dorsal view; *b*, reconstruction of the vestigial gladius (new). Scale bar, 10 mm.

Below is a portion of the systematic text for *Eisenackograptus*, in which Fig. 17, 4a–b is described:

——Fig. 17, 4a–b. *E. eisenacki* (OBUt & SOBolevskAYA); 4a, holotype, CINGR 33/8783, 1087a/24 *Testograptus testis* Biozone, central Taimyr, Russia, scale bars, 1 mm (Sobolevskaya, 2011, p. 259; specimen lost); 4b, GSC 104017, very well-preserved specimen, Wenlock, Lower Homerian, *Cyrtograptus lundgreni* Biozone, Arctic Canada, scale bar, 1 mm (new).

References for Figures

If an image of a specimen has been previously published elsewhere, the reference at the end of the figure explanation designates the author and date of the publication. The designation “new” applies to photographs taken by the author or loaned to the author or to introductory figures composed for the Treatise that have not been published elsewhere. Figures that are altered from a previously published image should be designated as “adapted from author, date.” Any author and date references should be spelled out in full in the reference list.

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Appendix 2 (p. 24) offers a sample permission letter stating all the necessary conditions. You may use it as a guide when you are composing your requests.
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The manuscript and figures should be submitted by the coordinating author or a person who is authorized to be the contact with Treatise editors for a given chapter. For individual chapters, that is usually the lead author. The first editing phase is page proof 1. It is common to go through four to five page proofs before a final chapter is ready for upload to Treatise Online. Another round of revisions and updates occurs after all chapters are completed prior to publication of the volume. In multiple-author chapters, the contact person is responsible for distributing proofs to other authors and gathering revisions from all concerned. Only one master is returned to the editor. The page proof you receive typically will have marginal queries; revisions or added wording will be in bold on the proof; deletions will be crossed out. Care is taken so you can see all changes. No revisions are made without author approval. Procedures and methods may vary from editor to editor, but the goal is always to strive for clear, concise language and to make sure to uphold the high standards that Treatise represents.

Good luck. And thank you for being willing to contribute to a great and lasting record. Our authors are the heart and soul of the Paleontological Institute's mission.

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DO use TIFF, EPS, or PSD formats.

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DO scan bitmap line art at **1200 dpi**. DO scan grayscale or color images at **300 dpi**.

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DO send only one version of each file. If a revised figure is provided during the proofing process, it must be given a new file name—such as the name of original file plus rev at the end, along with clear instructions to the editor.

B. PREPARATION OF LINE ART OR INTRODUCTORY FIGURES

DO make separate layers for different elements: halftone or line art on one layer, labels (in Helvetica 6 to 8 pt.) on another layer, and projection lines, scale bars, or arrows in another layer. If you do not have Helvetica or are unsure of placement, leave off numbers and labels and allow Treatise staff to add them, providing a sample guide for our editors to follow. Remember, unless line art is 1200 dpi or more, it will appear bitmapped.

DO download templates in InDesign, Photoshop, or Illustrator from our website to make the process easier (www.paleo.ku.edu).

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**DO** remove the background from around a specimen, if possible. For digital photos, use a monochrome-colored background and photograph the specimen in color. Then the area around the specimen can be removed by selecting the background color. When finished, convert the file to grayscale.

**DO** make separate layers for different elements: halftone or line art on one layer, figure numbers, labels (in Helvetica 6, 7, or 8 pt), projection lines, scale bars, or arrows in another layer.

**DO** label each genus part with a number and letter combination tucked in the lower left-hand corner of the figure (1a, 1b, 1c for separate views of one genus; 2a, 2b, 2c, and 2d for another genus in the same figure). The numbers should be in 8 pt. Helvetica. **You may opt to leave the placement of numbers and labels up to the editor.** If so, submit a guide.

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Appendix 3: TREATISE TEXT STYLE TIPS FOR THE ADVENTUROUS

Treatise style quirks. Every publication has its own stylized conventions, and Treatise has more than its share. You are not responsible for submitting to the style specifications below. That is our copy editor’s job. But if you are the kind of writer who enjoys the challenge, you may give it a whirl.

Small caps. Treatise uses small capitals for author names in text, including for authorship identification. [Rigby and Rickards (1989) modeled graptoloids in relation to rotation and feeding efficiency during passive sinking.] The only exception in introductory chapters is when crediting a source in a figure caption [...] diagram showing rotational movement of a multiramous colony (adapted from Rigby & Rickards, 1989, fig. 4.).

Ampersands [&]. Treatise uses “and” when mentioning authors in narrative text. [Example: Maletz and others (2011) illustrated the heart-shaped nematurarium of Archiclimacograptus decorator (Harris & Thomas, 1935) from western Newfoundland...] As this example shows, ampersands are used between author names in taxon authorship identification and in parenthetical sources cited within narrative text [...] population dynamics (Götz, 2007; Hennhöfer, Götz, & Mitchell, 2012; Hennhöfer & others, 2014.) Figure sources at the end of captions use “&” in both introductory and systematic text. Note: Treatise uses “& others” instead of et. al.

Acronyms. Common acroymsyns are acceptable but must be spelled out on first mention with the acronym following in parentheses. [example: ... X-ray diffraction (XRD) and electron back-scatter diffraction (EBSD); Banded iron formations (BIFs) are widespread marine chemical sedimentary rocks typical of the Precambrian...] Thereafter, you may use the acronym alone.

Abbreviations (units of measure). Use without periods [5 cm, 5 myr]

Abbreviations (general). Use fig., pl., p., vol.—we do not add an “s” at the end to show plural, so not figs, or pls. Spell out the word “table.” A figure cited that is part of a plate is expressed as pl. 4,2 (not pl. 4, fig. 2). We abbreviate UK and USA (no periods) but spell out other countries. Do not use cf. to mean confer or compare; it can be confused with its meaning in open nomenclature, which is “identification is provisional.” Instead, spell out what you mean. Do not use c. for circa, ca. is better, spelling circa is even better. In systematic text, you may use the symbol [-] for approximately.

Numbers. Spell out one through nine. After that, digits may be used [...]10 genera, 32 specimens]. Spell out any number that begins a sentence. Numbers applicable to the same category should be treated the same within a paragraph, even though a mix of single and multiple digits. Use digits in systematic text, except at beginning of sentences. Use digits with quantities and measurements (22 mm, 12 lb.). You may use digits plus words [22 million years ago]. Spell out fractions [two-thirds] unless in a quantity consisting of both whole numbers and fractions.

Hyphenation. Two-word modifiers are hyphenated unless ending in “ly.” This sample shows both: [...] the upward-growing flange connecting the initial part of th2^1 and forming the foramina for th2^1 and th2^2 and originating from the horizontally growing median part of th1^1...]

Hyphenated vs. compound word. More and more frequently, formerly hyphenated words are becoming one word. Webster’s 11th is our guide for these transitional compound words. So ridge-like, but rodlike. Spindle-like but tubelike. Don’t ask why.

Prefixes. Most are not hyphenated [nonbranching; postmortem]. See Chicago Manual of Style 7.85 for guides and charts).
Different style for introductory text and systematic text figure numbers. In introductory text, separate parts with periods [Fig. 1; Fig 3.2; Fig 4.2a–b]. In systematic text, Treatise has traditionally separated parts with commas and italics [Fig 3,2; Fig. 2,2a–b]. This style in under review and may change for new volumes began in 2020—with all figures following the same style (periods, no italics). Please check with the editor.

Use en dash to show consecutive parts and repeat figure number [introductory text: Fig 2.1–2.3; Fig. 5, Fig. 7.], commas, no spaces for non-consecutive [Fig. 4,2,4,6]. For systematic text, replace periods with commas and italicize parts. [Fig. 43,2,4,6]. Subject to change (see above).

When citing figures from other sources, whether in introductory or systematic text, use numbering style of the original publication. Formerly, we changed parts to italics and separated by commas.

Figure source citations. When using published figures, no need to include the word “from” (Maletz, 2010, fig. 23b). Use “adapted from” if changed in any substantial way (adapted from Maletz, 2010, fig. 5,4c). If citation needs more detail, clearly explain (new, based on data in Maletz, 2010, p. 42). When giving requested credit, use wording as requested by the permission grantor (new; photo by A. De Angeli, Associazione Amici del Museo Zannato, Montecchio Maggiore, Vicenza, Italy). You do not need to add “used with permission,” unless requested in writing.


Handy reminders. We all need a refresher on common errors from time to time.

1. The difference between i.e. and e.g.—i.e. stands for id est, or “that is.” Used to introduce a rephrasing or elaboration on something that has already been stated; e.g. stands for exempli gratia, meaning “for example.” This term is used to introduce examples of something that has already been stated. Don't overuse e.g., such as to introduce a long list of sources. We expect authors to pick the best citations to recommend, not list everyone who has written on a topic.

2. The difference between “that” and “which.” “That” for a defining clause (essential to meaning); “which” for a nondefining clause (adds to the information but doesn't limit the meaning). Note: a comma precedes “which,” but no comma before “that.”

3. Like. Don't use “like” to mean “such as” or “similar to.”

4. As. Don't use “as” to mean “because.”

5. Composed. Don't use “composed” when you mean “comprised.”

6. About, around. Don't use when you mean “approximately,” which is much more precise. Use of the symbol [-] is acceptable in systematic text, especially with numbers.


8. Use active verbs when possible. Be-verbs (is, are, was, were, etc.) can be boring and lazy. Try not to start a sentence with, “There are…” or “It is…” For instance, instead of “There are five genera in the family…” write “Five genera comprise the family…”


10. British vs. American spelling. We follow American spelling, so disk, not disc; toward, not towards; organization, not organisation.

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