

INSTRUCTIONS TO AUTHORS

(Revised on June 30, 2018)

The Journal is devoted to the publication of original papers and review articles dealing with all aspects of Palaeontology, Palaeobotany, Stratigraphy, Geochronology, Anthropology and Pre-history. Three types of articles are published in the Journal: Research Articles, Reviews and Short notes. The journal welcomes submission of manuscripts from non members of the society. Authors interested in submitting articles to the *Journal of the Palaeontological Society of India* should send their manuscripts, to the Editor. Author(s) must consult the 'Instructions to authors' or follow the format and style of recent issues of the Journal.

1. Manuscripts: Manuscripts should be concise and neatly composed in English, on one side of the A4 paper, with double spacing between the lines and sufficient margin on the left hand, top and bottom sides of the paper. The authors are requested to submit both the soft (pdf) and hard copies of their original manuscripts on the first instance.

2. Title: It should be informative, brief and typed in bold, upper case letters throughout, centred, with only the names of genera and species italicised.

3. Author's Name: Should be in bold, upper case letters and followed by author's full address in upper case letters, followed by E mail address of corresponding author. In case of multi authored paper, the corresponding author should be designated by asterisk.

4. Abstract: An abstract of not more than 500 words should be given at the beginning of the paper. Five or six suitable keywords should be added.

5. Text: The text should be concise, subdivided by suitable headings: 1st order headings should be in bold and upper case letters and on the extreme left margin; 2nd order headings should be in bold but in lower case letters and 3rd order headings in lower case letters and italics followed by text on the same line.

6. Acknowledgements: Acknowledgements should be given at the end of the main text.

7. Electronic format and submission: The Journal encourages the electronic submission of the manuscripts. It speeds up the review process. The preferred word-processing package is Microsoft Word. For tables, Microsoft Excel files are preferable (save each table in a separate file). For illustrations, TIFF, EPS, PSD (Adobe Photoshop), AI (Adobe Illustrator) or JPEG files are preferred. While preparing colour figures, the colour mode should be set to CMYK not RGB. For online submission, resolution of all the figures should be 300 dpi or less but for the final version, all the figures should be greater than 600 dpi. Authors are advised to submit a pdf file incorporating entire text (manuscript, references, explanation of plates, figures and tables), figures and plates in one pdf file. For large size manuscripts, use cloud-based computer file transfer service i.e. Google Drive, Drop Box or WeTransfer.

8. The names of the genera and species should be italicised everywhere in the text and in the legend to the figure. The format for arrangement of systematic palaeontology can be noted from current issues of the journal.

For taxonomic papers, the following format should be adopted:

SYSTEMATIC PALAEOLOGY

Subclass Ostracoda Latreille, 1806

Order Podocopida Müller, 1894

Suborder Podocopina Sars, 1866

Superfamily Cypridacea Baird 1845

Family Cyprididae Baird, 1845

Subfamily Cypridinae Baird, 1845

Genus Sclerocypris Sars, 1924

Sclerocypris dharwadensis n. sp.

(Pl. I, figs. 2a-c; Pl. III, figs. 4a-b,5)

or

Patjenborchella (*Eopaijenborchella*) *angulosa* Siddiqui, 2006

(Pl. I, figs. 7-8)

Synonymies - to be presented in the following abbreviated

order: *Globulina gibba* d' Orbigny, 1846, p. 227, pl. 13, figs. 13-14. - Bhatia and Mohan, 1959, p. 635, text-fig. 3, fig. 10. - Mohan and Bhatia, 1968, p. 171, pl. 13, fig. 36.

Where necessary, the following subheadings should be used in this order: *Material*, *Derivation of name*, *Holotype*, *Diagnosis*, *Description*, *Dimensions*, *Remarks*, *Type Locality*, *Type Horizon*. In case of known species, the following, subheadings would suffice: *Remarks*, *Dimensions*, *Locality and Horizon*.

9. References: Reference to literature in the text should be indicated by the author's name followed by the year of publication, e.g., Wadia (1940) or (Wadia, 1940). This should be done every time the particular reference is repeated. The words *op. cit.* should not be used. In the case of joint authorship of more than two authors, the name of the first author should be mentioned, followed by the words *et al.* and year of publication (e.g. Srivastava *et al.*, 1951). A complete list of the references mentioned in the text should be given at the end of paper under the heading References. The words *Idem* and *Ibid* should not be used. Full names for all journals should be cited. Authors are responsible for the accuracy of their references.

Examples:

Wadia D. N. and Swinton, W. E. 1928. *Actinodon risinensis* n. sp. in the Lower Gondwana of Vihi District, Kashmir. *Records of the Geological Survey of India*, 59(1): 142-145.

Wadia, D. N. 1971. *Geology of India*. Macmillan & Co., London.

Moore, R. C. (Ed.). 1961. *Treatise on Invertebrate Paleontology*. Pt. Q. Arthropoda., 3 xxiii, 442 p., 334 figs. Geological Society of America and University of Kansas Press.

Cox, L. R. 1969. Family Terquemidae Cox, 1964, p. N 380-N 382. In: *Treatise on Invertebrate Paleontology* (Eds. Moore, R.C. *et al.*). Pt. N, 1 (of 3), Mollusca 6, Bivalvia, Geological Society of America and University of Kansas Press.

Sanfillippo, A., Westberg, M. J. and Riedel, W. R. 1986. Cenozoic Radiolaria, p. 631-713. In: *Plankton Stratigraphy* (Eds. Bolli, H.M., Saunders, J.B. and Perch-Nielsen, K.), Cambridge University Press, Cambridge.

Riedel, W. R. and Sanfillippo, A. 1971. Cenozoic Radiolaria from the western tropical Pacific, Leg 7, p. 1529-1672. In: *Initial Report of Deep Sea Development Program 7*, U.S. Government Printing Office, Washington.

Nanda, A. C. 1973. Contributions to the Stratigraphy and Palaeontology of the Upper Siwaliks of a part of Naraingarh Tehsil, Ambala (India). *Unpublished Ph.D Thesis, Panjab University, Chandigarh*.

An online article that has not yet been published can be cited by its Digital Object Identifier (DOI), prefixed by the name of the Journal.

10. Illustrations: The maximum area of the plate to be reproduced the same size is 180 x 230 mm. While preparing plates, authors should make use of the maximum space of this size. Design the illustrations so that they take up either the entire width of the printed page (180 mm) or width of the column (85 mm). The desired reduction should be clearly stated and the magnifications mentioned in the legend must conform to this reduction. *Figures larger than for one-half or one-third reduction will not be accepted.* Best quality photographs are paramount for publication. No compromise will be made in case photographs are out of focus, having poor contrast or untidy. As a convention, photographs of specimens must be illuminated from the upper left side. All the photographs should be numbered by the author using Arabic numerals. Five plates per article are acceptable for publication. If this number exceeds, the authors will have to bear the cost of publication of extra plates. The Journal of the Palaeontological Society of India provides authors an opportunity to reproduce colour figures for free in the online version of the article while the figures and photo plates appear in black and white or gray scale monochrome in the print version. The colour plates and figures are printed in the journal, but author(s) are expected to bear the cost of colour printing of photo plates.

11. Legend: The explanation of the plates and figures in the text should be typed and appended to the manuscript and not attached to individual plates. Figures should be numbered 1, 2, etc. Magnification of figure and specimens should be denoted by line bar.

12. Tables, Charts and Graphs: Large tables, charts and graphs cannot be composed within single page. Fold-outs are not accepted. Tables must be neatly typed in double spacing throughout. Tables must be composed in MS Excel or MS doc using tabs. Use Times New Roman fonts. Do not use spacebar in preparation of tables. Figures drawn in Corel-Draw programme are preferred.

13. Reprints: Authors should indicate the number of reprints they wish to have on payment in response to the letter of acceptance of the paper. No gratis reprints are provided.

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