

Geobios – Instructions for Authors

Geobios publishes bimonthly in **English** original peer-reviewed articles of international interest in any area of palaeontology, palaeobiology, palaeoecology, palaeobiogeography, stratigraphy and biogeochemistry. All taxonomic groups are treated, including microfossils, invertebrates, plants, vertebrates, and ichnofossils. *Geobios* welcomes descriptive papers based on original material as well as more analytically and/or methodologically-oriented papers. A high priority level is given to synchronic and/or diachronic studies based on multi- or inter-disciplinary approaches mixing various fields of Earth and Life Sciences. Works based on extant data are also considered, provided they offer significant insights into geological-time studies.

All accepted and published articles (including electronic Supplementary Data) are available online at <http://www.sciencedirect.com/science/journal/00166995>.

Journal **Impact Factor** (2008): **1.089** (2-yr), 1.122 (5-yr) – **Q2** (#16/41) in Paleontology (*JCR@Thomson Scientific*).

1. Submission of papers

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We accept text files in most standard word-processing formats but Microsoft Office Word or OpenOffice Writer is preferred. Graphics should be high-resolution; the preferred formats are either TIFF, EPS, or high-resolution/highest-quality PDF or JPEG. **For further information on the preparation of electronic artwork please see section 2.10.**

All submissions must be accompanied by a **cover letter** presenting the overall interest and significance of the research. Submission of an original article implies that:

- It has not been published previously, except in the form of an abstract or as part of a published lecture or academic thesis;
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2. Preparation of the manuscript

2.1. General

Submitted manuscripts should not exceed ~30 double-spaced pages from introduction to conclusion, and ~12 figures + tables; the bibliography should not exceed ~100 references. However, longer manuscripts could also be considered; in this case, please contact the Editor in chief (Gilles.Escarguel@univ-lyon1.fr) prior to online submission. Please note that most manuscripts can be shortened efficiently without loss of scientific content by associating electronic Supplementary Data with the printed article (see section 2.7). **Geobios reserves the right to edit manuscripts for style and format, and may suggest ways in which manuscripts should be shortened to save space.**

Manuscripts should be written in good English (American or British usage is accepted, but not a mixture of both). If English is not the author's first language, the manuscript may be proofed by a colleague fluent in English or a professional copyediting service – for information about Elsevier's English language editing and copyediting services, please visit <http://www.elsevier.com/languageediting>.

Nomenclature and units follow internationally accepted rules and conventions, including:

- The **International System of Units** (SI). If other units are mentioned, please give their equivalent in SI. Measurements in Imperial units are not allowed;
- The **International Standard ISO 8000-2 (ex ISO 31-11)** for mathematical signs and symbols;
- The **International Codes of Zoological (ICZN) and Botanical (ICBN) Nomenclatures**. ICZN is used for heterotrophic protozoans such as foraminifera, radiolaria, and tintinnids; ICBN applies to Bacteria and chloroplast-bearing protists including diatoms, coccolithophorids, silicoflagellates, ebridians, prasinophytes, acritarchs, and dinoflagellates;
- The **International Stratigraphic Guide** for biostratigraphic and lithostratigraphic units, and the **IUGS** standard geological time scale and rock names.

Miscellaneous points:

- No blank before a colon or a semi-colon; a single blank after a period, colon, semi-colon or comma (except within standard abbreviations like e.g., i.e., cf., etc.) and between numerals and units ("3 cm" not "3cm");
- No sentences begin with a numeral or an abbreviation: write "Three species...", "*Globigerina bulloides*..." or "Ocean Drilling Program..." rather than "3 species...", "*G. bulloides*..." or "ODP...", respectively;
- **Footnotes** in the main text are not allowed;
- Avoid "see", "e.g.", "i.e.", "etc." when **referring to references**;
- All **symbols** should be clearly defined the first time they are used; they have neither final dot nor plural mark;
- **Numerals**: use **decimal points** (not commas); use a **comma for thousands** (10,000 and above);
- **Taxon names**: use italics only for genus and species names, and bold italics only for genus names alone; use CAPS only for **supra-generic names** (see section 2.6);
- Italics are not to be used for **expressions of Latin origin** such as: e.g., i.e., cf., aff., ca., et al., per se, fide, etc.;
- **Geographical designations** remain as in their original language (e.g., "Massif central", "Sierra morena");
- **Cardinal points** are always in lower case, except when they designate a region or are considered as proper nouns (e.g., "the South of France", "Western countries"); abbreviations N-S-E-W (without dot) can be used;
- **Time abbreviations** for ages are "ka" (thousand years before present) and "Ma" (million years before present); symbols representing simple quantities of time are "k.y." and "m.y." (e.g., "during 65 m.y.");
- **Time and time-rock terms** should be capitalized only when indicating formally defined stratigraphic units (e.g., "Early Tertiary", "Upper Cretaceous", and "late Miocene"). If preceded by a specific name, "zone" must be capitalized (e.g., "*Palaeofusulina sinensis* Zone", "Zigzag Zone", "calcareous nannofossil zone MNN11");
- Do not abbreviate **nouns and stratigraphic units** (e.g., "Cretaceous" and not "Cret.");
- Short **mathematical formulae** should be presented in the line of normal text, whereas longer ones can be isolated in a separate line. Different formulae should be clearly separated in the manuscript, at least by punctuation marks, if not by words. All formulae should be presented consistently and clearly with regard to the meaning of each symbol and its correct location. All unusual symbols must be clearly explained in the text. Variables are to be italicized. Please try to keep the notation as simple as possible, and avoid ambiguities; do not use complicated juxtapositions of symbols and try to avoid complicated/multi-level subscripts and superscripts. Use the solidus (/) instead of a horizontal line for small fractional terms (e.g., X/Y). Powers of e (exponential function to the base e) are often more conveniently denoted by exp. Do not use special fonts if there is no urgent need to do so. Make clear distinction between similar symbols (e.g., between zero (0) and the letter "O", between one (1) and the letter "l", and between multiplication (\times) and the letter "x");

- **Chemical and geochemical notations:** Isotope numbers precede the symbols (e.g., ^{18}O). Isotope ratios should be noted, e.g., $^{18}\text{O}/^{16}\text{O}$, $^{40}\text{Ar}/^{39}\text{Ar}$; the isotope standard(s) (e.g., VSMOW, VPDB, NBS-19, CDT, AIR, etc.) used to compute stable isotope abundances expressed in the per mil (‰) δ -notation (e.g., $\delta^{13}\text{C}$, $\delta^{18}\text{O}$) must always be very clearly indicated. The valence of ions must be given as, e.g., Ca^{2+} and CO_3^{2-} rather than as Ca^{++} and CO_3^{--} ;
- **Personal communication** citations should be used very sparingly. In general, their use should be restricted to a self-contained or self-explanatory statement or attribution of credit where credit is due; the use of personal communication to cite an authority or a conclusion in a context that would normally call for a literature reference is not permitted.

2.2. Overall organization of the manuscript and subdivision of the article

The manuscript must be entirely double spaced, page and line numbered, and written in a 12-point standard font (Times New Roman or similar). The text should be in single-column format. Keep the layout of the text as simple as possible. Do not use justified layout, automatic word breaking, or automatic paragraph and/or (sub)sections indentation or numbering.

From introduction to conclusion, subsections should be hierarchically numbered: 1.1. (then 1.1.1., 1.1.2., etc.), 1.2., etc. Use this numbering also for internal cross-referencing (do not just refer to ‘the text’, ‘above’ or ‘below’). Any section and subsection may be given a brief heading; each heading should appear on its own separate line.

Organize your manuscript in the following, standard way:

Title

Author(s) name(s) and address(es), corresponding author

Abstract

Keywords

1. Introduction

2. Historical background and/or Geographical and/or Geological and/or Chronological and/or Paleontological setting(s) (optional)

3. Material and methods

4. Results

5. Discussion

6. Conclusions (optional)

Acknowledgements

Appendix (printed and/or electronic Supplementary Data)

References

Table and Figure captions

If necessary/appropriate, a ‘Systematic Paleontology’ section can replace the ‘Results’ section or can be intercalated between the ‘Material and Methods’ and ‘Results’ sections – but **not** after the ‘Conclusions’ section.

In all cases, divide your article into clearly defined and numbered sections and subsections. **As far as possible, results and discussion, or discussion and conclusions should not be grouped into a single section, even in the case of short papers.**

2.3. Title

A title must be **concise** (~15 words max.), **specific** and **informative** – ‘what’, ‘where,’ ‘when’ and ‘on what kind of material’ the paper is about. Avoid long strings of modifiers, abbreviations and contrived acronyms and jargon.

2.4. Author(s) name(s) and address(es), corresponding author

Provide full first names and family names (in this order) for all authors. Where the family name may be ambiguous (e.g., a double name), please indicate this clearly.

Present the authors' affiliation addresses (at least one per author) below the names. Indicate all affiliations with a lower-case superscript letter (a, b, c, etc.) immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name.

Indicate the corresponding author for reviewing, publication and post-publication stages with a lower-case superscript star (*) after her/his name. Provide an e-mail address only for the corresponding author.

2.5. Abstract and keywords

A **concise** (no more than 300 words) and **factual one-paragraph abstract** is required. The abstract should briefly state the purpose of the research, the principal methods and data used, the main results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. References should therefore be avoided, but if essential, they must be cited in full, without reference to the reference list. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

A maximum of **six informative keywords** is required. Avoid general and plural terms and multiple concepts (avoid, for example, "and", "of"); use only abbreviations firmly established in the field.

2.6. Main text

In the **Introduction** (and **Settings**) section(s), state the objectives of the work and provide an adequate background, sufficient enough to give the new work context.

In the **Material and methods** section, provide sufficient information to allow the work to be reproduced. Methods already published should be indicated by a reference; only relevant modifications should be described. Lengthy tables of analyzed materials should be submitted as electronic Supplementary Data (see section 2.7). Samples should normally be positioned on a map and/or a stratigraphic section; locality information must include a precise geographical (e.g., GPS or UTM projections coordinates) and stratigraphic record of collecting sites. It may be appropriate to exclude locality information in order to protect certain rare or exceptional collecting localities from unauthorized collecting or vandalism. In such cases, the locality information must be repositied with the institutional collections and available to qualified personnel.

In the **Systematic paleontology** section, adopt the following rules for taxonomical nomenclature:

- Class ANTHOZOA Ehrenberg, 1834
- Order FAVOSITIDA Wedekind, 1937
- Family PARASTRIATOPORIDAE Tchudinova, 1959
- Genus *Parastriatopora* Sokolov, 1949
- Parastriatopora gigantea* (Knod, 1908)

Do not italicize modifiers (cf., aff., s.s., s.l., ?) when used with a genus and/or species name. Authors of scientific names should be given at least once in the text, if possible at first quotation; these names should not be capitalized. Explicit taxonomical ranks (Family, Order, etc.) can be omitted (in phylogenetic systematics, indication of Linnaean ranks can sometime be problematic); in this case, please provide a brief explanation at the beginning of the section.

When defining a new taxon, ICZN or ICBN rules of nomenclatures apply (see section 2.1.); abbreviations for new taxa are nov. sp., nov. gen., etc. The number of a new taxon authors should be kept within reasonable limit, preferably not exceeding four. Concerning a new species, the type-specimen and related information (current location and inventory number, geographical and geological origin, age) must be clearly indicated and properly illustrated. All holotypes, paratypes and illustrated specimens must be repositied in a publicly accessible repository and assigned unique catalog numbers. The status and repository catalog numbers of additional material used in the study must also be recorded.

Lists of synonymy should follow the example below (up to ~15 lines, lengthy lists should be provided as supplementary material):

- 1921. *Andriopora limax* nov. sp. - Lang, p. 97, pl. 3, fig. 3.
- 1974. *Ataxioceras desmoides* Wegele - Shairer, p. 73, pl. 9, fig. 8.

Headings and heading order for a new genus: Genus name – Figure(s) – Synonymy – Derivation of name – Type species – Included species – Occurrence – Diagnosis – Remarks.

Headings and heading order for a new species: Species name – Figure(s) – Synonymy – Derivation of name – Holotype – Paratypes – Material – Type Locality and horizon – Occurrence – Diagnosis – Description – Remarks.

A full systematic treatment is required for each new taxon. However, previously named taxa that are included within the Systematic Paleontology section of a manuscript may not necessarily require a full treatment (diagnoses, description, etc.), merely reiterating previously published material. For instance, in most cases a list of synonymy does not need to be a complete history of a combination, but should ideally cover the significant citations. **The systematic treatment of previously named taxa must be scrutinized to eliminate unnecessary duplication of already published material.**

In the **Results** section, make a clear, logical and concise highlighting of the key results and summarize the direct implications necessary to understand the article. Do not paraphrase material already in figures or tables.

The **Discussion** section should explore the broader significance of the results – but it is not the place to recapitulate them. No new analyses and/or results should appear here. It may include limited speculation and prospects that will not appear in the conclusions.

A short **Conclusions** section summarizes the conclusions of the study that have been firmly established. It should neither duplicate the Abstract and/or Discussion nor be a “more-research-is-needed” paragraph, but may contain new material such as open questions and hypotheses, and prospective ideas based entirely on the contents of the paper.

The **Acknowledgements** section includes simple and straightforward (“I/We thank ... for ...”) information on individuals and organizations (e.g., teams, labs, museum, granting agencies...) who provided help in the performance of research, manuscript review and/or financial support (with grant number if appropriate).

2.7. Appendix and Electronic Supplementary Data

Printed and/or electronic appendices can be associated with the published article. **They must be submitted in electronic format with the original manuscript for review.** Please supply a concise and descriptive caption for each file in the **Appendix** section of the manuscript (between the Acknowledgements and References sections).

A **printed appendix** should be restricted to relatively short taxonomic lists and/or additional information (≤ 2 double-spaced pages) that cannot be easily inserted in the main text. It must be submitted within the same file as the main text, between the ‘Acknowledgments’ and ‘References’ sections.

In addition, **Geobios welcomes electronic Supplementary Material** such as full datasets, geographical and stratigraphic locality information, detailed description of fossil materials, full methodological frameworks, additional high-quality illustrations such as detailed lithological sections and stratigraphic correlations, supplementary references, computer software, supporting applications, movies, animation sequences, etc. **Supplementary Material must be submitted in one or more separate files for review; they will be published online alongside the electronic version of your article in the Elsevier web products, including ScienceDirect.**

2.8. References

A one-to-one correspondence must exist between works cited in the text and those listed in the references. References associated with Systematic Paleontology (taxon author’s names and lists of synonymy) should not be listed; nevertheless, they can be provided as Supplementary Material if necessary. Forward references (“unpublished data”, “in preparation”, “to be submitted” or equivalent sentences) are not permitted. Parallel references (“submitted”, “in review”, “accepted” or “in press”) are accepted, but should be used very sparingly; in this case, the author(s) should be prepared to provide a copy of the paper to the editorial office, electronic if possible, for use by the Editor in chief, the Associate Editor, and/or the reviewers.

The manuscript should be carefully checked to ensure that the spellings of authors' names and publication years are exactly the same in the text as in the reference list. Do not type author's and editor's names in capitals.

In the text, refer to the author's name and year of publication, followed - if necessary - by a short reference to the appropriate page(s), figure(s) or table(s). If reference is made in the text to publications written by more than two authors, use ‘et al.’ after the name of the first author. References in the text should be arranged chronologically, and separated from each others by “;”. Example: (Boucot, 1963, 1975a; Boucot et al., 1964: p. 813; Boucot and Lawson, 1999).

The list of references should be arranged alphabetically by authors' names, and chronologically per author; names of authors and all co-authors must be given in full. Example:

Boucot, A.J., 1963.
Boucot, A.J., 1975a.
Boucot, A.J., 1975b.
Boucot, A.J., Jonhson, J.G., Staton, R.D., 1964.
Boucot, A.J., Lawson, J.D., 1999.
Brayard, A., 2006.
Seilacher, A., 1997.
Sepkoski, J.J., Jr., Bambach, R.K., Droser, M.L., 1991.
Tröger, K.-A., 1989.

The following system should be used for arranging references:

Journals

Boucot, A.J., 1963. The Eospiriferidae. *Palaeontology* 5, 682–711.

Boucot, A.J., 1975a. Reclassification of *Australostrophia mesembria* (Brachiopoda, Devonian). *Journal of Paleontology* 49, 633–637.

Boucot, A.J., Johnson, J.G., Staton, R.D., 1964. On some atrypoid, retzioid, and athyridoid Brachiopoda. *Journal of Paleontology* 38, 805–822.

Books

Boucot, A.J., 1975b. Evolution and extinction rate controls. Elsevier, New York.

Boucot, A.J., Lawson, J.D., Eds., 1999. Palaeocommunities - A case study from the Silurian and Lower Devonian. *World and Regional Geology* 11. Cambridge University Press, Cambridge.

Chapter or paper in a book

Sepkoski, J.J., Jr., Bambach, R.K., Droser, M.L., 1991. Secular changes in Phanerozoic event bedding and the biological overprint, in: Einsele, G., Ricken, W., Seilacher, A. (Eds.), *Cycles and events in stratigraphy*. Springer-Verlag, Berlin, pp. 298–312.

Tröger, K.-A., 1989. Problems of Upper Cretaceous inoceramid biostratigraphy and paleobiogeography in Europe and western Asia, in: Wiedmann, J. (Ed.), *Cretaceous of the western Tethys*. Proceedings 3rd International Cretaceous Symposium, Tübingen 1987, pp. 911–930.

Reports, proceedings of meetings and symposia

Seilacher, A., 1997. Precambrian life styles related to biotopes. *Geological Society of America Abstracts with Programs*, 29, A193.

Unpublished thesis

Brayard, A., 2006. Smithian (Early Triassic) ammonoids from Northwestern Guangxi (South China) and biogeographic modelling of the ammonoid recovery after the Permian-Triassic mass extinction. Ph.D. thesis, University of Zurich (unpublished).

Reference needing translation/transliteration of its title

Grunt, R.E., 1980. Atirididy Russkoi platformy [Athyridids of the Russian Platform]. *Akademiia Nauk SSSR, Paleontologicheskii Institut, Trudy* 182, 1–163 (in Russian).

Wang, J.Q., Zhu, M., 1996. [An Ordovician vertebrate from Inner Mongolia]. *Chinese Science Bulletin* 42, 1187–1189 (in Chinese).

2.9. Tables

Submit tables separate from the text, do not embed them in the text. Tables should not duplicate results described elsewhere in the article (measurements and comparisons can often be presented in the form of tables better). **Number the tables consecutively, according to their sequence in the text.** Provide complete and informative table captions separately, not attached to the table.

When preparing tables if you are using a table grid, please use only one grid for each separate table and not a grid for each row. If no grid is being used, use tabs to align columns instead of spaces. Place footnotes to tables below the table body and indicate them with superscript lowercase letters.

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All drawings, diagrams, schemes, figures and plates are called Figures and are numbered as such. **Number the figures consecutively, according to their sequence in the text.** Provide complete and informative figure captions separately, not attached to the figure. A caption should comprise a brief title (**not** on the figure itself), a description of the illustration, and an explanation of all symbols and abbreviations used. Keep text in the illustrations themselves to a minimum. Maximal size of printed figures is 18 × 23 cm.

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All electronic figures (created or scanned) must be saved as uncompressed TIFF or EPS, or high-resolution and highest-quality PDF or JPEG files. The minimal resolution is of 300 DPI for the photographs in black and white or color, and 600 DPI for the graphs or diagrams.

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