



# Journal of Foraminiferal Research

## AUTHOR INSTRUCTIONS FOR MANUSCRIPT PREPARATION

(Updated May 2016)

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The intent of this form is to ease and expedite the processing of your manuscript through the review, revision, and editing stages. Careful attention to it will be to your advantage and very much appreciated.

★ denotes those steps most commonly overlooked!

### GENERAL INFORMATION

- Submit a carefully checked typescript, including all tables and illustrations, in electronic form. Initial and revised submissions before acceptance should be in the .pdf format, with an additional Word (.doc) file of the text, references, appendices, captions, and tables for the (optional) use of reviewers if they wish to comment directly within the manuscript.
- Page size is US Letter (8.5" x 11" inches). All four margins are set at 1" (2.54 cm).
- ★ Either U.S. English or British English language and spelling will be accepted (Select either one as default in Word's "Tools" menu).
- All pages are numbered (align-center in footer). Lines are not numbered.
- All tables, figures and appendices have captions and are numbered according to first-citation sequence in text.
- Text including references, appendices, tables (unless tables are detailed, in which case prepare them as you would figures), and figure captions are all double-spaced. Paragraphs of text, other than titles, are aligned-left.
- Text font is Times New Roman, 12 pt.
- If English is your second language, the manuscript should be proofed by a colleague fluent in English or a professional copyediting service.

### TITLE PAGE

- Page 1 begins with, in order from top to bottom: (1) RIGHT RUNNING HEAD (RRH) TITLE, (2) LEFT RUNNING HEAD (LRH) TITLE, (3) FULL TITLE, (4) AUTHOR'S NAME(S) (small caps), and (5) Mailing Address if there is only one (see below if more), (6) e-mail address of corresponding author.
- Left running head is indicated as LRH: LAST NAME(S) OF ONE OR TWO AUTHORS; for more than two authors it is LAST NAME OF SENIOR AUTHOR AND OTHERS. Right running head (RRH) is the running title suggested by the author. Running heads are not to exceed a total of 40 characters and spaces, and all letters are capitalized. They are aligned-left.
- ★ Title is typed with caps lock off, then the font format is converted to all caps, and aligned center.
- ★ Authors' names, separated by commas, are typed with caps lock off, then the font format should be converted to small caps, and aligned center.

- Coauthored papers have “footnotes” indicating multiple addresses and the e-mail address of the correspondence author (to whom proofs will be sent). These are below authors and aligned left. Do not use Word’s footnote tool, which hyperlinks authors with footnotes. If hyperlinked, remove the superscript numbers following authors, and replace them as non-linked text.
- Addresses must be sufficient for postal delivery.

## **ABSTRACT**

- Page 2 is the Abstract. It should be a concise summary of your study and include the principal findings and major conclusions of the paper. It should not cite figures or references. Text of abstract is aligned left and not bold.
- If new taxa are described, they are included in the abstract.

## **TEXT**

### **Headings**

- ★Text begins on page 3 and is aligned-left, not left-right justified.
- FIRST-ORDER HEADINGS are fully capitalized and centered, with line skipped above and below.
- SECOND-ORDER HEADINGS are in small caps and centered, with line skipped above and below.
- Third-order Headings* are italicized and aligned-left, with line skipped above and below.
- Fourth-order headings* are italicized, right-indented 0.5" (1.27 cm), not capitalized after the first word, end with a period, and begin the first line of the paragraph. (as in the parts of a SYSTEMATICS description)

### **Paragraphs**

- ★Text paragraphs (Abstract through References) are aligned-left; no lines are skipped between successive paragraphs.
- ★Beginnings of paragraphs are right-indented 0.5" (1.27 cm).
- ★All empty spaces within lines of text (e.g., after period at end of sentence) are single (not double) spaces.
- Word’s hyphenation tool is not used.

### **Citations of literature and illustrations**

- All tables, appendices and illustrations are mentioned in text and numbered in the order cited (e.g., Fig. 2 cannot be cited before Fig. 1, etc.)
- For coauthored papers cited in text, figures, tables, and appendices, use an “ampersand” (&) rather than “and” to connect the two names (Example: Smith & Jones, 2008; not Smith and Jones, 2008). However, use “and” to separate author names in the references.
- Use “et al.” (not “and others”) when citing more than two authors in text, references, figures, tables, and appendices; “et al.” is not italicized.
- A surname particle (e.g., de, du, d', den, der, des, la, le, l', ten, ter, van, von) is usually not capitalized if it is preceded by the person’s first name, initial, or title (e.g., Dr. van den Bold), unless the person is British or American (e.g., John Van Couvering). They are used in alphabetically sorting REFERENCES (a correct sequence would be, e.g., VAN COUVERING–VAN DEN BOLD–VAUGHAN). Lower-case surname particles may be excluded after a species name (e.g., *R. guatemalensis* Bold)

when there is no intention to cite the “type” publication and therefore include it in the REFERENCES.

- Multiple publications by same author(s) in same year are distinguished by letters in sequence (e.g., 1975a, 1975b) according to first mention in text. Multiple citations in same year by same senior author “et al.” also are distinguished this way. (See REFERENCES)
- ★Nested citations within main text are ordered first by year, then alphabetically, although multiple years for same author are nested. (e.g., Smith, 2001, 2008; Able, 2004, 2008; Jones, 2004, 2007)
- Informal communications are indicated by mode and date, and without abbreviations, such as: (written communication, 1986), or (communication, 1989) instead of (personal communication).
- For figures included in your manuscript that are not cited in parentheses or not part of a systematic section or taxonomic list, the word Figure(s) is spelled out: e.g., Figures 3, 7.5, 8, 10–13. If cited in parentheses, they are capitalized and abbreviated: e.g., (Figs. 3, 7.5, 8, 10–13). If referring to a figure in another publication, the word is abbreviated but not capitalized: e.g., Brady, 1884, pl. 5, fig. 11. Table is always capitalized and never abbreviated.

#### Punctuation marks, abbreviations, & symbols

- ★Sentences should never begin with a numeral or an abbreviation such as “DSDP” or “*G. bulloides*.” Instead, spell out the number or abbreviation. Abbreviations (e.g., “DSDP”), including acronyms (e.g., NASA), should be spelled out on first use in the Abstract and again in the Text.
- ★A comma always follows “e.g.” or “i.e.,” and they are not italicized.
- English equivalents of most other Latin expressions are used in the text (excluding formal taxonomic sections) whenever possible.
- Abbreviated units are not followed by a period. A space should separate the value from an abbreviation of distance, time, or dimension, but not from those of temperature or percent.
- Time abbreviations for a specific age or datum are ka and Ma; for intervals they are kyr and Myr.
- ★No spaces are used with symbols (e.g., 55%, 5°C, 55°55'55"N, ×55, δ<sup>18</sup>O, ~55, >55, <55) except for operators in math expressions and equations (e.g., 5 × 55, N = 55, 55 > 5, N > 55).
- Equations have letters, but not numerals, italicized.
- All genera and species are italicized, but modifiers (cf., aff., s.s., s.l.) and punctuation marks (?, “, ”) are not. Modifiers must be followed by the first letter or standard abbreviation of the genus (e.g., *Globigerina* cf. *G. bulloides*; ?*Globorotalia* aff. *Glr. menardii*).
- ★If you do not provide a taxonomic reference list, first mention in text (not abstract) of species or lower-rank taxon (including non-foram, excluding biozones) should be followed by its author (in parentheses if species was originally assigned to a different genus; including the date is arbitrary). Exceptions are if these data are provided in a table or appendix included in the article (not in the online repository), or in captions for figures that include images of all species mentioned in the text.
- ★Genus name is spelled out in full when first mentioned in a section, at the beginning of sentences, when followed by a modifier, and whenever needed for clarity (first mention in paragraph is often appropriate).
- Closing quotation mark is placed after punctuation mark (e.g., “. . . end of sentence.”).
- ★Hyphen (-) separates compound noun or adjective; n dash (–) used for a range and as a negative or minus symbol; m dash (—) is used without a space before or after to separate thoughts—it should not be used in place of a colon.
- Back-to-back parentheses generally should be avoided by using a semi-colon; an exception is when a species name followed by its author in parentheses is then followed by citations of literature). Parentheses within parentheses should be avoided by using outer brackets.

## SYSTEMATICS

- Use the following example for formatting. (Other italicized subheadings can be used.)

Family SCHWAGERINIDAE Dunbar and Henbest, 1930  
Subfamily LEPIDOLININAE Miklukho-Maklay, 1958  
Genus *Lepidolina* Lee, 1934, emend. Ozawa, 1970  
Type species: *Neoschwagerina (Sumatrina) multiseptata* Deprat, 1912

*Lepidolina shiraiwensis* (Ozawa, 1925)  
Figs. 8.10–8.14, 9.1–9.14, 10.1–10.11, 11.6, 11.9, 11.11, 11.12

*Yabeina shiraiwensis* Ozawa, 1925, p. 63, 64, pl. 2, figs. 2b, 5c, pl. 10, figs. 1, 2; Toriyama, 1958, p. 236–241, pl. 44, figs. 1–15, pl. 45, figs. 1–11.

*Yabeina yasubaensis* Toriyama, 1942. Toriyama, 1958, p. 241–244, pl. 45, figs. 12–14, pl. 46, figs. 1–16.

*Yabeina pinguis* Toriyama, 1958, p. 244–247, pl. 47, figs. 1–9.

*Yabeina* sp. A of Toriyama, 1958, p. 247–250, pl. 47, figs. 9–14.

(Skip line then put in the various subdivisions of the description you wish to use in the following format.)

*Diagnosis and/or description*. Tests of 4.5–6 volutions are 195–280 mm in diameter. Expansion of the coil is modest and uniform throughout growth.

*Discussion*. *Pseudoammodiscus kinkelini* is distinguished from other species in the genus by its relatively small size and tight coiling.

*Other headings*.

- Age and general location of synonymous record can be indicated in parentheses after each cited reference.
- If the article is focused on the systematics of a particular taxonomic group, the author and date attached to each nomen in this section may be treated as a citation for inclusion in the REFERENCES.

## REFERENCES

- References are in nested fashion, first alphabetically by senior author. Multiple papers are arranged in the following order: (1) same single authors by date, (2) two authors alphabetized, then by date, and (3) three or more authors by date, then alphabetically. Letter suffixes are used to distinguish different papers that would otherwise have identical citations (e.g., Jones and others, 1988) in text. Example:

### Ordered and formatted

Able and Smith, 1991  
Jones, 1990a  
Jones, 1990b  
Jones, 1992  
Jones and Smith, 1975a  
Jones and Smith, 1975b  
Jones, Able, and Smith, 1988a  
Jones, Smith, and Able, 1988b  
Smith and Jones, 1968  
Smith, Jones, and Able, 1966  
Smith, Able, and Jones, 1972

- Different kinds of references are properly formatted. If you have an EndNote bibliographic database, the JFR website has a link where you can download the .ens style file. [Note: Remove hyperlinks and check references, as some reordering and reformatting will likely be needed to fully conform to JFR style.]

Common examples are:

Journal article

Malmgren, B. A., and Kennett, J. P., 1976, Test size variation in *Globigerina bulloides* in response to Quaternary palaeoceanographic changes: *Nature*, v. 275, p. 123, 124.

Book

Carpenter, W. B., Parker, W. K., and Jones, T. R., 1862, *Introduction to the Study of Foraminifera*: Ray Society, London, 319 p.

Article or chapter in book

Iaccarino, S., 1985, Mediterranean Miocene and Pliocene planktic foraminifera, *in* Bolli, H. M., Saunders, J. B., and Perch-Nielsen, K. (eds.), *Plankton Stratigraphy*: Cambridge University Press, Cambridge, p. 283–314.

- ★ Authors' names are in normal upper case and lower case font with last name first; author's initials are spaced, the conjunction "and" is lower case, and name suffixes (Jr., in upper and lower case; III in upper case) follow the author's initials and a comma (e.g., Smith, A. B., Jr., and . . .). Include all authors; do not substitute with "et al."
- Authors' names will be spelled out completely in every reference; m-dashes will not be used.
- If the reference is in an article or chapter in an edited volume, editors names are printed in normal upper and lower case font and are preceded by the article name, a "comma," and the word "in" (in italics). Example: , *in* Smith, A. B., and Jones, T. S. (eds.), and followed by the Volume Title, Publisher, City, and pages of article (not the entire book). If there are more than two editors, substitute "et al." for those that follow the first one.
- ★ Titles of articles (e.g., Taxonomy of benthic foraminifera) are not ALL CAPS or in Title Case
- Journal and book titles are in title case (e.g., *Journal of Foraminiferal Research*; *Plankton Stratigraphy*). Journals are spelled out in full. Issue numbers are not included if pagination is continuous within the volume number. (Most modern journals do this.)
- ★ Cross-check references with citations in the text. Print References to check off as you go through the text. If you prefer, you can cross-check without printing by whatever method works for you (e.g., highlight all References then split the page view so the references are in the lower part. In the upper part, scan from the beginning of your manuscript for citations and remove the highlighting from the corresponding entry in References. If any remain highlighted afterwards, perform a search to determine if it was not cited or simply overlooked as you scanned through the text.)
- References "in press" include the name of the journal or book.
- References in preparation are cited as "unpublished data."
- ★ Page numbers are separated by an n-dash (–), not a hyphen (-).
- Appropriate symbols are used. Symbols ' and " (not apostrophes or quotation marks) are used for latitude and longitude. The multiplication symbol is × (not the letter x or X) and the minus or negative symbol is the n-dash (–) not a hyphen (-).

## TABLES AND FIGURES

### APPENDICES

- Secondary tables or figures are appendices numbered in sequence of their citation in the main text. Captions for all follow the REFERENCES section.
- Authors should consider using the online depository for appendices considered unnecessary in the publication but which they wish to make available. The online repository should also be used for any appendix that is too large to be formatted for the journal or requires many pages. The caption ends with this statement:

This [table/figure] can be found on the Cushman Foundation website in the JFR Article Data Repository (<http://www.cushmanfoundation.org/jfr/index.html>) as item number JFR\_DR (the year and number suffix of the item number will be added later by the Editor).
- Captions begin on a separate page following REFERENCES or, if present, APPENDICES; tables are listed before figures.

### TABLES

- Simple tables are prepared with the Word table tool. Font is Times New Roman and lines are double-spaced (unless very detailed; see below).
- Particularly detailed and complex tables are single-spaced and designed to fit or be reduced to a single-column width of 8.3 cm or double-column width of 17.8 cm. They may be prepared in Excel.
- Each table is on a separate page, labeled in the upper right corner with the manuscript number, senior author's name, and table number. Do not include its caption.
- Entries in first (left) column are aligned left, subsequent columns are aligned center.
- Table captions are on a separate page immediately following REFERENCES (or APPENDIX captions if PRESENT) and preceding FIGURE captions.

### FIGURES

- ★ All illustrations are numbered figures (none are plates). If a composite figure consists of a few images, each image is labeled with an upper-cased letter beginning with A (i.e., A, B, C) and cited in the text by its figure number and letter (e.g., Fig. 5A). On a figure that has many images of specimens, each image is numbered in sequence beginning with 1 (1, 2, 3). Multiple views of a specimen in the same figure should be linked by the addition of a lower-case letter (e.g., 2a, 2b, 2c). Specimen images on these figures are cited in the text as the figure number followed by a decimal and the specimen number (e.g., Fig. 2.3) and, if appropriate, a letter suffix (e.g., Fig. 2.3b).
- Figures that are image composites consist of a figure number followed by a title, then a bold-faced number preceding each image description that follows.

Example: FIGURE 2. Foraminifera from Bikini Atoll. **1** *Elphidium* sp. A, NMNH sample. **2–4** *E. sp. B*. **5, 6** . . .
- Photographs, artwork, and drafting are of professional quality.
- Line drawings are designed to fit or be reduced to a single-column width of 8.3 cm (3.25 in) or double-column width of 17.8 cm (7 in).

- Scale bars are used to indicate actual sizes. Any magnifications included in the caption must accurately reflect the final size when published.
- Composite figures of multiple images are of uniform contrast and density, placed on a contrasting background, and arranged to make the most economical use of space.
- ★Size of letters, numbers, and symbols, and line thicknesses, are appropriate and consistent, especially when the illustration is reduced to the width of one or two columns. They are aligned wherever appropriate and whenever possible.
- All figures are numbered in sequence of first mention in the text.
- ★Each illustration is labeled with first author's last name and Figure number in the upper right corner of the page, not within or immediately adjacent to the illustration.

★**NOTE:** If your manuscript is accepted for publication in the JFR, you will need to provide a high-resolution digital file of each figure in one of the following formats: .tif, .eps, .psd (Adobe Photoshop), .ai (Adobe Illustrator), or.pdf (Adobe Acrobat). The accepted resolution for line art is 1000 dpi (dots per inch, which is the same as ppi [pixels per inch]). Grayscale images should be at least 450 dpi; if there is a combination of line and grayscale images in the figure it should be at least 600 dpi. Save line art and grayscale images in grayscale mode. You must have sufficient funds to cover any color printing @\$400/page.

Do not send large image files as e-mail attachments. You will receive a link to an FTP site where you can upload your entire set.

#### **AFTER CHECKING ALL OF THE ABOVE**

- ★ Perform a U.S. English or British English spelling and grammar check
- ★Submit your files via e-mail to the current Editor at Foramres@usf.edu (not to the Cushman Foundation at jfr@cushman.org) in the following file formats:
  1. Text and tables as a single Word.doc (Excel tables can be a worksheets in a separate .xl file, or included in the Word.doc using "Paste Special" and then scaling to fit page); and
  2. Figures as pdfs, preferably combined (in order) as a single .pdf. If your files are too large to e-mail, which is usually the case when final high-resolution figures are requested, you will receive a link to Editor's FTP site where you can easily upload them.

**Initial receipt of your manuscript will be confirmed with an assigned number that you should include at the beginning of the subject of all future e-mails and in the titles of electronic files related to your manuscript (e.g., 1357-Authoretal-Fig1.tif).**