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Instructions for Authors

(for 2007)

Text

The text of the paper must be formulated in a clear language so that it will be easily understood also by non-native speakers. A clear use of (particularly morphological) terms is of importance; in cases of doubt add explanations. The text (particularly descriptions) should be laid out systematically.

Texts are accepted in the English, French and German languages (English is preferred). A detailed abstract in German, English and French is desired; a summary in the author's own language (unless one of the above-mentioned three) is recommended.

Submit four (*Neue Paläontologische Abhandlungen*), three (*Coral Research Bulletin*) or two copies (*Mathematische Geologie*).

After acceptance, the text should be presented as an RTF file on 3.5 inch disks, ZIP disks or CD-ROM for Windows compatible computer. If the text is not supplied on a disk, the cost of retyping it is charged to the author and has to be paid in advance.

The RTF files should not contain direct formatting. Character formatting (underlined, bold, italics) should be used sparingly: only for Latin names (*italics*), authors (SMALL CAPITALS) and highlighting (**bold**). Only one font is to be used (Times), and different type sizes should be used sparingly. All formatting must be apparent from an accompanying printout of the text (format DIN A4 or letter). Special characters which cannot be produced with conventional printers, such as symbols and characters of Cyrillic or other East European alphabets, have to be clearly added by hand and repeated - enlarged - in the margin.

Illustrations and tables

The type area measures 730 x 480 graphic points (= 255.5 x 168 mm; this corresponds to a 300 dpi graph of about 3000 x 2000 pixels). Illustrations and tables should not be larger than this; if need be, they have to be distributed over two opposing pages (mark!). Black-and-white and grey tone graphs are accepted as illustrations; patterns should not be too fine (grey tone graphs will have a low quality when reproduced within the text). Illustrations have to be supplied as clean, accurately marked models (number of illustration, author, possibly arrowed with the designation ABOVE for orientation) on rectangular tracing paper or white carton. The illustrations must have the final orientation (because they can only be rotated in 90° steps) and the final size. The lettering must be clean and have a size of at least 9 points (the right to reletter is reserved).

Graphs can be supplied as files. TIFF (uncompressed), PCX, BMP, WMF and EPS are acceptable. The representation should be in the proper orientation also in the files (state resolution and size on a separate sheet).

Tables should be integrated into the text, if possible. The individual columns should be separated from each other by tabulators. It is also possible to supply calculation tables as files (Word, Excel, xBase, or also Comma-Delimited-Format in ASCII format). If tables are supplied as illustrations, they should be clean and should harmonize with the text (the right of restructuring tables is reserved).

Explanatory notes to illustrations and tables should be supplied in the text where the illustration should appear. Bilingual notes are required if the text language is not English.

Plates

Photo plates must be of good quality: the photos must be full of contrast, be sharp and harmonize in background as well as in brightness. Subsequent processing of the plates cannot substantially improve their quality - therefore quality should be of initial concern. The plates must be neatly mounted and clearly designated (large Arabic numerals, about 6 to 8 mm in size, letters like 1a, 1b, etc. should be avoided). Pictures of single objects should not be cut out but pasted on carton as square photos with a light (or dark) background. Do not waste space between the individual objects; a 5 mm gap is quite sufficient. The size of the plates should not exceed the type area of 255 x 168 mm and should by no means be higher than 262 x 175 mm. Please avoid designations such as "Plate 1" or "Tafel XIV"!

Note: The publishing house reserves the right to rearrange plates. In difficult cases the author will be contacted beforehand. The explanatory notes to the plates should be printed out separately and stored in a separate text file.

Plates can be supplied as files. TIFF and PCX are accepted. The files must have a resolution of 400 dpi. This corresponds to a size of approximately 4000 x 2600 pixel.

References

All references mentioned in the text must be contained in the references. They should follow approximately the pattern below:

- Meyer, A. 1989. Crinoids of the Northern Sea. -- *Zeitschrift für Zoologie*, 53, 1: 45-67, pl. 1-2; Berlin.
- Garnier, A. & Messier, P. 1969. La géologie de Provence. -- *Bulletin de la Société géologique de France*, (7), 11, 1: 67-99, Taf. 1-5; Paris.
- Arndt, K., Gross, K. & Werner, J. 1989. Hinweise auf Rhinogradentia in der Oberkreide. -- [In:] G. Gerstner (ed.): *Vertebraten der Kreide*, p. 34-67, pl. 1-2; Berlin (Verlag).

Werner, S. 1993. Saisonale Schwankungen von Faunenkompositionen im Flachwasser der Nordsee. -- Diploma Thesis FU Berlin, 70 pp.; Berlin (unpublished).

Wu, Chan-Min. 1978. [Echinids of the Lower Cretaceous in Xizang.] - *Bulletin of the Chinese Academy of Science*, 12, 3/4: 1-67, 4 pls.; Beijing. [in chinese]

Serial, volume, issue, pages and plates should be cited as "(serial), volume, issue: pages, plates", e.g. "(7), 29, 1/2: 1-23, pl. 2-3". Put never any tabs into the references. Please abstain from abbreviations.

General

We take no responsibility for unsolicited manuscripts. With a brief summary (100 to 200 words) in English, French or German, please ask us whether and in which framework a publication in one of the journals would be possible, stating the scope of the work (in standard lines of 60 signs; number of tables, illustrations, plates). Timely enquiries ensure timely printing.

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An author's proof is sent to the author and has to be returned within ten days. Extensive corrections should be avoided.

For a higher number of plates, color illustrations or for particularly extensive works the author has to pay a contribution which is fixed by the publishing house, depending on the extent of the work and market prices and, if the author agrees, is fixed in an author's contract; the amount is, at least in part, payable in advance.

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