

Journal of Foraminiferal Research

Instructions for Contributors

GENERAL INFORMATION

Authors are requested to submit the entire manuscript electronically. For new (not revised) submissions: (1) the entire manuscript file (text, references, tables, figures, plates) should be saved in Portable Document Format (as a .pdf file or files); and (2) In addition, save the text only (including references and table and figure captions) as a Word file (.doc format) so reviewers have the option of editing and placing comments in the electronic file.

Later, for manuscripts accepted for publication, the publisher requires text to be saved as Portable Document Format (.pdf), Word (.doc), WordPerfect (.wp) or Rich Text Format (.rtf) files, and figures to be saved in one of the following formats: Portable Document Format (Acrobat software, .pdf), Illustrator (.ai), Photoshop (.psd), TIFF (.tif), GIF (.gif), Freehand, CorelDraw (.cdr), Canvas (.cvs), Postscript (.ps), or Encapsulated Postscript (.eps). Do not send jpeg files – their resolution tends to be too low. Authors may use Adobe Acrobat software to convert and combine files into a large .pdf file (maximum 10 megabytes) before submission. The accepted resolution for line art is 1200 dpi. Grayscale images should be at least 450 dpi or 600 dpi if there is a combination of line and grayscale images within a figure. Email the files as attachments to the Editor at jfr@cushmanfoundation.org or, if the file size exceeds limits, contact the Editor for instructions on using a designated ftp site.

It is expected that papers will be well organized and the results presented clearly and succinctly. American spelling and usage according to Webster's New Collegiate Dictionary are followed by the Journal and Allen Press Publishing, Inc. Authors whose first language is not English are strongly encouraged to have their manuscripts read by a native English-speaking colleague before submission. When in doubt about format and usage, authors should refer to a recent Journal issue.

TITLE PAGE

The title, author's name and mailing address (all double-spaced) should be centered on page one. Fully capitalized, the title should be brief but informative and should keep in mind the importance of key words for indexing and abstracting purposes. A suggestion for a running title, also fully capitalized, should be given above the title. Addresses should be sufficiently complete for postal delivery. Multiple authors should refer to an issue of the Journal in the preparation of footnotes for the title page, and should designate to whom proofs should be sent.

ABSTRACT

The abstract should be centered on page two. It should outline concisely the principal findings and major conclusions of the paper. All new taxa must be mentioned. Literature citations or figure references should not appear in the abstract.

TEXT

General Instructions

Begin the text on page three. The primary, first-order headings should be fully capitalized and centered on the page. Second-order headings, with initial caps only, should also be centered. The third-order headings should begin above the text at the left margin and be underlined or italicized. In typing the manuscript, end-of-line hyphens should be avoided. All tables and illustrations must be mentioned in the text, and the author's preferred location for the printing of each of them indicated in the left margin of the typescript. Illustrations referred to by number in the text will be abbreviated and capitalized (e.g., Pl. 1, Fig. 3); the exception to this is within synonymies. "Table" will always be capitalized but not abbreviated. No sentence should begin with a numeral or an abbreviation such as "DSDP" or "G. bulloides." English equivalents of Latin expressions are preferred. When citing more than two authors in the text, use "and others", and not "et al." Abbreviations for most units of measurement will not be followed by a period. Letters, but not numerals used in equations should be italicized.

Stratigraphy

Time and time-rock terms should be capitalized only when indicating formally defined stratigraphic units (examples: Early Tertiary; Upper Cretaceous; late Miocene). If preceded by a specific name, "zone" or "zonule" will be capitalized. In referring to DSDP or ODP material, capitalize "Hole," "Core," "Section" or "Sample" when followed by numerals.

Taxonomy

As a rule, the Journal will not publish descriptions of well-established species. Synonymy entries should be brief and should list author, date, plate and figure numbers only. Citations of synonymy entries should appear in the references. Underline or italicize taxonomic names. Format for taxonomy, including synonymies, should follow the style used by the Journal.

REFERENCES

The references should be arranged alphabetically and chronologically. Authors are always listed with their last name first. After an initial reference, use a line in place of each name of authors of more than one publication. The suffixes a, b, etc. should be added to the date of works by the same author in the same year. Journal and book titles are capitalized. They must be complete and spelled out in full, not abbreviated (exceptions: SSR, SSSR, U.S., U.S.S.R.). All references must be typed double-spaced and must be cited in the text. All text citations should have corresponding references. This should be carefully cross-checked before submission of the manuscript. "In press" citations should refer only to manuscripts that have been formally accepted and must include the name of the publication. Cite informal communications by mode and date such as (written communication, 1986) or (oral communication, 1989) instead of (personal communication). Authors are responsible for the accuracy of their references and should look to recent issues of the Journal for examples of appropriate reference style.

APPENDICES

Lengthy numerical, locality or taxonomic data subordinate to the text should be assembled into one or more separate, numbered appendices following the references. If these data are necessary but too lengthy for appendices, they may be designated as JFR Data Respository Item no. ___ and placed at the Cushman Foundation web site.

TABLES

Most tables should be double-spaced, each on a separate sheet that is labeled with the author's name and the table number in the upper right corner. Tables that are particularly detailed and complex should be prepared at publication size with a graphics program, just as electronic files for figures are prepared. Expense for correction of errors on original tables will be charged to the author.

ILLUSTRATIONS

Photographs, artwork, graphs and charts are expected to be of professional quality. Papers may be delayed or rejected if illustrations are not considered acceptable by the referees or the Editor. Authors should make every attempt to submit all illustrations as electronic files to achieve the highest quality and facilitate the review process; if electronic files are not possible, photographs must be printed on glossy paper and mounted with a protective cover on stiff, opaque stock. If a manuscript is accepted for publication, the publisher requires that the figures be saved in one of the following formats: Portable Document Format (Acrobat software, .pdf), Illustrator (.ai), Photoshop (.psd), TIFF (.tif), GIF (.gif), Freehand, CorelDraw (.cdr), Canvas (.cvs), Postscript (.ps), or Encapsulated Postscript (.eps). Do not use jpeg files – they tend to have a resolution that is too low. The accepted resolution for line art is 1200 dpi. Grayscale images should be at least 450 dpi or 600 dpi if there is a combination of line and grayscale images within a figure.

Figures on plates should be of uniform contrast and density, prepared on a contrasting (usually black) background. They should be arranged so as to make the most economical use of space. If possible, line drawings should be planned for a single-column width of 8.3 cm (3¼ inches). Full page plates should be submitted at 17.8 x 21.6 cm (7 x 8½ inches). The size of letters, numbers and symbols should be chosen with the final reduction in mind, as should magnification information in the caption. The numbering of the illustrations should correspond with their order of appearance in the text.

PROOFS AND REPRINTS

Page proofs, along with an order blank for reprints, will be sent by email to the corresponding author from Allen Press Publishing Company. Proofs must be corrected and returned to the Editor within 72 hours. Substantial changes in proof may be charged to the author. Reprint orders should be sent to the Allen Press.

MANUSCRIPT ADDRESS

Manuscripts, prepared in accordance with the Instructions for Contributors, should be addressed to: Charlotte Brunner, Department of Marine Science, The University of Southern Mississippi, 1020 Balch Blvd. (Rm 130), John C. Stennis Space Center, MS 39529 USA
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