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2. Preparation of papers

2.1. Language

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2.2. Title page

The first page should show: (a) a title that is concise and informative; (b) the name(s) and full address(es) of the author(s); and (c) a running head abbreviation of the title of no more than 50–60 characters.

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The second page should contain an **Abstract** of around 300 words, intelligible without reference to the text or references, and a list of **Key Words** (NB: words not already in the title) of no more than 150 characters, in alphabetical order.

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Text should start on the third page. Words to be printed in italics, e.g. names of taxa, should be underlined, unless already in italic typeface. Use capital letters for formal terms only. The metric system should be used throughout. Abbreviate compass points to N, NW, NE, SE etc. Enclose map references in square brackets, e.g. [NM 4437 0293]. In papers on systematic palaeontology, anatomical abbreviations should be included in the relevant Figure captions, rather than listed in a separate section. See a recent issue for general systematics style.

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The introductory section should have no heading. The first headed section after the introduction should be numbered as **1**. Primary headings are numbered consecutively **1, 2, 3**, etc. Secondary headings are **1.1., 1.2., 1.3.**, etc. Both should appear flush left, with their text starting on a separate line below. Tertiary headings (**1.1.1., 1.1.2.**, etc.) should start a new paragraph, with indent, and should be followed by a full stop and the text to which they refer. All headings should be in bold. Cross-references in text should be to a section (e.g., (see section 2.3)), not to a page.

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lower case italics; no comma after; volume numbers in bold; one space between author initials (i.e., Clarkson, E. N. K., not Clarkson, E.N.K.); ampersand (&), not ‘and’ for final author in multi-authored papers (i.e., Smith, Brown & Clark, not Smith, Brown and Clark).

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