

## MANUSCRIPT SUBMISSION

Submit four high-quality review copies, including illustrations, of all manuscripts. Original illustrations and digital media containing all the files of typescripts should be retained by the author until the manuscript is accepted. For other details of manuscript preparation or format, see Manuscript Length and Form sections, or consult editors.

Send the manuscripts to:

Associate editors,  
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## MANUSCRIPT LENGTH

**Articles**

Articles do normally not exceed 50 published pages, including figures and/or tables, on either 21.5 by 28 cm (8 1/2 by 11 inch) or 21 by 29.6 cm (A4) paper and conforming to the type-size and margin-width guidelines detailed below. For reference, about 3 manuscript pages yield 1 published page. Longer manuscripts, or ones with an unusually large number of figures/tables, may be considered, but the editors should be consulted. An abstract of 300 or fewer words is required for articles.

**Reviews**

Authors should follow the instructions for submission of articles, except that the text should not exceed 30 published pages.

**Reports**

This includes miscellanies about museum activities and brief reports on fossil excavation, field expeditions, and conferences. The editors should be consulted. Authors should follow the instructions for submission of articles, except that the text should not exceed 30 published pages.

## MANUSCRIPT FORM

**General**

The text of articles should be arranged in the following order: title page, abstract, body of text (including acknowledgments at end), references, tables, appendices, figure captions, and table headings. Begin each of these sections on a new page.

All typescripts pages, including references, tables, appendices, and figure captions, must be double-spaced. Pages must be numbered, beginning with the title page. Leave at least 2.5 cm margins on all sides of each page. Computer-printed manuscripts must be in letter-quality type. Avoid small font sizes; 12-point Times or 10-point Helvetica are appropriate, and the right margin should not be justified. This combination of double-spacing and type-size should yield approximately 24 lines per page.

Do not hyphenate words at the end of lines. Avoid capitalizing whole words except in the title and primary headings (but see Systematic Paleontology section). Some words or phrases in the text can be printed in bold or italic type by the request of the authors for the purpose of legibility if acknowledged by the editors. All measurements should be given in metric units. A number at the beginning of a sentence should be spelled out. Spell out one through nine except with units of measure; numerals should be used for 10 and over unless they are used at the beginning of a sentence. Use "Fig(s)." for referring to figures in the text, otherwise "FIGURE" in the figure captions and "fig(s)." when referring to figures in another paper. Use "TABLE" in a table heading.

Literature citations in the text should be given as: Andrews (1988:12–14), (Horwood, 1988: figs. 1, 2), (Gray and Sumida, 1986a, b; Barnes, 1987), or (Sano et al., 1985), the latter when the paper has three or more authors. Include with your manuscripts written permission from any individual whose work is cited as a personal communication (○○, personal communication) if that individual is not one of the authors of your manuscript. It is preferable, however, not to cite unpublished material.

Sections on systematic paleontology should include, where appropriate, synonymy, holotype or type species, hypodigm, occurrence or distribution, diagnosis, etymology (if a new taxon), description, and discussion—all as tertiary headings (see below).

All new taxa must be accompanied by a differential diagnosis. Specific reference should be made to all illustrations.

Use underlining instead of italics for generic and specific names.

**Title Page**

A brief, informative title should be provided in capital letters, and centered. Author's names and addresses should be given in title pages. Provide key words and a short title for the running head.

**Author**

Capitalize author's surnames and center them. Note the author for correspondence when the paper has more than two authors.

## Abstract

An abstract is required for all articles. It should not exceed 300 words for Articles, Reviews, and Reports. Include all new taxonomic names for referencing purposes. Citations of literature in the abstract are discouraged.

## Key words in English

Preferably 8 words or less, but add some more words if necessary.

## Headings

The Memoir of the Fukui Prefectural Dinosaur Museum uses three levels of text headings. Primary headings in the text should be in capital letters and centered; the following text should begin on the next line, indented. Secondary headings should be in capital and lowercase letters and flush left; the following text should begin on the next line, indented. Tertiary headings should be in capital and lowercase letters and indented; the following text should be on the same line and separated from the heading by a dash, or begin on the next line, indented.

## Systematic Paleontology

This heading is treated as a primary. Include taxon author names and dates here and in the references. This applies to all cited ranks regardless of level. Center taxonomic ranks as follows:

### SYSTEMATIC PALEONTOLOGY

Class MAMMALIA Linnaeus, 1758  
 Order CETACEA Brisson, 1762  
 Suborder ARCHAEOCETI Flower, 1883  
 Family PROTOCETIDAE Stromer, 1908  
 Genus *FUKUIKIJIRA* Ichishima, 20XX

Authors may decide which taxonomic ranks above the level of family to include, but it is preferable to include taxonomic ranks above the level of order to make it easy for readers to understand the systematic position of the specimen discussed.

New taxa are listed as: gen. nov. and sp. nov.

## References

Double-space all entries. All citations and taxonomic authorities, including those in figure captions (or within figures) and tables, must be included in the References. The References section should be arranged strictly alphabetically according to the author's names. Do not use dashes to indicate repeated name of an author. Include only papers mentioned in the text of the paper. Do not abbreviate the titles of the journals.

Examples are as follows:

**Journal Articles** — Bennett, J. O., and I. M. Mead. Year. Article title. Journal Name (spelled out in full) 00: 00–00.

**Journal Articles** — Williams, A. B., L. A. Barnes, A. J. Read and C. D. Miller. Year. Article title. Journal Name (spelled out in full) 00: 00–000.

**Books** — Bennett, J. O. Year. Book Title. Publisher, Place, 000 pp.

**Articles in Books** — Barnes, D. B. Year. Article title; pp. 00–00 in D. O. Wilson and R. E. Bowen (eds.), Book Title. Publisher, Place.

**Articles in Larger Works** — Bennett, J. O. Year. Article title; pp. 00–00 in F. D. Alison (ed.), Title of Larger Work. Serial Publication 00.

**Dissertations and theses** — Bennett, J. O. Year. Dissertation title. Ph. D. dissertation, University, Place, 000 pp.

## Tables

All tables must be numbered consecutively using arabic numerals. They generally should be comprehensible without reference to the text. Use "TABLE" in a table heading.

## Illustrations

Figures must be numbered in the same sequence that they appear in the text. They generally should be comprehensible without reference to the text. Use "FIGURE" in the figure captions. Separate illustrations of a composite figure should be identified by capital letters (usually approximately 3 mm high when published); where possible, letters should be placed in the lower right corner of each illustration of a composite figure.

All illustrations must be submitted camera-ready for copying. Oversize illustrations should be reduced photographically to publication size. The illustrations should be prepared so that the figure, if reduced, will fill the whole page width (175 mm), or the column width (82 mm), and will be no longer than the maximum page length (222 mm). Final size of lettering must be taken into consideration. Illustrations in which magnification is of consequence must include scale bars; listing of magnifications/reductions in the captions is not unacceptable but undesirable. Measurements must be in metric units.

High-quality color illustrations can be printed, but the cost for color illustrations would be borne by the author in some cases; consult editors.

The author should mark the desired position of each figure and table in the right margin of typescript pages, though it is not always possible to follow all the author's instructions. Original illustrations should be retained by the author until the manuscript is accepted. Review copies must be of high-quality photocopies.