

Journal of Mammalian Evolution

Manuscript Preparation guidelines

Please follow these directions when formatting your manuscript for the *Journal of Mammalian Evolution*. A manuscript will only be accepted for publication once it is properly formatted. If you have any questions about these guidelines, [email Darín A. Croft](mailto:Darín.A.Croft), the editor-in-chief.

Text and Headings

- Use the following heading formats:
 - Primary: centered, followed by a blank line
 - Secondary: flush left, underlined, with text starting on the next line
 - Tertiary: flush left, with text starting on the next line
 - Quaternary: flush left, followed by a colon, with text starting on the same line
 - Use this level and formatting for abbreviation lists, specimen lists, and Systematic Paleontology subheadings (e.g., Type species, Included species, Geographic and stratigraphic range, etc.)
 - If additional levels are needed, use bold, plain, and/or underlined text to differentiate them. Do not use italics for headings.
- Use italics only for scientific names
 - Do not italicize non-English words or Latin abbreviations
 - Do not italicize headings (see above)
- If you refer to museum specimens, you must include a list of all institutional abbreviations
 - Typically, this is included at the end of the Materials and Methods section.
 - Format as a tertiary heading, following this example (note alphabetization and punctuation):
 - Institutional abbreviations: AMNH, American Museum of Natural History; BMNH, British Museum of Natural History; CMNH, Carnegie Museum of Natural History.

Citations

- Common mistakes to avoid
 - Do not use a comma between the author(s) and year EXCEPT for taxonomic authorities (see below)
 - Do not italicize “et al.”
 - Do not use an ampersand (&) for two-author publications
 - Do not list publications in alphabetical order
- Cite multiple publications by the same author(s) during the same year as (Smith 2000a, 2000b).
- Here is a correctly formatted list
 - (Simpson 1948, 1967; Bocchino de Ringuelet 1957; Villarroel 1974a, 1974b; Cerdeño and Contreras 2000; Hitz et al. 2000; Shockey and Anaya 2008; Vera 2012; Guérin and Faure 2013; Fernández-Monescillo et al. 2022)
- If you want to cite a page, table, or figure in another work, follow these examples:
 - (Flynn and Wyss 2004: p. 83)

- (Gelfo 2016: table 3)
- (Bond 1999: fig. 2)
- Note that "fig." and "table" are lower case to distinguish them from the figures and tables of the manuscript itself
- Taxonomic authorities
 - These are formatted differently from regular in-text citations
 - Use a comma after the author(s) and an ampersand for two-author publications. Example:
 - *Pseudolestodon bisulcatus* Gervais & Ameghino, 1880

New Taxon Names

- Manuscripts containing new taxon names or other nomenclatural acts must follow the provisions of the International Code of Zoological Nomenclature (ICZN; available on-line at www.iczn.org).
- New taxon names must be registered in ZooBank (www.ZooBank.org). Each LSID should be listed immediately below each new taxon name, following this example
- "LSID urn:lsid:zoobank.org:act:7CF6D623-0EAD-45EE-BBB6-317970208C8A"
- Be sure to return to ZooBank to update the publication information once it has been published

Reference List (Bibliography)

- Springer does not format bibliographies for authors. You must do this yourself!
 - Manuscripts that do not have the reference list formatted correctly will be returned for an additional round of revision, so this should be done after the initial decision (if not done prior to submission)
 - If you use EndNote, you can download [this EndNote style](#) to help you format your reference correctly
 - You should still check each entry individually to make sure they are correct!
 - EndNote field codes should be removed after the initial decision (if not done prior to submission)
- Here are the top mistakes:
 - Not distinguishing between "Journal article capitalization" and "Book Title Capitalization"
 - Not using correct punctuation between the journal volume/issue and pages
 - Not abbreviating journal names and/or using periods
- **Journal Article**
 - **Example:**
 - Kramarz AG, Vucetich MG, Arnal M (2013) A new Early Miocene chinchilloid hystricognath rodent; an approach to the understanding of the early chinchillid dental evolution. *J Mammal Evol* 20(3):249-261. <https://doi.org/10.1007/s10914-012-9215-0>
 - In the title, only capitalize the first word and proper nouns
 - Make sure scientific names are italicized
 - Abbreviate the journal title. If you aren't sure, Google it (look for ISO4 abbreviation) or check [this database of words](#). For example, "Natural History Papers of the National Museum of Canada" should be abbreviated as "Nat Hist Pap Natl Mus Can"
 - Prepositions, articles, etc. are never included in abbreviation
 - Abbreviations should not include periods
 - Note the punctuation and lack of spaces between the journal volume, issue, and pages
 - doi should be listed in https format

- **Book**
 - **Example:**
 - Hornaday WT (1922) *The American Natural History: A Foundation of Useful Knowledge of the Higher Animals of North America*. Charles Scribner's Sons, New York
 - All words in the title are capitalized except minor words such as prepositions and articles
 - After the title, list only the publisher and city (in that order, separated by a comma)
 - Number of pages is not included
- **Book chapter**
 - **Example:**
 - Villarroel C, Colwell Danis J (1997) A new leontiniid notoungulate. In: Kay RF, Madden RH, Cifelli RL, Flynn JJ (eds) *Vertebrate Paleontology in the Neotropics: the Miocene Fauna of La Venta, Colombia*. Smithsonian Institution Press, Washington, D.C., pp 303–318
 - The title of the chapter is capitalized like a journal article
 - The title of the book is capitalized like a standard book entry and is followed by a period
 - Names of editor(s) are followed by “(ed)” or “(eds)” without any periods
 - Pages are included at the end of the entry, after the publisher and city, with no period
- **Dissertation (or other thesis)**
 - **Example:**
 - Carrano MT (1998) *Locomotor evolution in the Dinosauria: functional morphology, biomechanics, and modern analogs*. Dissertation, University of Chicago
 - The title is capitalized like a journal article
 - Title is followed by “Dissertation” (or MS Thesis)
 - List only name of university (and the city if not obvious)
 - Number of pages is not included

Figures

- **General**
 - Each figure must be submitted as a separate file
 - Do not embed the figures in the body of the manuscript after the initial round of review
 - Figures must be numbered in the order in which they are cited in the manuscript (be sure to double-check this)
- **Lettering**
 - Use lower-case, non-serif letters (e.g., a, b, c)
 - In general, these should be positioned to the upper left of each component
 - Use no more letters than necessary and do not use letter-number combinations for different views of a single specimen (e.g., a1, a2, a3). Instead, use terms as “left, middle, right” or “upper, middle, lower” to refer to rows or columns showing different views of the same specimen. See Figure Captions for examples of this
- **Format, size, and resolution**
 - Use EPS for vector graphics and TIFF for other figures
 - Color illustrations should be submitted as RGB (8 bits per channel)
 - Maximum width is 84 mm (one column) or 174 mm (two columns/page width).
 - Maximum height is 234 mm. However, figures should be shorter than this so that the caption can be printed on the same page. The amount of space that should be left for the caption depends on its length, and it is better to leave more space than less.

- 300 dpi for photos, 600 dpi for combination art (e.g., color graphics, potentially mixed with photos), 1200 dpi for black and white line art
- Design
 - Use space as efficiently as possible. Avoid large empty areas of the image by resizing and rearranging components accordingly.
- Scale bars
 - Center scale bars below each space (or group of specimens) unless there is a compelling reason to position them to one side
 - In general, try to minimize the number of scale bars necessary by adjusting the sizes of the figure components.
 - Do not include units with scale bars. That information should be included in the caption (see below).
- Number
 - There is no figure number limit. However, it is difficult to lay out a manuscript if there are many figures and relatively little text.

Figure Captions

- Figure captions should be listed at the end of the manuscript text
- Please follow these examples and check recently-published articles for others
 - **Fig. 7** Metatarsals. **a.** *Am. leptorhynchus* ITD-VF-12252, ITD-VF-12268, ITD-VF-12235, ITD-VF-12270; **b.** *Ai. fulgens*; **c.** *V. vulpes*; **d.** *Me. meles*. **a-d.** fifth to first left metatarsals in dorsal (above) and medial (below) views. Abbreviations: **cu**, articular surface for the cuboid; **ec**, articular surface for the ectocuneiform; **en**, articular surface for the entocuneiform; **gfl**, groove for the m. fibularis longus. Scale bar equals 5 mm
 - **Fig. 4** Juvenile mandible (SNSB-BSPG-2020-XCV-0096) with erupting right and left i2 and right and left dp3–dp4 of *Deinotherium levius* from Hammerschmiede 5 in dorsal (**a**), left lateral (**b**), right lateral (**c**) and ventral (**d**) view; occlusal view of the left dp3 and dp4 (**e**); close-up view of the ventral side of the symphysis showing the emerging i2 (**f**). Scale bars equal 10 cm in a–d, and 5 cm in e–f
- Note the following aspects:
 - Letters are lower case and bold. They are followed by a period when they precede the description. They are in parentheses (without a period) when they follow the description.
 - Parts of figures are separated by a semicolon (;)
 - Abbreviations are listed in alphabetical order
 - A comma separates the abbreviation from its definition
 - A semicolon separates abbreviations
 - Abbreviations are in bold
- Follow the wordings provided for the scale bar(s)
- Do NOT use letter-number combinations (e.g., a1, a2, a3).

Tables and Appendices

- Submit each table as a separate file rather than as part of the manuscript text.
- List all abbreviations in the table caption
 - They should generally be in alphabetical order unless (as for figures; see below) unless there is a compelling reason for another order (which should be explained to the editor)

- use footnotes only to indicate significant values and other similar types of information
- Appendices that should appear at the end of a published article (as opposed to online only), should be designated as tables during the submission process. (Currently, there is no appendix designation in Editorial Manager.)
 - In the text, refer to them as Appendix Table 1, Appendix Table 2, etc.

Supplementary Online Information

- Each supplementary file should be cited in the text as “Online Resource” and numbered consecutively in the order in which it is cited (as for figures and tables). For example:
 - “The character list is provided in Online Resource 1, and the matrix is available in Nexus format (Online Resource 2).”
- Multiple figures or tables in a single Online Resource file should be numbered as Figure (or Table) S1, S2, S3.
 - In the text, the online resource must be cited in addition to the figure or table itself.
 - Examples
 - Online Resource 2: Figure S3
 - (Online Resource 4: Fig. S6)
 - (Online Resource 1: Table S2)
- At the end of the manuscript (following the figure captions), provide a brief description for each file to summarize what it includes. This typically should not be the entire caption.
 - Examples:
 - “Online Resource 1: List of characters used in phylogenetic analysis”
 - “Online Resource 3: Additional images of referred specimens.”
- Online Resources may be submitted in many formats. Tables, particularly large tables, should be submitted in .csv or .xlsx format. Text files must be submitted as PDF (rather than .rtf, .doc, etc.).

Declarations

- Please check the **Declarations** section of the JME submission guidelines [here](#).
- Funding sources should be included in the Funding section rather than Acknowledgments
- A "Data Availability Statement" must be included. Examples are provided under “Data Availability”. Here are some common examples:
 - "All data generated or analyzed during this study are included in this published article and its supplementary information files." (Only include the second part if appropriate)
 - "The datasets generated during and/or analyzed during the current study are available from the corresponding author on reasonable request."
 - "The datasets generated during and/or analyzed during the current study are available in the [INSERT NAME] repository, [INSERT PERSISTENT WEB LINK/S]"
- During revision, change any references to datasets that "will be available upon publication" to "are available" so that the text is correct in the proof stage.