

Author Guidelines

In this guide you will find the guidelines to prepare your manuscript, following the rules of our Journal, and an illustrated manual which will help you to upload your manuscript and revised versions in 10 easy steps

INSTRUCTIONS

Following carefully the instructions here reported will greatly speed up manuscript processing and consequently the publication schedule. Significant discrepancies with the following guidelines may oblige the Editorial Staff to return the manuscript unprocessed to the author(s).

GENERAL INFORMATION

Acceptance for publication is subject to the approval of the Editorial Board.

Institutional address of author(s) must be reported along with e-mail address in the accompanying letter; in case of joint-authored papers the e-mail address of the corresponding author should be reported.

Submission is online. Our online submission system guides you stepwise through the process of entering your article details and uploading your files.

Editable files (e.g., Word) are required to typeset your article for final publication. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail.

The format and program used must be for PC and not for Macintosh. All files sent as Mac files will be sent back unprocessed to the author(s) for conversion.

Drawings and photos may be sent as .tiff or .jpg files with the highest possible resolution (possibly 600 dpi).

If there are problems with the electronic submission, contact the Editorial Office at rips@unimi.it

MANUSCRIPT PREPARATION

Text

The text must be organized as follows: 1) Title page, containing the title of the paper, name(s) of the author(s) (first name not abbreviated), affiliation including full address and e-mail. 2) Key words, abstract in English, body of the text, acknowledgements, references, 3) captions of the figures, tables and plates.

The text must be 1.5 line spaced and not justified on the right side.

Pages must be numbered. International SI system must be used throughout the paper.

All acronyms or abbreviations must be explained when used for the first time or in a special section at the beginning of the text.

Figures and plates belonging to the paper must be quoted as Fig., Tab. and Pl.; figures in Plates are to be quoted as Pl., fig.; when referring to figures belonging to other papers use fig., tab. and pl., respectively.

Key words

The key words should be at least four, adding information, not repeating the words used in the title.

Abstract

The abstract should not exceed 250 words and must be informative with facts, ideas and conclusions, without references. All the new palaeontological taxa should be reported.

Headings

Use a maximum of three kinds of headings, hierarchically arranged in the following way:

1. First order headings. Bold, beginning at the left margin. The text begins on the following line
2. Second order headings. Normal type, left margin. Text beginning on the following line.

3. Third order headings (to be used as less as possible): italic, left margin. Text following on the same line.

Footnotes

No footnotes are allowed. All must be explained in the body of the text.

Quotations

They must be as follows: (Smith 1989); Smith (1989: 23-27) Smith (1989) stated that ...; (Smith & Ross 1981); (Smith et al. 1983). Do not italicize words other than generic and specific names, latin words of common use like et al., sensu, etc. must be typed in normal character.

Systematic palaeontology

The taxonomic descriptions should include the systematic categories concerning the adopted classification (conventional or cladistic), followed by the name of the author(s), year of publication, reference to illustrations, and synonymy as follows:

1879 *Ostrea tenuiplicata* Seguenza, p.123, pl.12, fig. 1a,b.

1886 *Dymia tenuiplicata* - Dale, p.231, pl. 3, fig. 3-5.

The text should follow with the list of the examined material (with repository numbers), diagnosis (if required), description, discussion, range and distribution of the species and the provenance of the material.

If a new genus is described, the section should be headed with the name of the new genus as follows:

Emiliomya gen. n.

followed by origin of the name, diagnosis, comparisons with related genera, type species and range.

If a new species is described, the paragraph should be headed as follows:

Emiliomya malnatensis n. sp.

followed by references to illustrations, origin of the name, type specimens (holotype and paratypes), type horizon, type locality, repository (with catalogue numbers), diagnosis, description, comparisons with related species and range of the new species.

Stratigraphic sections

When describing stratigraphic sections, the author(s) is(are) asked to follow this scheme:

(top to bottom):

- 4) black cherty limestone...(9 m);
- 3) grey dark limestone... (30 m);

Concerning the stratigraphic nomenclature, please follow Owen 2009:

https://www.idigbio.org/wiki/images/b/bf/10570_articles_article_file_1642.pdf

References

Only the cited papers must be reported in the reference list, in alphabetical order, according to the following examples.

- Papers from journals:

Sun Dong-Li (1993) - On the Permian biogeographic boundary between Gondwana and Eurasia in Tibet, China as the eastern section of the Tethys. *Palaeogeogr., Palaeoclim., Palaeoecol.*, 100: 59-77.

Minelli L., Billi A., Faccenna C., Gervasi A., Guerra I., Orecchio B. & Speranza G. (2013) - Discovery of a gliding salt-detached megaslide, Calabria, Ionian Sea, Italy. *Geophys. Res. Letters*, 40: 4220-4224.

- Volumes:

Rudwick M.J.S.(1970) - Living and Fossil brachiopods. Hutchinson Libr., London, 199 pp.

- Articles in volumes:

Poole F.G. & Wardlaw B.R. (1978) - Candelaria (Triassic) and Diablo (Permian) formations in Southern Torquina Range (Central Nevada). In: Howell D.G. & Mc Dougall K.A. (Eds) - Mesozoic Palaeogeography Symposium 2: 271-276. Soc. Econ. Paleont. Min., Los Angeles.

ILLUSTRATIONS

All figures must be numbered in the same order as quoted in the text. Composite text figure should contain references for each single figure (number or letter in the low right corner). Originals of the text figures should be ready for publishing, avoiding as much as possible empty spaces. Please note that

the size of lettering should be compatible with final reduction.

The maximum size for drawings and photos is 17.5x25 cm. Final width for drawings may be 8.4 cm (one column) or 12 cm or 17.5 cm.

The size of the plates is 17.5x25 cm. If the plate is composite, please try to obtain the same intensity in each picture.

The author(s) should carefully consider the format and reduction rate; graphic scales are preferred.

EDITING THE TEXT

When editing the text, please follow these instructions:

1. Do not justify the text on the right side.
2. Times, Arial or Helvetica are the preferred fonts. Do not use different fonts for the headings and the text.
3. Names of genera and species must be italicized, NOT underlined.
4. Do not indent the beginning any line in the reference list.

REVIEW PROCESS

All submitted papers will be reviewed at least by two referees. Names of two-four potential referees should be suggested by the authors; the final choice however, is made by the Editor.

If paper is accepted, the corresponding Author is requested to send the final version in Word, and illustrations in tiff. Illustrations in .pdf are not accepted

PROOF

The author (the corresponding author in case of joint authored papers) will receive the proof in .pdf format, that should be checked and sent back to the Editorial Office within a week from receipt. Delay in returning the proof may cause shifting in the publication schedule. Changes in proof not related to printer errors are not allowed.

FINAL OUTPUT

Author will receive a high quality .pdf copy of their paper.

Print-on-demand service is available. Costs are on charge of the authors.

For further information, contact Ledizioni: g.vadala@internationalbookseller.com

10 steps to upload your manuscript

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The Rivista Italiana di Paleontologia e Stratigrafia publishes original contributions on all aspects of palaeontology and stratigraphy.

All papers are written in English and are reviewed by international experts.

The journal is currently indexed and abstracted by AGI, ISI, Current Contents, Georef, Geological Abstract and SciSearch.

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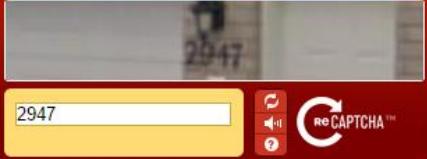
Fill in this form to register with this site. (Red circle)

[Click here](#) if you are already registered with this or another journal on this site.

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Username *
The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password *
The password must be at least 6 characters.

Repeat password *
Validation * 

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First Name *

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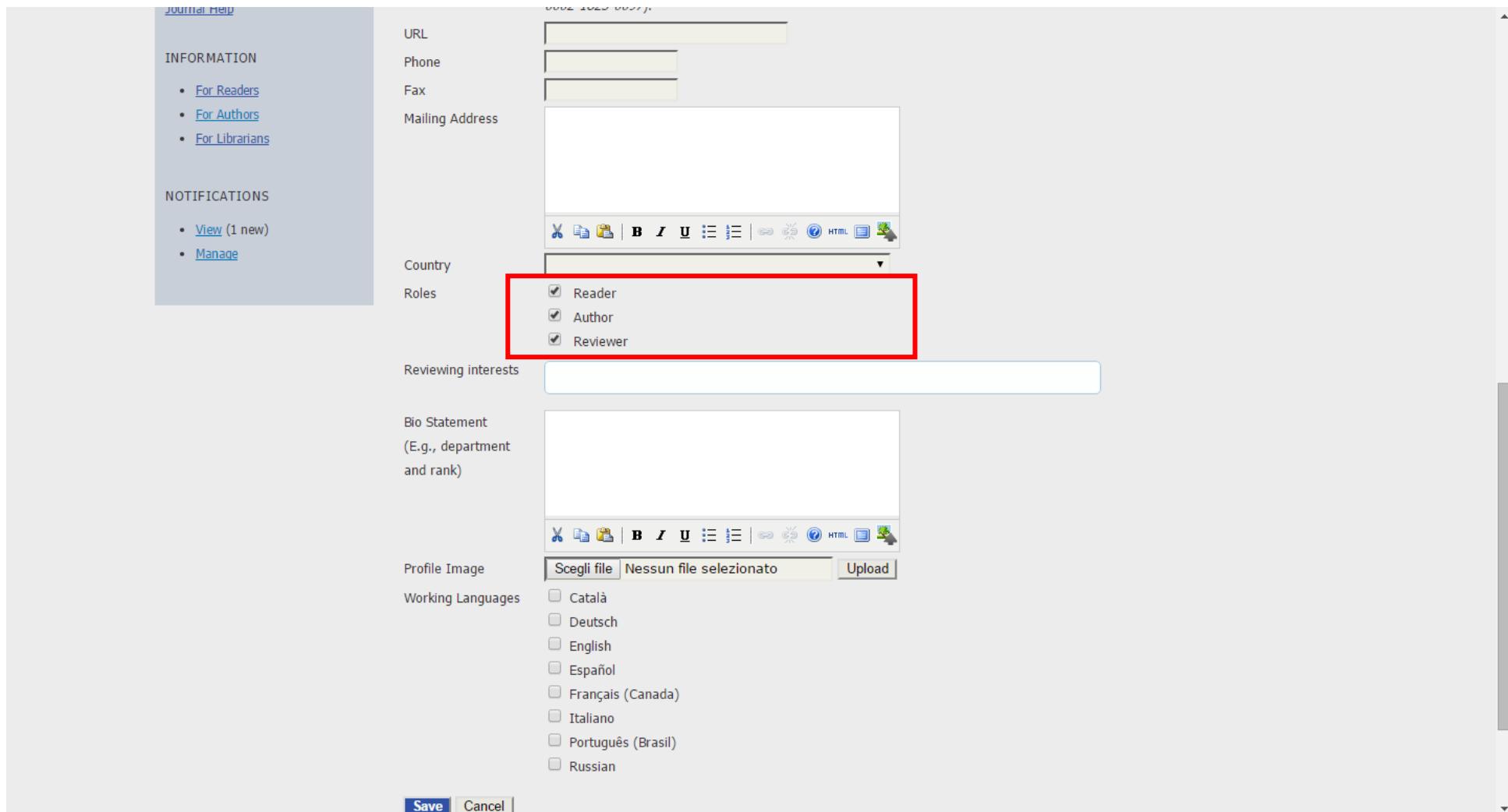
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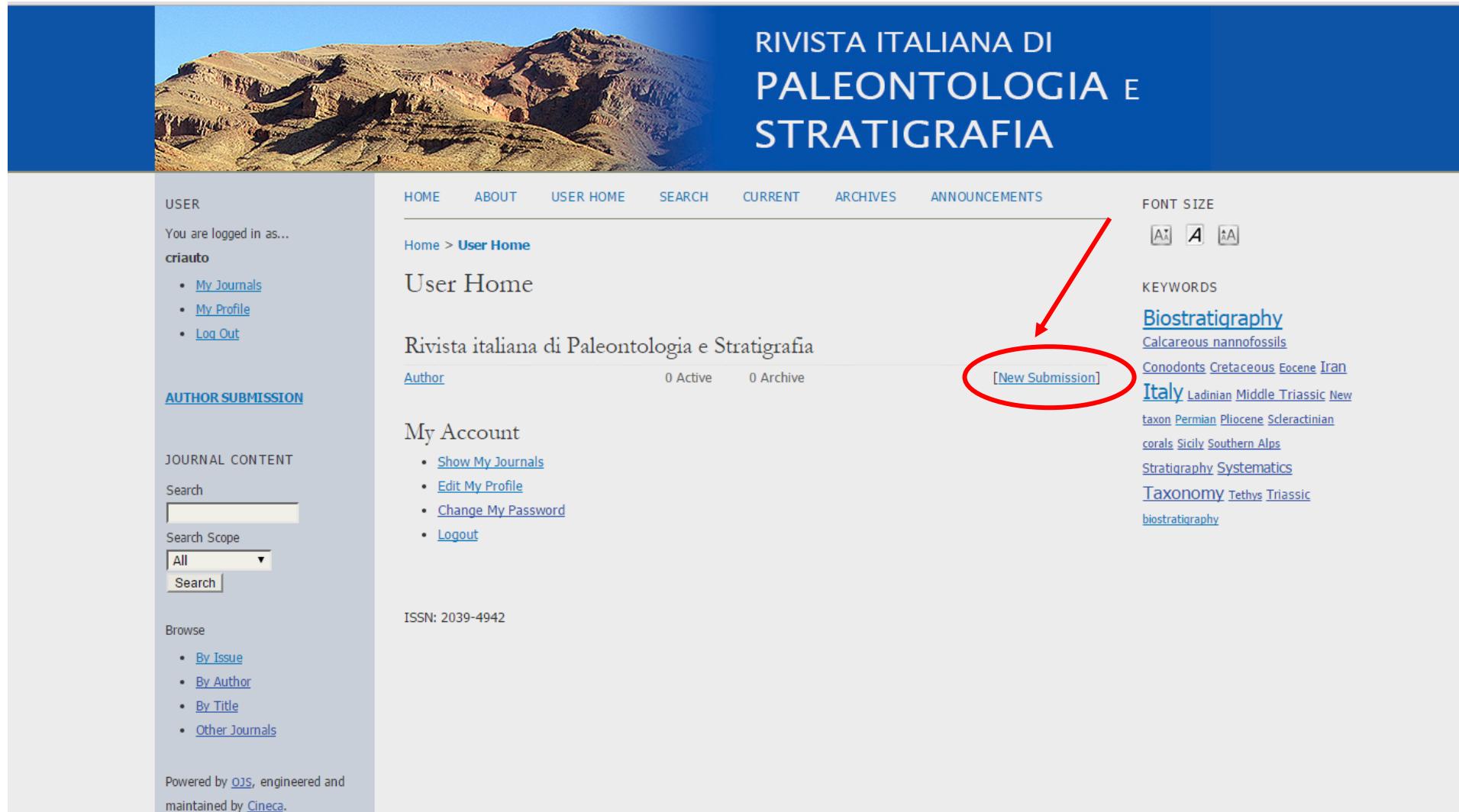
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Please, tick off all roles when registering

STEP 4



The screenshot shows the User Home page of the RIVISTA ITALIANA DI PALEONTOLOGIA E STRATIGRAFIA. The page has a blue header with the journal's name. On the left, there's a sidebar with 'USER' information (logged in as criauto), 'AUTHOR SUBMISSION' links, 'JOURNAL CONTENT' (Search, Search Scope, Browse), and a footer note about OJS and Cineca. The main content area shows the 'User Home' page with navigation links (HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, ANNOUNCEMENTS), a 'Rivista italiana di Paleontologia e Stratigrafia' section, and a 'My Account' section. A red arrow points to the 'New Submission' link in the 'ANNOUNCEMENTS' section, which is circled in red.

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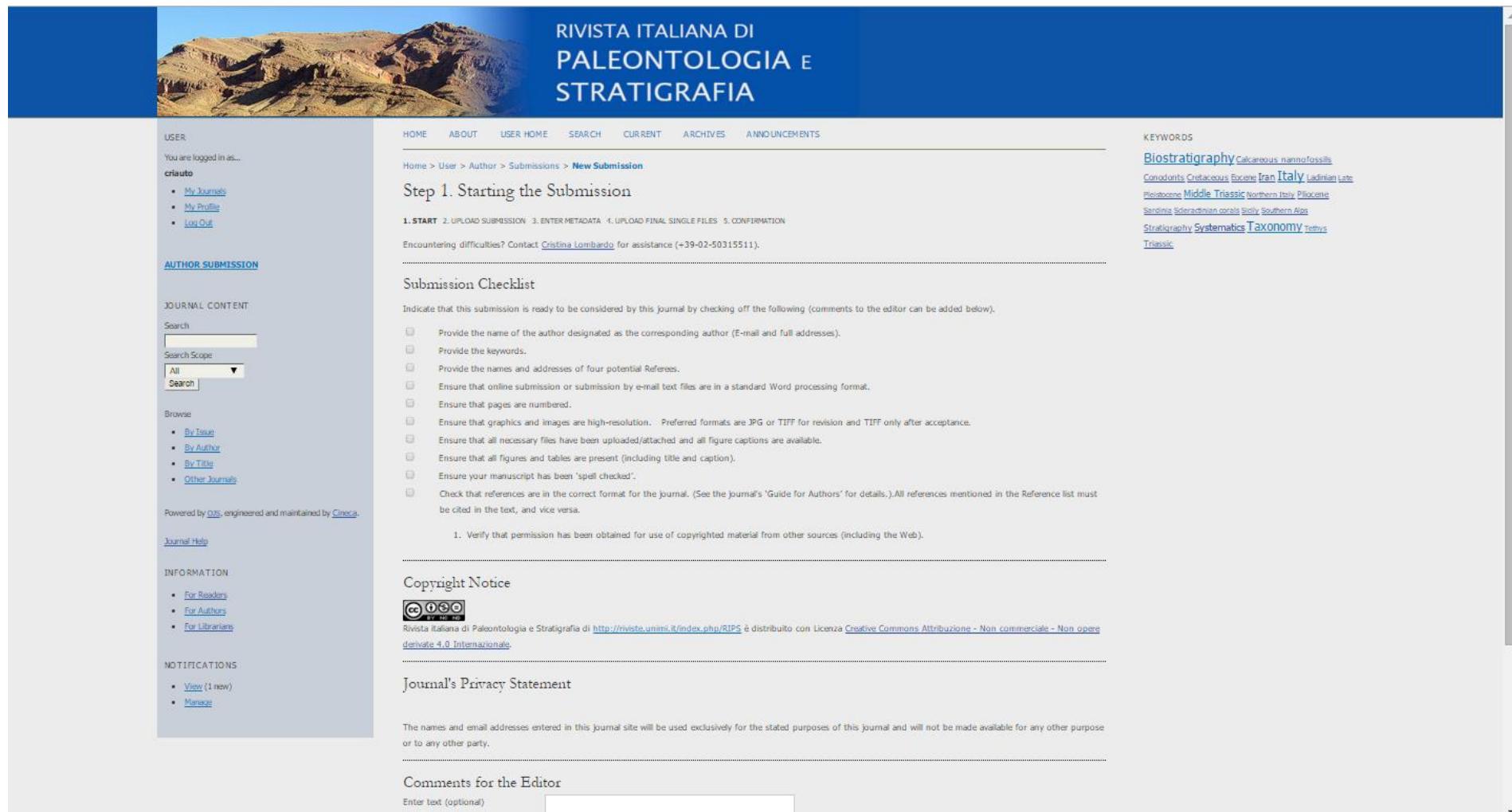
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STEP 5



The screenshot shows the homepage of the RIVISTA ITALIANA DI PALEONTOLOGIA E STRATIGRAFIA. The header features a blue banner with a photograph of a layered rock outcrop and the journal's name in white text. The main content area has a white background. On the left, a sidebar contains links for 'USER' (logged in as 'criauto'), 'AUTHOR SUBMISSION', 'JOURNAL CONTENT' (with search and browse options), 'INFORMATION' (with links for readers, authors, and librarians), and 'NOTIFICATIONS' (with links for viewing and managing notifications). The main content area includes a navigation bar with links for 'HOME', 'ABOUT', 'USER HOME', 'SEARCH', 'CURRENT', 'ARCHIVES', and 'ANNOUNCEMENTS'. Below this is a breadcrumb trail: 'Home > User > Author > Submissions > New Submission'. A section titled 'Step 1. Starting the Submission' is shown, with a sub-section 'Submission Checklist' containing a list of 18 items. A note at the bottom of the checklist says '1. Verify that permission has been obtained for use of copyrighted material from other sources (including the Web)'. Below the checklist is a 'Copyright Notice' section with a Creative Commons license logo (CC BY-NC-ND) and a link to the journal's license statement. At the bottom, there is a 'Comments for the Editor' section with a text input field. The right side of the page has a 'KEYWORDS' section with a list of terms including 'Biostratigraphy', 'Calcareous nannofossils', 'Conodonts', 'Cretaceous', 'Forcine', 'Iran', 'Italy', 'Ladinian', 'Late', 'Paleogene', 'Middle Triassic', 'Northern Italy', 'Pliocene', 'Sardinia', 'Siderichthyan', 'corals', 'scler.', 'Southern Alps', 'Stratigraphy', 'Systematics', 'Taxonomy', 'Tethys', and 'Triassic'.

STEP 6 (upload a pdf of the manuscript complete of text and figs. Please, **DO NOT INCLUDE** in this pdf the accompanying letter, which should be uploaded as separate file in the supplementary items)

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Step 2. Uploading the Submission

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To upload a manuscript to this journal, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Cristina Lombardo](#) for assistance (+39-02-50315511).

Submission File: add a single pdf file including text, figures and plates

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Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

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English=en; French=fr; Spanish=es. Additional codes...

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Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University, Master University, Department of Computer Science).

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STEP 7

STEP 8



The screenshot shows the 'New Submission' page of the RIVISTA ITALIANA DI PALEONTOLOGIA E STRATIGRAFIA website. The page is titled 'Step 4. Uploading Final Single Files'. A red arrow points to the 'Save and continue' button, which is highlighted in a blue box. A callout box with a black border contains the text: 'Upload here the single files of figs., plates, tabs. After each upload, click on "Save and continue"'.

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Step 4. Uploading Final Single Files

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This step allows Single Files to be added to the submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE uploaded	ACTION
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19587	FIG1.TIF	Supplementary File	6MB	11-27
19586	PARAGERALINURAREVISIED.LADOC	Supplementary File	57KB	11-27
19585	SELDEN.PDF	Submission File: add a single pdf file including text, figures and plates	1MB	11-27

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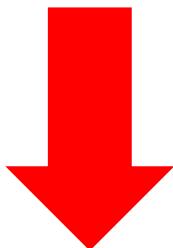
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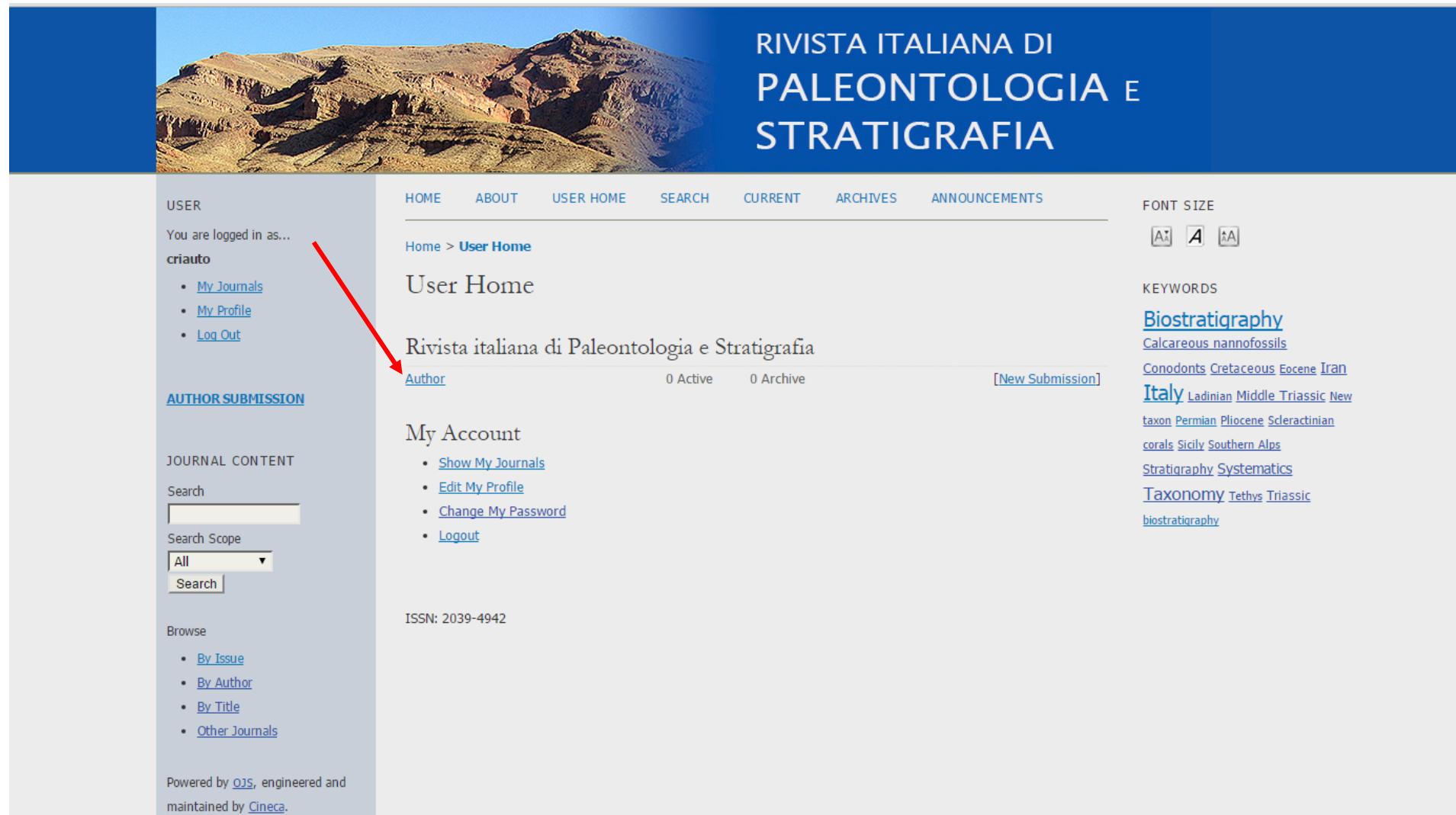
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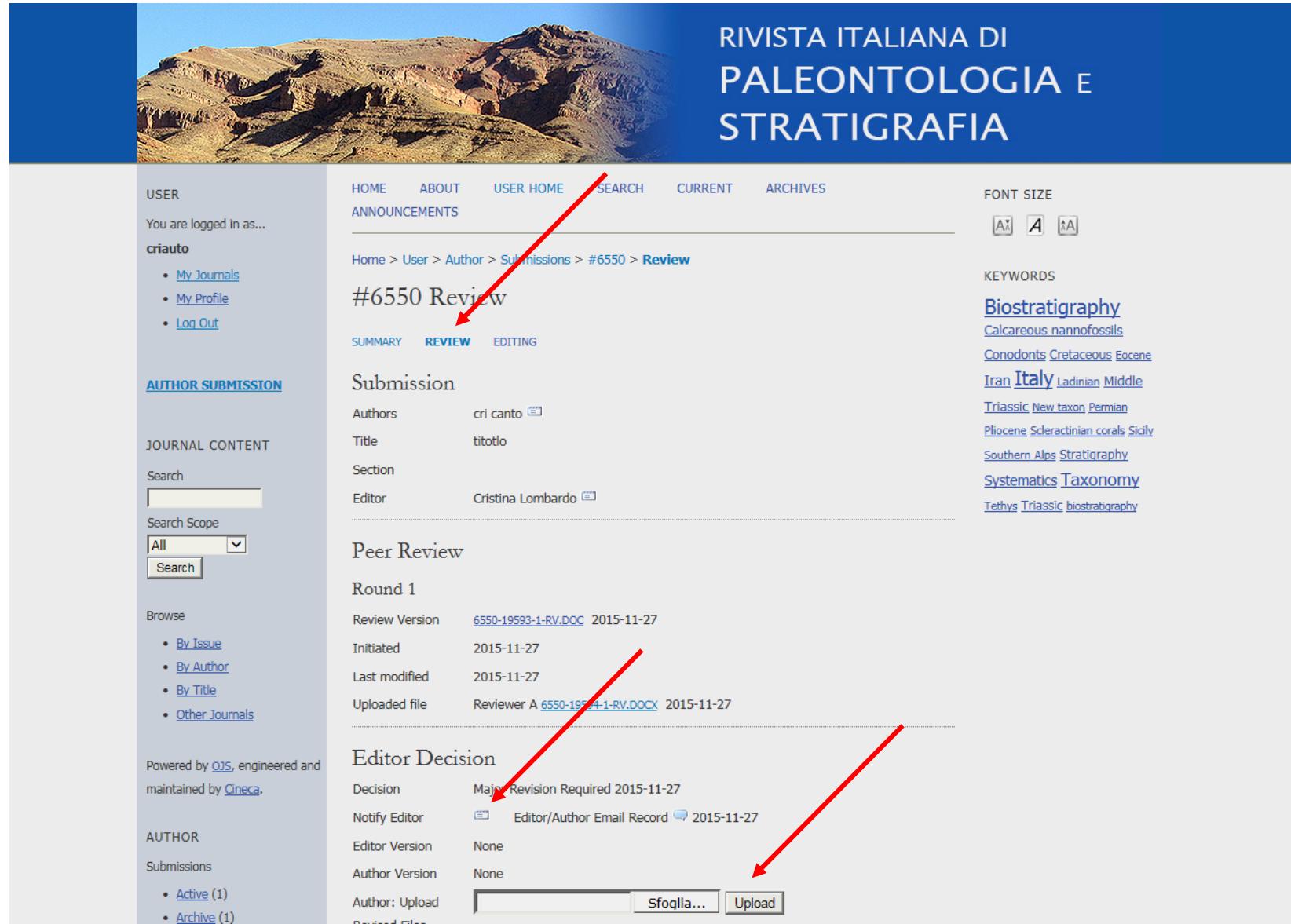
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