[delete all highlighted text before submitting your manuscript; replace other text as appropriate]

Journal of Vertebrate Paleontology (JVP) manuscript formatting template

[title is centered, 12pt font, capitalize only proper nouns]

FIRST M. LAST,\*,1 FIRST M. LAST,2 and FIRST M. LAST3

[Author names are centered, in all caps, superscripts for institutional abbreviations, which are listed below and also centered; use an asterisk for corresponding author; use a dagger if current address different; full first names are preferred but initials are acceptable]

1Department, Institution, City, State Zip code, Country, email;

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[spell out the names of countries, states, and provinces (exceptions: U.K., U.S.A.)]

• For a Short Communication—addresses as for Articles but run together and flush left, following authors’ names

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[Running head goes at the end of the title page; running head should be between 25 and 45 characters (= letters and spaces]

RH: LAST NAME ET AL.—SHORT TITLE HERE

[JVP does not use keywords]

ABSTRACT–– “ABSTRACT” is flush left, do not indent. Do not exceed 250 words. All new taxonomic names must be included in the abstract. Avoid abbreviations and do not include citations.

If you are naming a new taxon, it needs to be registered with ZooBank (<http://zoobank.org/>) so please include your LSID link:

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If your paper includes supplemental data that will be hosted on the journal’s website include the following text:

SUPPLEMENTAL DATA––Supplemental materials are available for this article for free at [www.tandfonline.com/UJVP](http://www.tandfonline.com/UJVP)

Note: supplemental online data should be uploaded under the category “Data for Web Publication”, NOT “Appendix.”

PRIMARY HEADING

If text directly follows the primary heading it begins with an indented line. If a secondary heading directly follows, it is not indented. Write the primary heading in all caps. A blank line both precedes and follows the primary heading.

**Secondary Heading**

Text, if any, follows on the next line, indented. A blank line precedes but does not follow the secondary heading. Use Title Capitalization (e.g., Capitalize the Important Words), not sentence capitalization.

Tertiary Heading—Text follows here after an em dash, without spaces. The em dash should not be bold. The heading should be indented. There is no blank line preceding a tertiary heading. Use Title Capitalization (e.g., Capitalize the Important Words). Normally, Tertiary Headings must be preceded by a secondary heading.

Do not cite figures, tables, anatomical abbreviations, or specimen numbers within a heading or immediately following the em dash, with the exception of the listing of holotypes or paratypes in the Systematic Paleontology section. In those cases, a specimen number can directly follow the em dash. Cite figures individually rather than as a range (e.g., “Figures 2, 3, 4, 7” instead of “Figures 2–4, 7”), this allows for each figure to be linked to its callout in the text.

INTRODUCTION

METHODS

If conducting a phylogenetic analysis, carefully review the “PHYLOGENETIC ANALYSES: BEST PRACTICES” section of the JVP author guide. Include links to reposited character-taxon matrices, tomographic or other data, and/or histological images as appropriate. Include Institutional and/or Anatomical Abbreviations in this section.

**Institutional Abbreviations**—Institutional Abbreviations should be a tertiary heading within the METHODS section. The em dash should not be bold. Each institutional abbreviation in bold, followed by a comma which is not bold, followed by the full institution name with department as appropriate, then a comma, followed by the institutions’ city and country, then set off from the next abbreviation by a semicolon. Order the abbreviations alphabetically.

**Anatomical Abbreviations**–– Anatomical Abbreviations can be placed in each relevant figure/table caption, OR should be a tertiary heading within the METHODS section. The em dash should not be bold. Each anatomical abbreviation in bold, followed by a comma which is not bold, followed by the full anatomical abbreviation, set off from the next abbreviation by a semicolon. Order the abbreviations alphabetically.

SYSTEMATIC PALEONTOLOGY

There are three different ways to list a hierarchy: a traditional Linnean ranked hierarchy, an unranked classification with ranked lower levels, and an unranked monophyletic hierarchy. Examples of each type are:

**Ranked Hierarchy**

Order PYCNODONTIFORMES Berg, 1937

Family COCCODONTIDAE Berg, 1937

Genus *HENSODON* Kriwet, 2004

*HENSODON SPINOSUS* (Hennig, 1907)

(Figures 2, 3, and 4)

**Unranked Hierarchy**

REPTILIA SQUAMATA Oppell, 1811

TEIIDAE Gray, 1827

*BISCUSPIDON NUMEROSUS*, gen. et sp. nov.

(Figures 2, 3, and 4)

**Monophyletic Hierarchy**

REPTILIA sensu Gauthier, Estes, and de Queiroz, 1988

SQUAMATA sensu Estes, de Queiroz, and Gauthier, 1988

SCLEROGLOSSA sensu Estes, de Queiroz, and Gauthier, 1988

TEIIDAE Estes, de Queiroz, and Gauthier, 1988

*BISCUSPIDON NUMEROSUS*, gen. et sp. nov.

(Figures 2, 3, and 4)

*Mesodon spinosum* Hennig, 1907:364, fig. 3 (original description).

*Mesodon spinosus* Hennig, 1907: Steinmann, 1928:56, fig. 14 (emended spelling).

*Hensodon spinosus* (Hennig, 1907): Kriwet, 2004:526, figs. 1–3, 5–9 (new combination).

The synonymy should be formatted as in the above example (left justified, with hanging indent if an entry continues on a new line). A blank line both precedes and follows the synonymy to set it off from the taxonomic headings and the following text.

All cited taxonomic authorities must be in the Literature Cited, including those in the synonymy. Follow guidelines in ICZN (1999) for citation of taxonomic authorities. Spell out all authors of taxonomic authority.

A series of tertiary headings follows (or is intercalated with additional taxa; not all tertiary headings listed below are required; include as appropriate):

**Type [and only] Species—**

**Holotype**—

**Etymology**—

**Referred Specimens/Paratypes/etc.**—

**Diagnosis**—

**Locality, Horizon, and Age**—

**Notes (or Comments)**—

RESULTS/DESCRIPTION/PHYLOGENETIC ANALYSIS/ETC.

If conducting a phylogenetic analysis, carefully review the “PHYLOGENETIC ANALYSES: BEST PRACTICES” section of the JVP author guide.

For a description, use both secondary and tertiary headings to organize. “General Comments” can be included as a tertiary heading just before the description of individual bones or spaces. Examples:

**Skull**

**General Comments**—

**Premaxilla**—

**Maxilla**—

**Axial Skeleton**

**Cervical Vertebrae**—

**Thoracic Vertebrae**—

**Pectoral Girdle**

**Scapula**—

**Coracoid**—

DISCUSSION

CONCLUSION

ACKNOWLEDGMENTS

[Note: JVP has moved to double-blind review as of 1/1/23. Please follow the instructions linked here: <https://authorservices.taylorandfrancis.com/publishing-your-research/peer-review/anonymous-peer-review/> to prepare your submission for double-blind review.]

Use initials for all individuals being thanked; avoid using titles such as Dr. or Prof.; use initials to distinguish among authors of the manuscript, and abbreviations for institutions listed in the manuscript text. Consider thanking the reviewers, including those remaining anonymous, and the Editor who handled the manuscript. Use active voice and concise language, as in this example: “I/We thank A. Able, B. Baker, and C. Charles for capable field assistance, and D. Delta for assisting EFG during a collections visit to the AMNH. Editor B. Careful and reviewers A. Positive and O. Negative made constructive suggestions for improvement of the manuscript. NSF grant 12345 to H.I.J. supported this research.”

AUTHOR CONTRIBUTIONS

Author contributions must be added just after the ACKNOWLEDGMENTS section. Use initials to identify authors. For example, "ABC designed the project and drafted the manuscript, DEF gathered the data, and GHI analyzed the data. All authors edited the manuscript."

SUPPLEMENTARY INFORMATION

Just before the REFERENCES section, please provide a brief list of Supplementary Information files, specifying filename and extension. For example: "Data.xlsx: a table of raw data used in the analysis. Supplemental\_description.docx: supplemental description of the craniodental anatomy." Only supplemental files hosted on the journal's website should be listed in this section; files reposited elsewhere (e.g., Morphobank, Dryad, Morphosource) should not be listed here.

LITERATURE CITED

As of mid-2022, JVP has transitioned to the APA7 reference style. See here for details: <https://files.taylorandfrancis.com/tf_apa.pdf>

Manuscript Submission and Acceptance: Submitted/accepted line in Roman type appears as the very last line of the article immediately after the Literature Cited (flush left):

Submitted August DD, YYYY; revisions received Month DD, YYYY; accepted Month DD, YYYY. [submitted, revision, and acceptance dates left blank, to be completed by the editors]. Handling Editor: NAME.

APPENDICES

Appendices appear following the literature cited in the print and pdf versions of an article, and should be less than four manuscript pages in length. More extensive information (e.g., faunal lists, character lists, specimen lists, etc.) should be included as supplementary data (uploaded instead as “Data for web publication”). Material for appendices should be double-spaced and each appendix submitted as a separate file. An appendix or appendices (use Arabic numbers, beginning with 1) must be called out in the text and, where appropriate, referred to in the tables/figures. If an appendix continues onto a second page, begin the next page with “APPENDIX 1. (Continued)”.

TABLES

Number tables in the order in which they appear in the text, even if there is only one table (i.e., Table 1). The heading/caption for the table should appear in the table file, above the table, not in a list at the end of the manuscript document. Use ‘TABLE’ (all caps), flush left, in the table heading, with a period after the table number, as in this example:

TABLE 2. This is the caption of the table.

If a table continues onto a second page, begin the next page with “TABLE 1. (Continued)”. Do not use vertical lines in any table. Use only those few, black, horizontal lines (usually three) found in recently published examples in JVP. Tables should not use bold face. Never use spaces for aligning numbers or text; use of tabs for aligning columns is discouraged; instead, use the table function of the word processor. Double-space everything even if this means that a table extends to more than one manuscript page. Submit each table as a separate file (labeled, e.g., ‘Author.Table1.doc’).

FIGURE CAPTIONS

These should begin with ‘FIGURE’ in all caps. There is a period after the figure number. Include a notation in square brackets at the end of each caption specifying the planned printed size of the figure “[planned for column width] or [planned for 2/3 page width] or [planned for page width].” If the figure contains a stereo pair and requires a different size than page or column width, mention this within the square brackets [stereo pair; print exact size].

Follow the example below.

FIGURE 5. Theropod skull bones in lateral view. **A**, dentary of *Allosaurus fragilis* (after Madsen, 1976); **B**, maxilla of same; **C**, dentary of *Carcharodontosaurus*, AMNH 1956. **Abbreviations**: **a**, articular; **af**, ascending facet; **rt**, recurved teeth. Scale bar equals 5 cm. [planned for column, 2/3 page width, page width]

Note what is in bold (the punctuation is not). Follow the punctuation conventions exactly. Spell out ‘equals.’ Note that the items in the abbreviations are listed alphabetically based on the abbreviation.