[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.]

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

Journal of Vertebrate Paleontology (JVP) Best Practices manuscript formatting template

[title is centered, 12pt font, not bold, 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;

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

3 Department, Institution, City, State Zip code, Country, email

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

\* Corresponding author

† Current address (if applicable)

[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]

 Best Practices Articles lack an Abstract.

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

SUPPLEMENTARY FILE(S)––Supplementary file(s) are available for this article for free at [www.tandfonline.com/UJVP](http://www.tandfonline.com/UJVP)

Note: supplementary files should be uploaded under the category “Supplementary Information – for review”, NOT “Appendix.” If you encounter issues uploading a particular filetype (e.g., .nex, .tnt, try zipping the file before uploading.

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, Last Name.

INTRODUCTION

Provide an overview of the importance of the techniques or methods being described, with a note on their historical usage and/or development.

PROTOCOLS/METHODOLOGY

Use any number of secondary or tertiary headings, as appropriate. Use of figures and tables are encouraged.

**Secondary Heading**

Text, if any, follows on the next line, indented. A blank line precedes the secondary heading. Use Title Capitalization (Capitalize the Important Words), not sentence capitalization. Do not cite figures or tables within headings.

**Tertiary Heading**—Text follows here after an em dash, without spaces. The em dash should not be bold. The heading should be indented, but there is no blank line preceding a tertiary heading. Use Title Capitalization (Capitalize the Important Words). If you are unable to generate an em dash, use two hyphens.

CONCLUSIONS/FUTURE DIRECTIONS

Provide a brief summary of the guidelines provided herein, with some directions for future improvement to the method(s) or technique(s).

ACKNOWLEDGMENTS

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, collected the data, and drafted the manuscript, DEF vetted the data, and GHI provided guidance and funding. All authors edited the manuscript."

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 are not permitted in Best Practices articles.

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., ‘Table1.doc’).

FIGURES AND FIGURE CAPTIONS

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].