

Geodiversitas

Instructions to the authors

SCOPE OF THE JOURNAL

Geodiversitas is a fully electronic journal, with a continuous publication stream, devoted to varied aspects of Earth Sciences. It publishes original results particularly on systematics, phylogeny, paleobiodiversity and paleoenvironment.

Thematic issues may also be published under the responsibility of a guest editor.

GENERAL INFORMATION

The submission of a manuscript to *Geodiversitas* implies that it is not being simultaneously offered for publication elsewhere. A copyright assignment form must be signed before the final acceptance. Copyright of the published paper, including illustrations, becomes the property of the journal. Requests to reproduce material from *Geodiversitas* should be addressed to the journal.

Nomenclature should follow the most recent editions of the *International Code of Zoological Nomenclature* and the *International Code of Botanical Nomenclature*.

Preservation of type and other specimens should be in accordance with the recommendations of the international codes of nomenclature: all illustrated or described specimens must be registered and deposited in an appropriate permanent institution, with staff and facilities capable of ensuring their conservation and availability for future reference in perpetuity. Their collection numbers, and their location of housing, should be indicated.

Each manuscript will be reviewed by at least two referees.

FORMAT OF THE JOURNAL

Geodiversitas is published online since 2018 (PDF file on the journal's website). The journal is in A4 dimensions (21 × 29.7 cm).

SUBMISSION

Manuscripts, and illustrations, conforming strictly to the present instructions and should preferentially be sent to the journal via the submission platform <http://submit.geodiversitas.com>. The manuscripts should be prepared with double spaced, margins of at least 3 cm and all pages numbered.

Submitted articles should be uploaded on the platform: in PDF format including figures, tables and appendices and in DOC format including only the text of the article.

Postal submission are no longer accepted. Manuscripts that are not in compliance with the instructions won't be returned. To complete these instructions, please refer to a recent issue of *Geodiversitas*.

Reviewers. Each author must suggest at least two names of potential referees for his article. Conflicts of interest can also be indicated.

STRUCTURE AND FORMAT OF THE MANUSCRIPTS

Structure. Papers are to be written in simple, concise and scientific French or English and should be organized as follows:

- title in English;
- title in French (exact translation);
- running head in the language of the article;
- first name(s) and surname(s) of author(s), followed by their full professional address(es) and e-mail(s); a corresponding author can also be designated;
- abstract in English, 200-250 words long; include precise differential characters for new taxa;
- résumé in French (exact translation, the journal may provide help for translation);
- key words in English (5 to 10 max.);
- mots clés in French (exact translation, 5 to 10 max.);
- text of the article, in the following order: Introduction, Material and methods, Abbreviations, Systematics/Results, Discussion, Acknowledgements, References, Legends of figures and tables. Very long papers may include a list of contents; papers dealing with a large number of taxa may include an index;
- acknowledgements should mention the names of the reviewers;
- do not use footnotes.

SYSTEMATIC TREATMENT

- Each systematic description should be arranged as follows: name of the taxon with author and date, original reference

- of the description, taxonomic historic, with synonymy, type material, etymology, material examined, type horizon, type locality, diagnosis and/or description, remarks; for each new species, a diagnose *and* a description should be provided; for each existing species, only the diagnosis should be indicated, except if the description has been emended;
- use n. sp., n. gen., n. fam., etc., at each occurrence of a new taxon name; and n. comb. at each occurrence of a new combination;
- every taxon names cited in the text should be followed, when first mentioned in the text, in the résumé/abstract and in the captions of the figures, by author(s) and date of description;
- use italics for names of genera and species.

MATERIAL CITATIONS

In accordance to the policy of the Muséum national d’Histoire naturelle for FAIR data & Open Science policy, the citation of material examined is standardized, so as to allow automatic harvesting and submission of the data to international biodiversity databases, such as GBIF, the Catalogue of Life, DiSSCo, etc. Authors are encouraged to prepare their manuscripts according to this model prior to submission, but they will also be given the opportunity to comply upon acceptance of the article.

The fine-grain formatting of the material citations is not compulsory: if an author decides not to comply or the material is not appropriate, *Geodiversitas* editorial team will perform reduced formatting during production. In this case, the majority of the material citations data will not be identified, extracted or disseminated to scientific databases. Data requests are optional and should only be indicated when relevant.

ZOOLOGY

Indication of type (holotype, paratypes, etc.). Country • number of specimen(s) [“1 specimen” or “128 specimens”]. (whole or part of a specimen; adult or juvenile); geographical location data [from the broadest to the most precise]; identifier of the location with indication of the corresponding repository and/or URL (e.g. “INPG POC0102” [<https://inpn.mnhn.fr/site/inpg/POC0102>]); geographical coordinates; geological horizon (formation, section); geological age; status of the specimen (cast, reconstructed, reworked); stratigraphic data (system/period, series/period, stage/age); colour (indicate the standard used in Material and methods); altitude/elevation/depth [using alt./elev./m a.s.l., etc.]; date [format: 16.I.1998]; collector [followed by “leg.”]; other collection data [e.g. micro-habitat/host/collection method/specimen reference numbers (Fossilworks identifiers, Paleobiodb, etc.)]; associated data references [e.g. character matrix, Morphobank: Matrix DOI, e.g. <https://doi.org/10.7934/X27241>, barcode]; acronym of the institution or place of deposit [e.g. “MNHN”] and inventory number of specimen(s) [e.g. “MNHN.F.A12345” or AMPG (IV) 4049].

BOTANY

Country • location data [from the widest to the most precise]; identifier of the location with indication of the corresponding repository and/or URL (e.g. “INPG POC0102” [<https://inpn.mnhn.fr/site/inpg/POC0102>]); geographical coordinates; geological horizon (formation, section); geological age; status of the specimen (cast, reconstructed, reworked); altitude/elevation/depth (alt./elev./m a.s.l.); other collection data [e.g. micro-habitat/host/collection method/specimen reference numbers (identifiers Fossilworks, Paleobiodb, etc.)]; date [format: “16.I.1998”]; phenology (e.g., fl./fr.); collection number [name of collector + number in italics]; determinant [followed by “det.”]; nomenclatural status of the specimen (e.g. “holotype” or “paratypes”); repository [repository identifier] (e.g. “NY[NY133679, NY3774223, NY3774224], L[L.1264510]!, PLP[PLP-0012346], BR[AWH10018408]”); other identifiers (e.g. GBIF, 1019783444, or <https://www.gbif.org/occurrence/1019783444>); associated data references [e.g. character matrix, Morphobank: Matrix DOI, e.g. <https://doi.org/10.7934/X27241>].

These standard formats are derived – and adapted for palaeontology and palaeobotany – from the formats presented and explained in the article:

CHESTER C., AGOSTI D., SAUTTER G., CATAPANO T., MARTENS K., GÉRARD I. & BÉNICHOU L. 2019. — EJT editorial standard for the semantic enhancement of specimen data in taxonomy literature. *European Journal of Taxonomy* 586: 1-22. <https://doi.org/10.5852/ejt.2019.586>

ILLUSTRATIONS

The figures of the articles should be prepared in 17.5 × 22 cm maximum; each figure and its caption should be 238 mm high maximum.

Original figures should be sent with the revised version of the article.

The editorial board pays special attention to the quality and relevance of illustrations.

Line drawings (black and white figures). They should preferably be provided in electronic format (resolution 1200 dpi, TIFF file) or vectorial format (AI or EPS file). Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their definition of printing will be reduced to 300 dpi. It is still possible to send the original pictures to the editorial board, that will take in charge their digitalization and send you back the original files at the end of the publication.

Photographs, half-tone or color figures. Electronic files should be provided (resolution 300 dpi in 17,5 cm wide minimum, format TIFF or PSD).

Letters and composition of the plates. For electronic versions of the figures, these elements should be indicated on an overlay. If it's not possible, two versions of each figure should be provided: one complete, with all the letters and additional elements on it, the other with the picture itself only. Letters should not be pixelized, nor vectorized (letters should stay modifiable).

On the original figures, letters, numbers, etc., have to be indicated on an accompanying overlay, not on the original figure. They will be inserted by the editorial board.

Illustrations can be grouped into composite plates, the elements of which are identified by capital letters (A, B, C, etc.). Plates will be considered as figures and numbered as such. Illustrations should fit one (85 × 220 mm max.) or two columns (175 × 220 mm max.).

References to illustrations and tables should be indicated as follows: (Fig. 1), (Fig. 2A, D), (Fig. 2A-C), (Figs 3; 6), (Figs 3-5), (Table 1);

Captions of illustrations, on a separate sheet, should include abbreviations and scale values (e.g., Scale bar: 1 cm).

Scale bar. A scale bar is required for each figure.

Fonts. All lettering is to be in Helvetica or Arial font, 10- or 8-point body.

Tables and appendices. Tables should be provided in Excel format (XLS), and should be prepared in the format of the journal (175 × 238 mm max.). Long tables and appendices may be published on the website of the journal as additional documents, with the agreement of the author, and linked from the electronic version of the article.

BIBLIOGRAPHIC REFERENCES AND IDENTIFIERS

Stylesheets of the journal. Zotero and EndNote stylesheets are available at the following addresses:

Zotero: <https://www.zotero.org/styles/geodiversitas>

Endnote: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/geodiversitas.ens>

Presentation of the references. In the main text, references to authors, in lower case, should be presented without a comma before the year, as follows: Smith (2001), Smith (2001, 2002), (Smith 2001), (Smith 2001; Jones 2002), Smith (2001: 1; 2003: 5), Smith (2001: fig. 2).

Authors of taxa are indicated with a comma, e.g., *Cel-laria* Ellis & Solander, 1786; *Neocometes orientalis* Mein, Ginsburg & Ratanasthien, 1990; *Telothyris jauberti* (Des-longchamps, 1863).

Journal names should not be abbreviated. References related to the forenames of authors of scientific names should not be included, except if additional bibliographic information are provided in the same time (pages, plates, etc.).

References should be presented, in alphabetical order, as follows:

DENISON R. H. 1978. — Placodermi, in SCHULTZE H. P. (ed.), *Handbook of Paleoichthyology*. Volume 2. Gustav Fischer, Stuttgart, 128 p.

MARSHALL C. R. 1987. — Lungfish: phylogeny and parsimony, in BEMIS W. E., BURGGREN W. W. & KEMP N. E. (eds), The biology and evolution of lungfishes. *Journal of Morphology* 1: 151-162.

SCHULTZE H. P. & ARSENAULT M. 1985. — The panderichthyid fish *Elpistostege*: a close relative to tetrapods? *Paleontology* 28: 293-309.

ALBA D. M., DELSON E., CARNEVALE G., COLOMBERO S., DELFINO M., PAVIA M. & PAVIA G. 2014. — First joint record of Mesopithecus and cf. Macaca in the Miocene of Europe. *Journal of Human Evolution* 67: 1-18. <https://doi.org/10.1016/j.jhevol.2013.11.001>

Other examples, and a more precise description of the bibliography rules of the journal, are described in the document: <https://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/bibliography-bibliographie-museum-journals.pdf>

Digital identifiers. Each time it's possible, digital identifiers should be indicated, such as the DOI (Digital Object Identifier) or permanent links (e.g., links from <https://www.biodiversitylibrary.org/>) for the bibliographic references. To help you to find the DOIs needed, you can use the website <https://search.crossref.org/>, provided by CrossRef.

Zoobank. The articles published in *Geodiversitas* will be registered in Zoobank by the editorial board (taxonomic and nomenclatural novelties, articles and authors if needed). Authors identifiers (LSID, Orcid, IdREF) should be transmitted to the editorial team.

MorphoBank. — Authors are encouraged to submit the matrices that correspond to their article, including character descriptions and Figures, to Morphobank (<https://morphobank.org/>), and include the Matrix DOIs to their publication.

GrSciColl. — GRSciColl identifiers (<https://scientific-collections.gbif.org/>) should be associated to the described collections and to the corresponding institutions cited in the article, when it's possible. The corresponding ID or URL should be then indicated in the Abbreviation part of the article, after the collection name (e.g. 23fbec0-6e07-4a9c-ac86-7aa8e041ac9e or <https://doi.org/10.15468/fjmkkb>).

Examples of publications. Authors can ask for examples of publications to the editorial board: synonymy lists, bibliography, lists of material examined, organization of the figure plates, etc. Previous articles, already published, are available on the website of the journal, and should be used as extend examples of our publications.

RESEARCH DATASET

Authors who publish their research results in *Geodiversitas* can use the InDoRES portal (*Inventaire des Données de la Recherche en Environnement et Sociétés*, website available in English; <https://data.indores.fr>) to put the entire dataset corresponding to their publication online. A DOI will then be assigned to the dataset and its constituent files, making it easy to link and cite the original research data.

Datasets published on the InDoRES platform will be associated with the “Publications scientifiques du Muséum” and “*Comptes Rendus Palevol*” collections; they may also be associated with other collections, at the request of the authors (e.g. “Centre de Recherche en Paléontologie – Paris (CR2P)”). The maximum size of a dataset is 50 GB, with each file individually not exceeding 4 GB. If authors’ needs exceed these limits, they may contact the editorial team and a personalised solution will be proposed, within the limits of the services offered by InDoRES.

The datasets are uploaded directly by the authors to the InDoRES portal, who then inform the editorial staff of their approach by providing them with the corresponding DOI, which will be included in the final publication of the article. The dataset must be validated by the author on the day the article is published (the dataset must not be available online before the corresponding publication).

SUPPLEMENTARY MATERIAL

Authors may also submit supplementary material, consisting of non-printable files, character matrices, additional texts/tables/figures, or other types of documents, which will be published with the article. Each additional document is published as an Appendix to the article, with a caption and receives a specific DOI.

It is important to distinguish between research data (see following paragraph), which are assigned “DataCite” DOIs and published on a specific portal (InDoRES), and material additional to the article, which is assigned one or more “CrossREF” DOIs and published on the same platform as the article (sciencepress).

REVISED VERSION

Revised manuscripts should be sent to the editorial board with a summary of the modifications applied, or not, on

the text. The document should mention the reasons of the rejection of some modifications). The revision tracking system of the software used to prepare the article can also be used.

PROOFS

Proofs will be sent in PDF format to the corresponding author for correction and must be returned within eight days. Authors will be charged for excessive corrections.

A high definition PDF file of the article will be available on the journal’s website the day of publication.

DISTRIBUTION

Geodiversitas articles are available for free on the journal’s website in PDF format (<http://www.adansonia.com>).

Digital versions of the articles are also distributed by the Bioone portal (<https://www.bioone.org>) to which more than 2 500 universities have access to this portal, giving the Muséum’s journals excellent visibility on the international scene.

Articles published in *Geodiversitas* are also automatically registered on the Zenodo archiving site (<https://zenodo.org/>).

The data contained in the articles are extracted by the Plazi organisation (<https://plazi.org/>) and uploaded to the Treatment Bank site (<https://plazi.org/treatmentbank/>). This data is then available without restriction (e.g. <https://treatment.plazi.org/id/03B24A60-FFF9-3129-FC74-8459FA0AAC50>).

SELF-ARCHIVING POLICY

Authors can self-archive the final published version (“editor” version) of their article in open archives (e.g. <https://mnhn.hal.science/>), from the day of publication (without embargo). For nomenclatural (new taxa) and editorial (fragmentation of citations) reasons, the *Adansonia* editorial team does not recommend online publication of submitted and/or accepted versions of articles.

Once the article has been published, it can be distributed in open access, with mention of the peer review and a link to the online version of the article (DOI and permalink), in addition to the volume and pagination.

If you have any questions about the distribution of your work, please do not hesitate to contact us.

Muséum national d’Histoire naturelle, Service des Publications scientifiques, rédaction de *Geodiversitas*
case postale 41, 57 rue Cuvier, 75231 Paris cedex 05 (France)

Phone: (33) (0)1 40 79 34 38

Email: geodiv@mnhn.fr / <http://geodiversitas.com> / <https://geo.nestor-edp.org/>