

Comptes Rendus Palevol (online only)

Instructions to the authors

SCOPE OF THE JOURNAL

Comptes Rendus Palevol is a fully electronic journal, with a continuous publication stream, devoted to palaeontology, prehistory and evolutionary sciences. It publishes original research results, in French or English, in the following domains: systematic and human palaeontology, prehistory, evolutionary biology and macroevolution.

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

GENERAL INFORMATION

The submission of a manuscript to *Comptes Rendus Palevol* 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 *Comptes Rendus Palevol* 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

Comptes Rendus Palevol is published online only (PDF file on the journal's website). The journal is in A4 format (21 × 29.7 cm). Articles and thematic issues are available via a Print-on-demand system.

SUBMISSION

Manuscripts, and illustrations, conforming strictly to the present instructions should be submitted to the journal at

the following address: <https://comptes-rendus.academie-sciences.fr/ojs/palevol/>.

The manuscripts should be prepared with double spaced, margins of at least 3 cm and all pages numbered.

To complete these instructions, please refer to a recent article of *Comptes Rendus Palevol*.

The tables should be included in the Word document of the manuscript, and the figures should be assembled in a PDF document to facilitate the review process.

Reviewers. Each author can suggest some 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;
- 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; for each new species, a diagnosis *and* a description must be provided;
- 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, separated by a comma; an exception is however accepted in the case of comparative articles, due to the large number of taxa mentioned (e.g. Laurin 2004 and Laurin *et al.* 2004); in this case, authorships are not mentioned, unless they allow to distinguish some taxa or for new taxa (n. sp., n. gen., etc.);
- use italics for names of genera and species.

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, PDF, EPS or SVG file). Line drawings should be prepared in Indian ink (or identical technics), if not, they will be treated as half-tone figures, and their resolution 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 remain editable).

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); the calls to the Figures and Tables of the article begin by capital letter (Fig. 1; Tables 5-7) when the calls to figures or tables of other publications begin by a lowercase letter (Denison 1978: 54, fig. 1a, pl. 7).

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, without any multiplier.

Fonts. All lettering is to be in Helvetica or Arial font, 10- or 8-point body. The Figure's elements (A, B, C, etc.) are in 10-point body. Letters and abbreviations used *inside* the Figure are in 8-point body. Lines are in 0.25 or 0.5 point thick. The fonts will be applied by the editorial team; however, it is recommended to use a font size equivalent to that used in the publication (Arial or Helvetica can be used).

Tables and appendices. Tables should be provided in Excel or Word format (XLS, DOC), 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/comptes-rendus-palevol>
Endnote: <http://sciencepress.mnhn.fr/sites/default/files/fichierspublis/periodiques/styles/comptes-rendus-palevol.ens>

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

Authors of taxa are indicated with a comma, e.g. *Cellaria* Ellis & Solander, 1786; *Neocometes orientalis* Mein, Ginsburg & Ratanasthien, 1990; *Telothyris jauberti* (Deslongchamps, 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 is provided for the same publications (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>

Small caps in the references. The small caps in the bibliography of the article can be ignored by the authors; they will be applied during the preparation process of the article, by the editorial board of the journal. Instead, authors can format the bibliography as follows:

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

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 *Comptes Rendus Palevol* 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.

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.

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-resolution PDF file of the article will be available on the journal's website the day of publication. Authors will be able to order printed versions of their article via a Print-on-demand system.

DISTRIBUTION

Comptes Rendus Palevol articles are available for free on the journal's website (<https://sciencepress.mnhn.fr/en/periodiques/comptes-rendus-palevol/>); previous issues of the journal are still available at the following addresses:

– <https://www.sciencedirect.com/journal/comptes-rendus-palevol/issues> for issues of *Comptes Rendus Palevol* published between 2002 and 2019;

– <https://www.academie-sciences.fr/fr/Transmettre-les-connaissances/comptes-rendus-de-l-academie-des-sciences-numerisees-sur-le-site-de-la-bibliotheque-nationale-de-france.html> for older issues of the *Comptes Rendus de l'Académie des Sciences*.

SELF-ARCHIVING POLICY

Accepted version (accepted author manuscript or postprint).

Any author whose manuscript has been accepted for publication in *Comptes Rendus Palevol* may make the final version of his or her text freely available. The manuscript must be clearly identified as having been peer-reviewed, corrected following their requests and accepted for publication by the journal, with a link to its website.

NB: We recommend that you avoid depositing your manuscripts in preprint servers such as PaleoRxiv, bioRxiv or preprints.org, which automatically assign DOIs to submissions. The coexistence of this automatically generated DOI with the future DOI that will be assigned by *Comptes Rendus Palevol* could indeed complicate the good citation of your work.

We advise you to deposit your manuscripts in open archives such as HAL (select the option "The files which I upload are author files"). After publication by *Comptes Rendus Palevol*, do not forget to modify the descriptive record of your manuscript in HAL, in order to include the final DOI assigned to the final published version, the volume and the pagination.

Moreover, if the systematic section of your article includes and new taxon names, please delete or hide them in all the versions of the manuscript that you would like to publish, until their registration is complete and your article is published in *Comptes Rendus Palevol*.

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laboratory website, provided that the DOI of the published article is included in the article's description.

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