

AMEGHINIANA

EDITORIAL GUIDELINES

The *Asociación Paleontológica Argentina* edits the quarterly journal *Ameghiniana*. The journal publishes original scientific work of a wide paleontological scope. It includes articles on anatomy, systematics, taxonomy, phylogeny, paleobiology, paleoecology, paleobiogeography, biostatigraphy, and taphonomy.

Stratigraphic, chronostratigraphic and paleoenvironmental reconstructions –and manuscripts dealing with Recent material– are also considered, providing their conclusions carry paleontological implications.

Length of manuscripts submitted (including figures, tables and references) should be limited according to the following list:

- Article: eighteen (18) printed pages (12,000 words).. Under exceptional circumstances the Editorial Board will consider longer manuscripts, but additional printing cost will be covered by the author
- Paleontological Note: five (5) printed pages (3000 words).
- Nomenclatural Note: one (1) printed page (about 700 words).
- Obituary: one (1) printed page (700 words).
- Book Review: one (1) printed page (700 words).

Manuscripts must deal with original work and not have been simultaneously submitted to other publishing media. Overlapping of contents in related articles should be minimal and only when justified by the subject-matter. **The Editorial Board will not consider manuscripts in which the subject-matter does not meet relevance or interest standards.** Authors who are not native speakers of English **must** submit their manuscripts to a native speaker of English or an independent professional service for adequate editing of the text before it can be considered by the Editors and admitted to the editorial process. The manuscript will be **rejected without editing** if the Editorial Board considers that:

1. The subject-matter lacks scientific relevance or interest as required by the journal.
2. Conditions set forth in the previous paragraphs are not met.
3. The Editorial Guidelines and all Instructions for Authors are not strictly met.

In such cases, the system will automatically send the author a message, suggesting a **new submission** should be made after the manuscript is modified to meet the necessary requirements.

Authors are responsible of the truthfulness of manuscript contents. It is assumed that, in the case of multi-authored papers, all of them are involved in the work and agree upon submission to *Ameghiniana*. The Section Editor managing the the manuscript will forward a receipt mail to **ALL** authors. Subsequent correspondence will be only with the corresponding author.

All manuscripts will be considered on the basis of scientific merit and will be sent to at least two reviewers. Authors are encouraged to provide a list of at least five (5) potential reviewers. However, final choice of reviewers relies exclusively in the Editorial Board.

All authors must be members of the *Asociación Paleontológica Argentina* at the moment the manuscript is accepted for publication, and maintain such membership until it is effectively published. Otherwise, authors will be required to pay proportional publication costs.

Reviewed manuscripts requiring modifications by the author should be returned within six (6) months of notification by the Editorial Board. After this deadline, the system will automatically withdraw the manuscript from the editorial process.

LANGUAGE

In certain cases, the Editorial Board will suggest the authors to re-submit a manuscript either in English or Spanish. This possibility may arise whenever it becomes necessary to change the language of manuscript in order to ensure a rigorous peer review process. A change in language will also be suggested if the Editorial Board considers that the potential impact of a manuscript will be substantially increased with such a change.

PRESERVATION OF STUDIED MATERIAL

Following recommendations by the ICZN and ICBN, all material studied, whether type material, described or illustrated material (and comparison reference material too) should be registered and housed in an appropriate institution with facilities and staff such that permanent preservation and availability for future study is assured. Collection numbers should be included in the manuscript. In a

similar way, reference material used for isotopic dating or other study should be preserved too.

INSTRUCTIONS FOR AUTHORS

GENERAL INSTRUCTIONS

Format

Times New Roman typeface (12 pt) should be used throughout text (including references and figure captions and appendixes). Line spacing should be double and all text left justified (except in Tables and Systematic Paleontology section; see appropriate paragraphs). Page configuration should be A4 (297 × 210 mm); all pages numbered at lower left angle, beginning with the first; page headers should include name of author; lines should be numbered consecutively; figure captions should be placed after References. A pdf file should be submitted too; it should include all text, references, tables, captions and figures.

Supplementary files

Authors may upload Supplementary Files during Stage 4 of the [OJS Online Submission Process](#). Supplementary files are meant to include data sets, research tools, texts, large tables, and other material not essential for comprehension of the manuscript, but that warrant a separate treatment based on their intrinsic importance or size. Supplementary files should be correctly indexed independently from the actual manuscript submission. This should be done by uploading the adequate metadata during Stage 4 of the submission process. This will ensure that all supplementary files are part of a more comprehensive index and therefore located easily by anyone searching for this particular type of item.

Format of Supplementary Files. These files may be uploaded –and will be stored in the system– in their original format, as there are no restrictions for this. Authors should be aware of this and provide, if necessary, the website where the required shareware can be downloaded in order to open each of the supplementary files.

Style

Style should be simple and concise. Long and complex sentences should be avoided. Diagnoses and descriptions should be concise, avoiding the use of conjugated verbs, articles, and unnecessary phrases.

Content

Manuscripts should not be submitted elsewhere for consideration. They should also be self-contained and **NOT** parts of a series (Part 1, Part 2, etc.)

Italics and boldface

These font types may be used whenever necessary and following the instructions provided in these guidelines.

Roman numerals

Roman numerals used in previous works referring to plates, figures, etc. (I, II, etc.) must be transliterated into Arabic numerals (1, 2, etc.).

Words in other languages

Words in other languages than English, including allowed abbreviations, should be typed in italics. Exceptions are those notations used in open nomenclature such as cf. and aff., in addition to (?), whenever they are associated to taxa of the genus group or lower rank.

Example:

Ameghinomya cf. *A. argentina* (Ihering)
cf. *Trophon* Montfort

Nomenclature

Taxon nomenclature should follow rules and recommendations by the International Code of Botanical Nomenclature (ICBN) and the International Code of Zoological Nomenclature (ICZN), unless there are justified reasons for the contrary. In this case, these should be clearly explained in the text.

Scientific names of generic or lower rank must be typed using *italics*, unless the *text in which they are included is also in italics. In this case they should be typed in normal font.*

Listed ranked taxa should include author and year of creation. References of those referring to Family or lower ranks should be included in the References section.

Stratigraphy

Time scales used should conform to the latest updates of the different Commissions of the IUGS. Nomenclature of stratigraphic units should follow the *Código Argentino de Estratigrafía* or the latest edition of the International Stratigraphic Guide. Manuscripts that refer to Pleistocene or Holocene material should include an appropriate reference to an absolute age.

Abbreviations for years. Abbreviations for thousands and millions of years ago are **ka** and **Ma** respectively, as recommended by IUGS. However, for Pleistocene and Holocene ages, these will be noted as **¹⁴C years BP** (for radiocarbonic ages) and **cal. years BP** (for calibrated ages).

Abbreviations

Abbreviations should end in a period, except those referring to measurements and distances, such as kg, m, km, µm, and those formed by two or more upper case letters, such

as USA, OAS, UN, etc. In all cases, abbreviations should be explained under the appropriate title, within Material and Methods or at the end of the Introduction. This should be done writing the abbreviation in boldface, separated by a colon from its explanation. If more than one is explained, each abbreviation and its explanation should be separated from the following by a semicolon.

Institutional and anatomical/morphological abbreviations should be included under an appropriate subtitle within Material and Methods or at the end of the introduction. The abbreviation should be separated from the explanation by a coma (both in boldface). Subsequent abbreviations and their explanations should be separated from each other by a semicolon.

Measurements, numbers and symbols

The metric decimal system should be used for all measurement, using the notations accepted by SI (www.bipm.org). Measurement units should be abbreviated when attached to a number; otherwise they must be spelt out (*e.g.*, **6.3 m** or **several meters**). If measurements originally taken in other systems are used in the text, these can be added in brackets next to the converted values in the decimal system.

Numbers at the beginning of a sentence should be spelt out in letters (except those ordinal numbers within the publication in the References section). Fractions should be expressed as decimals (*e.g.*, 0.25 instead of ¼). Decimal fractions in a number are separated from the whole number by a period. Signs > and < may be used if accompanied by a magnitude (*e.g.*, <2 m).

TEXT

Organization

Generally speaking, manuscripts will have the following organization: title, name and address of authors, abstract, keywords, introduction, geological setting or background, materials and methods, results, discussion, conclusions, acknowledgments, references, appendixes, figure captions.

First page. It should include:

1. **TITLE.** It should be in English, followed in another paragraph by its translation into Spanish. It should be written in **UPPER CASE** boldface and left justified. The title should be short, informative and include the fossil groups studied and contain, whenever possible, words that are comprehensible to a wider range of readers (for instance, prefer spiders rather than arachnids, ferns rather than pteridophytes, horses rather than equids). It should also include stratigraphic occurrence and geographic location, if appropriate. Do not include new names of taxa or conjugate verbs.

(Smith, 1995, p. 35)

(Smith, 1955a)

(Smith, 1995a, b)

If the author is mentioned as part of the text: Smith (1995) described ...; ... reported by Smith *et al.* (1999).

Text references to illustrations. Text references to tables and figures in the manuscript should be written as Figure 1 or Table 1. If they are in brackets, however, they should be abbreviated (Fig. 1 or Tab. 1).

Text references to illustrations, tables, etc. in other publications should be written as figure 1 or table 1 (fig. 1 or tab. 1).

SYSTEMATIC PALEONTOLOGY

The Systematic Paleontology section should begin with a first level heading, centered.

Suprageneric categories. All systematic ranks should be centered and in normal typeface, beginning with an upper case letter. Suprageneric TAXA should be written in SMALL UPPER CASE typeface. Author name and year should be in normal typeface in all cases. ***Genus*** name should be in bold italics, beginning with an upper case letter. Specific name as genus but all in ***lower case***. Reference to figured specimens should be immediately below taxon name and centered. Type species of genus should be stated, including type of designation, year and author of the designation, left justified. When new taxa are described, the following items must be included: (1) derivation of name, (2) type indication, (3) geographic occurrence, (4) stratigraphic occurrence, (5) repository, (6) diagnosis, (7) description and (8) remarks/discussion. When included in the text, ranks should be written in lower case. Avoid long synonym lists, mentioning only those considered important because they include illustrated material or nomenclatural changes. Headings in the Systematic Paleontology section will usually be third level. However, in special cases Description may be under a second level heading (usually in descriptions of vertebrates or plants), when the material described includes many parts. In these cases each of the parts described may be under a third level heading.

Example:

SYSTEMATIC PALEONTOLOGY

Superfamily AOIDEA Author, year

Family AIDAE Author, year

Subfamily AINAE Author, year

Genus ***Aus*** Author, year

Type species. *Aus aus* Author, year; designation.

Aus bus sp. nov.

For layout of synonym lists and the use of open nomenclature, we suggest following indications in Matthews (1973) and Bengtson (1988).

Matthews, S.C. 1973. Notes on open nomenclature and on synonymy lists. *Palaeontology* 16(4): 713–719.

<http://palaeontology.palass-pubs.org/pdf/Vol%2016/Pages%20713-719.pdf>

Bengtson, P. 1988. Open nomenclature. *Palaeontology* 31(1):223–227

<http://palaeontology.palass-pubs.org/pdf/Vol%2031/Pages%20223-227.pdf>

References. Include all references mentioned in text, figure captions and tables. For format, check the following examples:

Be, J.L. 1958. Plioceno de Santa Cruz. *Acta Geologica Lilloana* 2: 5-33.

Be, J.L. 1984. Late Cretaceous floral provinces. In: P. Brenchly (Ed.), *Fossils and Climate*, Wiley Editors, New York, pp. 127-164.

Be, J.L. 1996. Coniferae. In: D. Maddison y W. Maddison (Eds.), *Tree of Life*. World Wide Web: <http://www.nmnh>.

Be, J.L. and Ce, M. 1981. El género *Botrychiopsis*. 2° Congreso Latino-Americano de Paleontología (Porto Alegre), *Anais* 1: 157-159.

Be, J.L., Ce, M. and Ele, T.A. 1980. Macroflora du Crétacé de l' Espagne. In: P. Taquet (Ed.), *Ecosystèmes continentaux du Mésozoïque*, *Memoires de la Société Géologique de France* 139: 5-9.

Be, J.L., Ae, N.S., and Ele, T.A. 1983. *Paleobotany and the evolution of plants*. Cambridge University Press. Cambridge, 405 p.

Be, J.L., Ae, N.S., and Zeta, R.B. 1986. [*Estratigrafía de la región del río Genoa, provincia del Chubut*. Informe Dirección de Minas y Geología, Buenos Aires, 35 p. Unpublished.].

References to publications in languages that do not use the latin alphabet. references should be transliterated using the current international standard for each language. In addition, include a translation of the title of the work or book. Original language should be noted at the end in square brackets [in Language].

Because of linguistic peculiarities, special care should be taken with Vietnamese or Chinese names. In this case, the traditional form –with the family name first, followed by the full first and second name– should be used. Avoid using initials.

Style

A few in-house styles:

Ampersand: The “ampersand” (&) can only be used in the Reference section, if it is part of a title in a listed reference.

Approximately: In descriptions, use *c.* (circa) to indicate approximate measurements and magnifications. The symbol (~) **may be used in other cases**.

Authorship: Authors of taxa should be spelt out in full, at least when first mentioned.

Boundaries: Boundaries between stratigraphic units should be noted by (/). For example, use Campanian/Maastrichtian instead of Campanian-Maastrichtian.

Cardinal points: In the text they should be written in lower case, except when referred to widely recognized geographic zones or political divisions (*e.g.*, North Africa, Far East, South Korea).

Geographic accidents: They should be written with first capital letter when referring to a locality, section, or stratigraphic unit.

Ranges: To indicate a range, use the en–dash, with no spaces. For example Triassic–Cretaceous and not Triassic to Cretaceous.

Multiplication: Use the multiplication sign (×) instead of the letter x.

Verb tense: All reference to previous work should be in past tense. Excepted from this are references to manuscripts in press.

ILLUSTRATIONS AND TABLES

General considerations

The Editorial Board of *Ameghiniana* strives for uniformity and high quality standards of all figures and tables published. Please follow instructions carefully in order to avoid unnecessary delays in the editorial process.

Page size

Figures and tables should be prepared using either one column (width **170 mm**) or two columns (width **82mm**). Please note that these are the only widths allowed. Make sure all figures are prepared and submitted at either of these sizes. In both cases, the maximum length allowed is **230 mm**. Space in the figures should be optimized. **Figures must be submitted in the final publication size.**

Format and resolution

Grey-scale illustrations or combined with line drawings should be submitted as a **TIFF** file (see [Appendix 4](#)). Additionally, vector graphics should be submitted as **EPS** files (see [Appendix 2](#) and [Appendix 4](#)). Files in other formats – **JPG, JP2, PNG, GIF** – **will not be accepted.**

Under certain circumstances, the Editorial Board may require the author to send figures in their original format.

Each figure should be submitted as an independent file (not embedded in the manuscript text).

Files in **TIFF** format should meet the following requirements:

- Figures including photographs, whether black/white or color, should have a minimum resolution of **600 dpi**. **Please remember that they should be submitted in their final publication size.**
- Figures in **TIFF** format may be compressed using **LZW** type compression.
- If the original file includes layers, these should be combined in the final **TIFF** file. However, save a layered version for any necessary changes following review.
- Figures including combined vector and photographic images should be submitted as **TIFF** files and follow the preceding indication

Color figures

Ameghiniana will publish color figures in both the printed and online versions.

Publication costs of color figures in the printed version should be paid by the authors. For current costs and payment details please contact secretaria@apaleontologica.org.ar. Color figures in the printed version will be published in the online version too.

Authors may choose to publish color figures only in the online version free of costs. In this case, these figures should be submitted in two versions, *i.e.*, color and grey-scale. ***Ameghiniana* will not generate new grey-scale versions of color figures.** For additional details see [Appendix 2](#) and [Appendix 4](#).

Numeration

Figures should be numbered correlatively according to their first mention in the text.

All graphic files (maps, tables, figures, etc) should be identified with Arabic numbers.

In figures with more than one individual element, these should be identified with Arabic numbers, included in the figure. Typeface used should be **Arial size 10 bold**. The number should be enclosed in a white circle surrounded by a black 1 pt line. It should be placed at the upper left corner of the figure (see example in [Appendix 3, Fig. 1–2](#)).

Scales, lines, rasters and fonts

Graphic scales should be placed *within* figures. **Figures magnifications in the captions will not be accepted.**

In grey-scale figures requiring explanatory text on the figure itself, the typeface used is restricted to Arial.

Numbers, arrows, graphic scales or any other indication on the figures should be of the same **style and size**, and consistent throughout the manuscript.

Use lines not finer than 1 pt. If possible avoid point rasters, as they sometimes produce interference patterns. Numbers/letters should not be larger than two or three times that of the smaller ones. The smallest ones should not be less than 6 pt.

Tables

To facilitate final layout and avoid errors, tables should follow the following indications:

- 1) They should be submitted in a **DOC** o **DOCX** file
- 2) Title is in boldface and left justified
- 3) Immediately above title, place a double line of ½ pt
- 4) Immediately below title, place a single line of ½ pt
- 5) Tables may contain subtitles, in normal typography and left justified, followed by a single line of ½ pt
- 6) Lines with data or content **will not** be separated by horizontal lines
- 7) Further explanations may be added after the last line of data or content, separated from it by a single line of ½ pt
- 8) Table ends with a line similar to the one preceding the title
- 9) Do **not** include vertical lines

10) Fonts in tables should be always *Calibri*, size 8 to 12, italics

Example:

Table 1 – Example of Table – Title and explanation/ Ejemplo de Tabla – Título y explicación		
<i>Subtitle A of Table 1</i>	<i>Subtitle B of Table 1</i>	<i>Subtitle C of Table 1</i>
<i>Content a</i>	<i>Content X</i>	111
<i>Content b</i>	<i>Content Y</i>	222
<i>Content c</i>	<i>Content Z</i>	333
<i>Subtitle M of Table 1</i>	<i>Subtitle N of Table 1</i>	<i>Subtitle O of Table 1</i>
<i>Content a</i>	<i>Content X</i>	111
<i>Content b</i>	<i>Content Y</i>	222
<i>Content c</i>	<i>Content Z</i>	333

Additional explanations/clarifications, left justified.

Photography

General considerations. Special emphasis will be laid on image quality, especially in contrast, lighting, and **focus**.

Whenever possible, specimens should be illuminated from the top left corner.

If it is necessary to eliminate or modify the background around the specimen, this should be done **carefully** in order to preserve the edges. Illustrations in which individual elements in the figures do not meet this requirement will not be accepted. Background should be preferably full black (100%). White may be admitted in certain cases. Whether black or white, it should be completely **clear**.

Figures with more than one photograph. If several photographs are displayed in the same figure, they should all have similar tone and contrast. In quadrangular photographs (*e.g.*, Palynology), the edges should be parallel to the page edges. Separation between figures should be white, with a width of one to two millimeters. This should be constant throughout the figure and in all the figures of the same style throughout the manuscript ([Appendix 3, Example 2](#)). Numbers for each individual element in a figure must be completely within the figure, and the surrounding circle should not intersect the edges of the image. **Please ensure that all numbers and circles are of the same size in the final printed version.**

In composite figures in which the background of each image has been eliminated, there should be no divisions ([Appendix 3, Example 3](#)).

Figure captions and location of figures in the manuscript

Figure captions should be typed after the References. All abbreviations, acronyms and symbols should be explained in the captions. The text of each caption should be translated into Spanish (in italics), separated from the English version by a slash (/).

Example for **Table explanations:**

Table 1. *Dimensions (in mm) of **Ataphrus mulanguiniensis** sp. nov.. Abbreviations/ Dimensiones (en mm) de **Ataphrus mulanguiniensis** sp. nov.: **H**, maximum height/ altura máxima; **Sh**, spire height/ altura de la espira; **W**, maximum width/ ancho máximo; **Sw**, spire width/ ancho de la espira.*

Example for **line-drawing captions:**

Maps

Figura 1.1, Paleogeographic boundary of the Neuquén Basin during the late Valanginian showing fossiliferous localities mentioned in the text/ *Límite paleogeográfico de la cuenca Neuquina durante el Valanginiano tardío y ubicación de las localidades mencionadas en el texto.* **2,** Geologic map showing the studied sections; **A**, Bajada Vieja; **B**, Bajada del Agrio; **C**, Agrio del Medio/ *Mapa geológico del área y ubicación de las secciones estudiadas; A, sección Bajada Vieja; B, sección Bajada del Agrio; C, sección Agrio del Medio.*

Drawings

Figure 8. A. General shell morphology of Lewisiellinae. Dimensions: **H**, maximum height/ *altura máxima*; **Sh**, spire height/ *altura de la espira*; **W**, maximum width/ *ancho máximo*; **Sw**, spire width/ *ancho de la espira*. **B.** Juvenile apertural, columellar and umbilical characters/ *caracteres aperturales, columelares y umbilicales en juveniles*; **U**, umbilicus/ *ombiligo*; **C**, crescent-shaped columellar lip/ *labio columelar en forma de media luna*; **Ap**, aperture/ *abertura*.

Example for **Figure captions:**

Figure 9. 1–6, *Chartronella spiralis* nov. sp., MPEF-PI 3590; **1–3**, lateral view/ *vista lateral*; **4**, basal and apertural view/ *vista basal y apertural*; **5–6**, last whorl ornamentation detail/ *detalle de la ornamentación en la última vuelta.* **7–10,** *Lewisiella?* sp., MPEF-PI 4006; **7–8**, lateral view/ *vista lateral*; **9–10**, basal and apertural view/ *vista basal y apertural*. Scale bar / *escala gráfica* = 5 mm.

Approximate placement of figures should be included in the text.

Figure checklist before submission

1. Figure size (170 mm or 82 mm wide and up to 230 mm long).
2. Check that all figures are **TIFF** files, except vector-based figures, which may be EPS files.
3. Check resolution of EPS files (minimum 1000 dpi)
4. Check resolution of TIFF files (minimum 600 dpi)
5. Normalize fonts, sizes, scales, and rasters throughout figures. Lines should be clear at publication size.
6. Check that figures are correctly numbered according to their placement in the text.
7. Identify individual components of figures with Arabic numbers.
8. Use homogeneous graphic scales – in style and size – throughout figures. Scale bars should be placed, whenever possible, at the lower left corner of the figures.
9. Add references to symbols and/or rasters used in the figures.

Reprints

One free of charge pdf file of the printed manuscript will be forwarded to the author. Reprints may be ordered when returning page proofs.

Manuscript submission – Uploading to OJS system

All manuscripts should be submitted electronically at www.ameghiniana.org.ar. Manuscript tracking by the authors is also available at this website.

The procedure for uploading the manuscript is the following:

- 1) In Step 1, verify that the Checklist has been adequately controlled and each item ticked. After that write/copy your Submission Letter in the field provided for Comments to Editor. Please state here that the manuscript has not been submitted elsewhere for consideration. Also include in this letter a list of five potential reviewers, with their e-mail address.
- 2) In Step 2 complete all fields, including affiliation (work-place), Abstract, and funding agency. It is very important that authors complete all Indexing fields, as this significantly increases visibility of the material online. Please remember that a **careful selection of key words** is an important factor to increase visibility.

Abstracts of Paleontological and Nomenclatural Notes

These two types of manuscripts do not require Abstracts in the DOC or DOCX original file. However, in order that they may be eventually visible online, a short Abstract (not more than 100 words) in English and Spanish should be included in the appropriate field during Step 2 of the OJS uploading process. This is in the Abstract field of the Metadata uploading page.

- 3) Step 3: upload your original manuscript, including complete text and figure explanations, in DOC or DOCX file format.
- 4) Step 4: upload Supplementary Files in the following sequence:
 - a. ONE SINGLE FILE in PDF format, including text, figures, tables and figure captions. This will be the version used by reviewers
 - b. Maps, sections and other black/white line figures in TIFF or EPS file format
 - c. Maps, sections and other color line figures in EPS file format
 - d. Grey-scale figures in TIFF file format
 - e. Color figures in TIFF file format
 - f. Tables in DOC or DOCX format
 - g. Appendixes for the printed version in DOC or DOCX file format

- h. Supplementary Files for online storage (not included in the printed or online version). **No format restrictions apply.** Please read the recommendations above under Supplementary Files.

APPENDIX 1

HOW TO PREPARE A GOOD ABSTRACT

A well-prepared abstract allows the reader to quickly and precisely identify the basic contents and determine its relevance to his interests. Thus he may decide whether or not to read the entire paper.

The author should be aware that his abstract will be read by many more people than his paper. It will be reprinted in secondary abstracting services and circulated electronically in diverse networks. Therefore, the abstract should be written in so it can be read and understood by itself.

Editors may provide general indications or specific suggestions on how to improve an abstract, but the final responsibility of writing it lies entirely with the author.

Abstracts of scientific papers may be classified in:

A) Informative: they represent the content of the paper in a simple and concise way, informing on the purpose, methods, and results of the research dealt with in the paper. Thus, an adequate Abstract of this Appendix could read:

This article aims at helping in the preparation of abstracts for scientific papers. The best abstracts are short, concise, and informative. They should stand alone and be easily understood, containing precise information on the research and its objectives, a summary of the results, and a synthesis of the main conclusions. They are written in a clear and direct language, and include no references.

B) Indicative: they describe the content of the paper but provide no concrete information on results and conclusions. They may be acceptable only in long monographic works with a large amount of data and in which results can not be easily summarized in a few words. For example, an indicative Abstract to this Appendix would be:

The importance of presenting good abstracts of scientific papers is discussed. Characteristics and uses of diverse kinds of abstracts are compared. Formal aspects of writing are duly considered and practical advice for the preparation of good abstracts is provided.

C) Incomprehensible: they are characterized by using complex grammar and difficult or superfluous words (while others remain tacit). All this renders comprehension difficult and

frequent re-reading is required (even by native-speakers of the language). They must be transformed into type (A) abstracts. An example could be:

With the explicit aim of serving as a guide and assistance to potential authors of articles destined to be scientific contributions, have been set forth a series of guidelines and recommendations very useful in all aspects concerning the structure and improvement of the corresponding abstracts, in order to maximize clarity and concision, which doubtlessly will result, for them, very useful for that, especially when the diversity of these is considered.

D) Useless: although brief, they are merely expanded version of the title. It goes without saying that they should be avoided. For example:

It is very important to submit good abstracts of scientific papers. Discussion of the subject-matter results in interesting conclusions of practical use in the preparation of abstracts.

The best abstracts are always the informative ones. A good structure for an abstract is the following:

- 1) specify clearly the aims and scope of the research.*
- 2) characterize the methods employed*
- 3) summarize results*
- 4) summarize the main conclusions*

We recommend that the author write his abstract trying to answer what the purpose of his research was and in which way his results may contribute to increase knowledge within the field. This is much easier to do after the entire text is completed. He must attempt to convince reviewers, editors and readers of the importance and originality of his work. If he can not do it in the abstract, it is probable that few readers will read the paper.

Language should be simple, clear, and precise. If something can be said in 100 words, then do not use 250 words. An abstract should not contain figures, tables, references, references to figures, nor empty sentences (such as “new aspects are presented”, “considerations are made on”, the possible existence of...is inferred”). Avoid mentioning general knowledge facts that are more appropriate in the introduction. Do not include conclusions that are not drawn from the work itself, but from previous publications of the author instead.

Difficulties often increase when the abstract is written in a different language. A risky but common practice is to combine a string of translated words using the syntax of the native language. This generally renders incomprehensible abstracts. In some cases it even contradicts the original meaning.

For articles to be published in Ameghiniana, the abstract must contain specific data on locality or region, type of material used in the research, and age of the flora or fauna considered. New taxa should be explicitly included in abstracts that accompany a full article. However, in abstracts of meetings, symposia, etc., this should be avoided, in order to prevent the introduction of nomina nuda. The abstract should be in one paragraph of not more than 250 words.

APPENDIX 2

RECOMENDATIONS FOR PREPARATION OF MAPS, SECTIONS OR OTHER VECTORIAL DRAWINGS

Figures should be prepared trying to save space. They should be submitted at the final publication size. Width allowed is either 82 mm or 170 mm. No intermediate widths are allowed. Length may be variable, up to a maximum of 240 mm. Please print figures before submitting, in order to make sure that the proper scale is used for rasters and text. Ensure that they are not blotchy and that they can be easily read.

Font size for texts in the figures should not be less than 6 pt. If they are only numbers, such as latitude and longitude, they may be 5.5 pt. Verify always that the text can be read at print size.

Vectorial files generated with Corel Draw, Illustrator, etc. can be enlarged or reduced with no loss of quality. Printing quality depends on the printer and paper used. **Whether the final results are blotchy or not will depend on the scale used.**

Font allowed for use in the line drawing figures are Arial, Swiss LtBt, Futura Lt, Gill Sans y Avant Garde.

Do not use “hairline” o “very fine” lines (*e.g.*, en Corel Draw); this kind of line does not print well and sometimes prints grey. Lines should be 0.15 or thicker.

Please check that the rasters used in maps, sections, etc. have the same scale in the drawing and in the Legend.

If shades of grey are used, verify that they are perfectly distinguishable.

When a color drawing is submitted, please use the option CMYK.

Once the drawing is complete (map, section, etc.), if it was generated using a vector-based program, “wrap the entire drawing” and apply the command **Convert to Curves**. This way all special symbols and fonts used will be transformed into lines (text will not be editable, so please keep an original file for any changes that may e necessary). Thus, the drawing will be independent form any fonts that may be used at other stages of the editorial process, avoiding distortions, changed symbols, or “hyeroglyphs”.

Line drawing generated with non-vectorial programs such as Photoshop or Photopaint, should have a resolution of at least 1000 dpi. Otherwise lines are not sharp.

When image-specific programs are used such as Photoshop, Photopaint, etc. and full black is desired (that do not render grey tones or faded appearance), the black should be formed using 100% black, 50% magenta, 50% yellow and 65% cyan.

Do not use “recycled” poster drawings (usually in JPG format). When reduced for publishing they lose sharpness. If scanned, they will still retain a “dirty” background.

In maps, always include two values for parallels and two for meridians.

When texts “cross” other parts of the drawing (rivers, roads, contacts, etc.) place a mask of the same color as the background, so the text can be read easily.

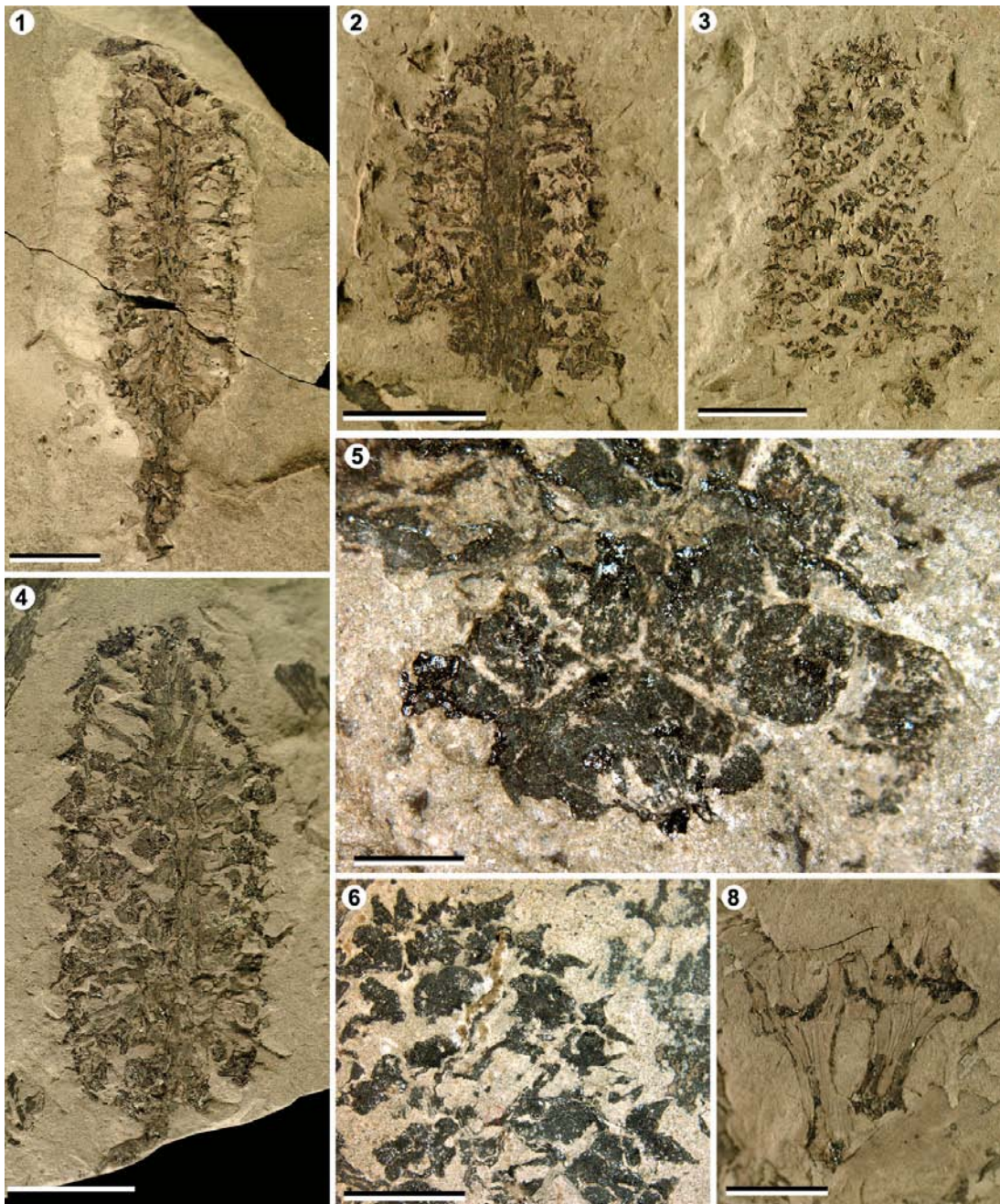
In maps, graphic scales should begin with a “0” at the beginning and final distance at the end of the bar with the appropriate magnitude (m, km, etc.). Depending on the size and scale of the map, intermediate distances may be included. At large scales (small drawing), the “0” at the beginning may be omitted and the distance may be placed at the middle of the bar.

APPENDIX 3

Example 1. This figure is intended to show what is wrong. Small fonts!



Example 2. Correct numbers and size



Example 3. Correct background



APPENDIX 4

TIFF files (Tagged Image File Format)

TIFF format is widely used to store and process images. It is highly compatible with many different software, mainly because this format has varied very little since 1992. Most software allow generating files with this extension (normally under “Save as...” or “Export”).

TIFF files can use loseless compression formats. The recommended compression system for **TIFF** images is **LZW**.

EPS Files (Encapsulated PostScript)

EPS format is generally used for line drawings, as it allows changing the size of the drawings with no quality loss. Most vector-based drawing software (*e.g.*, Illustrator, CorelDraw, and the recent versions of Photoshop) allow saving figures in this format.