



***Guidelines for
Editors / Authors and Contributors
for the preparation of Book Manuscripts***
**in the
Vertebrate Paleobiology and Paleoanthropology
Book Series**

(Springer Science & Business Media Publishers)

Edited by

Eric Delson & Eric Sargis

American Museum of Natural History, New York, NY, USA
Yale University, New Haven, CT, USA

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NOTE: The greatest problem the Series Editors have found with submitted manuscripts is incorrect naming, size and resolution of illustrations. PLEASE read section 9 carefully and ask if you have any questions BEFORE finalizing images.

Also: Important new additions sections 4.5, 4.8 & 9.6; modifications to sections 2.1, 3, 5.1, 5.2, 5.10, 7.1 & 10

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1. Preparing your Manuscript for Publication

These instructions are designed to speed up the publication process of your manuscript, to save you time on preparation and proofreading and to avoid unnecessary costs that might be incurred by misunderstandings and typesetting errors. The term VERT is used to refer to the Vertebrate Paleobiology & Paleoanthropology series. Please read these guidelines carefully. If you need further advice during the preparation of your manuscript, please do not hesitate to contact your Series Editor (or the Publisher at Springer).

Your book will be made available in all feasible formats, be it as a printed copy, an eBook, a Kindle edition or a low priced printed MyCopy for eBook licensees. More information on these can be found at www.springer.com or ask the Publisher at Springer.

2. Reviewing process

2.1 Edited volumes:

Contributors should submit an electronic copy of the entire manuscript including illustrations to the Volume Editor. All chapters in an edited volume will be reviewed by three readers (normally not including an Editor), no more than one of whom should be an author in the same book. Reviewers should be informed that reviews are to be at the level expected for a major research journal (such as *JVP* or *JHE*); request that they provide a written review (MS Word or email) as well as an annotated manuscript if desired. Any Preface, Introduction or Concluding/Summary chapters (see 5.2 below) written by the Volume Editor should be reviewed at least informally by one or two colleagues (usually Authors in the volume) in terms of style and content (they will also be checked by the Series Editors). Following review, the Volume Editor will return manuscripts and suggestions for revision to the Contributor, who will submit a revision (including **responses** to the reviews) within one month to the Volume Editor (who will retain all this correspondence to show the Series Editors, along with a list **identifying** the reviewers).

2.2 Monographs (Authored volumes)

Each manuscript will be reviewed by at least three readers under the direction of the Series Editor. The Author(s) should submit to the Series Editor an electronic copy of the entire manuscript including illustrations (Word or pdf, in addition to separate eps, tiff or jpg files). If any reviewer desires a printed copy of the manuscript (including the final version of each illustration), the Author(s) will deliver as many as required to the Series Editor on request.

Following review, the Series Editor will return the manuscript and suggestions for revision to the Author(s). The Author(s) will submit the revised manuscript electronically to the Series Editor, along with specific **responses** to reviewer comments.

3 Responsibility of volume editors [or monograph authors]

A Volume Editor is responsible for making the collection of contributions into a **consistent whole**, both in format and content, including supervision of the referee process, facilitating the exchange of chapters among authors (and encouraging mutual citation of results), organizing the index and maintaining the defined schedule. **Intercitation** of chapter results helps to make the resulting volume into a **book**, rather than a random collection of articles.

The Volume Editor should pay special attention to the language (grammar, style and suitability of wording) for non-Anglophone authors and also to the format, resolution size and quality of the illustrations. Volume Editors also supervise the review process (see above). The reviews should be returned to chapter Authors with suggestions about the relative importance and priority of referee comments, analogously to a journal editor's role. Author **responses** to these comments are required and will be sent on to the Series Editors with the final manuscript.

The Volume Editor will provide an electronic copy of the entire final manuscript (in MS Word **.doc** format [**.docx** may be used in special cases where it makes a difference in formatting]) to the Series Editors (usually via Dropbox or similar method) for evaluation. This copy should include separate folders for front matter (e.g., table of contents), back matter (Appendices if any, and index(es)) and each chapter. In the chapter folders (named Chapter #), include three subfolders: the author's original manuscript and illustrations; reviews, suggestions for revision by Volume Editor, and response by Contributor; and the final accepted version. Files should be named simply with the (first) author name and chapter number (for the text with tables) or figure number, e.g. Chapter 2 Delson.doc or Delson

figure 3.tif. The Volume Editor or Author will also provide the Series Editor an image for the cover of the volume, as well as the credit notes for the cover illustration, which will be placed on the copyright page. The cover image should be formatted at 20 cm wide x 10 cm high and must be at least 300 dpi at that size.

The Series Editors will respond with any suggestions for modification of style or content. The Volume Editor should respond to these comments in writing, indicating changes made; this may require several exchanges. After final approval, the Volume Editor will provide a complete manuscript (without the original versions or reviews) for transmittal to Springer. All permissions and Copyright Transfer forms (see 11 and 12 below) are needed at this point. The production process, from manuscript acceptance by the Series Editors to publication of a printed book, usually takes about seven months.

The Volume Editor or Author will receive a full pdf of the final volume which can be distributed in its entirety to each author, but it should not be redistributed or used for any commercial purpose. Complimentary copies of the printed volume should be made available to all authors and co-authors (check your contract for details).

4. Preparation of the Text

4.1 Stylistic Points

Good manuscripts are concise, unambiguous, easy to read and properly punctuated. If English is not your first language, please ask an Anglophone colleague to check over your text. Please use Times New Roman font, 12 point, with margins of 1 inch (2.5 cm) all around. For **special characters**, please use *Symbol* or *Arial Unicode*.

Use square brackets [] for parenthetical expressions inside parentheses ().

If you are contributing a chapter to an edited volume, please check with the Volume Editor to establish if there are any points of style that need to be followed for consistency, (e.g., references, abstract).

All line spacing should be double. Provide manuscripts as MS Word **doc** files; do NOT use rtf, docx, pdf, LaTeX, etc. The typesetters will reformat the text into double-column layout and insert the illustrations and tables near the locations requested by the author (see paragraphs 9.3 and 6 below), in the proof stage.

4.2 Size and illustration space available

The size of the volume will be 21 x 27.7 cm. Space for text and illustration will be 17.4 x 23.4 cm (= 6.8 x 9.2 in.) (excluding running heads).

4.3 Spelling

Please follow the Collegiate Dictionary for American English and ensure that there is consistency throughout the manuscript (please do not use British spelling or style). Neandert(h)al may be spelled with or without the "h", as desired by an author, although the formal taxonomic name of course includes the "h".

4.4 Italics and Boldface

Springer style requires emphasized words in the text to be in *italics*, not **bold** font. Please follow this style.

In addition, use italics for:

- genera and species (following international nomenclature as appropriate), including when they appear in figures, tables and article titles, but **not** when they appear in italicized book titles (see next point).
- titles of publications mentioned in the text and the reference list (see section 7 on reference style)
- mathematical variables

If a Volume Author or Editor considers that the use of italics for emphasis combined with its use for genera and species leads to a difficulty, please contact the Series Editors to discuss this situation.

4.5 Dental terminology

To preserve clarity, please use one of the following systems to indicate tooth position and location:

a) uppercase letters (I,C,P,M) for upper teeth, lowercase letters (i,c,p,m) for lower teeth: e.g., I1, p3-m2 (preferred); or b) superscript for upper teeth and subscript for lower: I¹, P₃-M₂; no other option will be accepted.

4.6 Geological Time terminology

There are standard terms and conventions for geochronology which should be followed. A date in millions of years is abbreviated Ma (this term implicitly includes the concept of "ago" or "old", which should not be written out). A span of millions of years is abbreviated Myr. Similarly, a date or span in thousands of years is abbreviated by ka or kyr, respectively. Dates obtained by the radiocarbon method should be presented in the format 38,310 ± 2130 ¹⁴C

BP for actual radiocarbon results and 38.3 ¹⁴C kBP for summary or abbreviated radiocarbon results. Similarly, specific calibrated radiocarbon dates are given as e.g., 41,000 cal BP and abbreviated calibrated radiocarbon ages as 41.0 cal kBP. Subepochal time spans are designated Early, Middle (or Medial) and Late (these should be capitalized if the term is formally defined, as is true for most Cenozoic epochs). Do not use Lower or Upper for time terms, but only for rock units deposited during those times (or for phases of the Paleolithic).

The Pliocene-Pleistocene boundary has recently been redefined by the International Union of Geological Sciences, but there is opposition to that move within the community of scholars working in this time interval. Thus authors should explicitly choose between the two options below in any chapter or volume which refers to this boundary or time interval. For the sake of clarity, such authors will state in their introduction or a footnote which of these options is in use, citing the relevant reference. The options are:

(1) to continue using the last major published time scale, in which the base of the Pleistocene is defined by the GSSP of the Calabrian Stage at 1.82 Ma and Quaternary is an informal term [Gradstein, F. M., Ogg, J. G. & Smith, A. G (Eds) (2004). *A Geologic Time Scale 2004*. Cambridge: Cambridge University Press]

OR

(2) to use the revised time scale approved by IUGS, in which the base of the Pleistocene is defined by the GSSP of the Gelasian Stage at 2.588 (2.6) Ma and the later Neogene is replaced by a Quaternary Period [Gibbard, P. L., Head, M. J., Walker, M. J. C. & the Subcommission on Quaternary Stratigraphy (2010). Formal ratification of the Quaternary System/Period and the Pleistocene Series/Epoch with a base at 2.58 Ma. *Journal of Quaternary Sciences.*, 25, 96–102].

4.7 Systematic Paleontology

Please follow the *Journal of Vertebrate Paleontology* guidelines for systematic descriptions and taxonomy. See <http://vertpaleo.org/Publications/Journal-of-Vertebrate-Paleontology/Information-for-Authors/Guide-to-manuscript-preparation.aspx>

4.8 Documenting comparative samples

In order to facilitate replicability of analyses, authors should provide fully documented lists of all extant or fossil comparative specimens used, either in tables with a chapter or section or as an Appendix if extensive. These listings should include institutional names or acronyms (explained in notes or a separate table), taxon/population, catalog numbers (as complete as possible) and geographical origin (country, subregion or site). The details can be tabulated with each specimen on its own line or grouped in continuous format, e.g.:

Papio hamadryas kindae, Zambia, NHMUK-Z ZD.1961.734, ZD.1961.735, ZD.1961.736, ZD.1916.2.26.2...

NHMUK-Z = the Natural History Museum [ex British Museum (Natural History)], London, Zoology Department.

4.9 Cross-referencing your text

If it is desired to reference a specific section of a chapter, use the format: see Chap. 3, “Materials and Methods”, where that is a section within a broader chapter.

5 Manuscript Order

A well-structured text and meaningful headings make it easier for the reader/referee to best understand the text. Please start a new page for each major division of the manuscript in the following order:

5.1 Monograph Sequence (in a single file named [running head].doc)

- Title page with author’s name(s), current address, and e-mail (for sending proofs and related correspondence), plus Volume running head (see below).
 - This may be followed by a SubSeries page, with a design agreed with the Publisher from the first Volume in a SubSeries
- Introductory quotation and/or Dedication if desired
- Foreword - this is optional and written by an invited Author, usually not otherwise in the book
- Preface (including Acknowledgments at the end or as a separate section) - this is written by Volume Authors and expected
- Contents (see below)
- Contributors - required; style is **name**, address (separated by commas, including country; multiple addresses separated by semicolon and the preferred address indicated with an asterisk*), all on the same line (see example below in section 5.10)

- List of Tables - optional
- List of Figures - optional
- List of abbreviations - optional

The foregoing are collectively termed Front Matter; none of these is included in the Contents. An Introduction is not part of Front Matter but should be the first chapter if it is included. Number all pages in one sequence, starting with the first page of text or heading after the front matter (which is numbered i-ii).

- Section Headings - these are optional and may be just a title or may include a discussion, in which case they should be signed by the Author(s) in case a reader wishes to cite them in print.
- Per chapter, starting on a new page.
 - Title page with abstract; include author's name(s), if separate chapters have different author sequences. Note that **all** major words in chapter titles are capitalized, not just proper names. Volume information will be added by Springer and should not be included. See also section 13 below regarding nomenclatural/taxonomic actions if any.
 - Text for that chapter
- References
- Tables
- Figure captions
- Appendix(es), Glossary - optional
- Index keywords (see below, section 8)

In **separate** files, named as described below:

- Figures

5.2 Edited Volume Sequence

- Title page with editor's name(s), current address, and e-mail (for sending proofs and related correspondence).
 - This may be followed by a SubSeries page, with a design agreed with the SubSeries Editor
- Introductory quotation and/or Dedication if desired
- Foreword - this is optional and written by an invited Author, usually not otherwise in the book
- Preface (usually including Acknowledgments at the end or as a separate section) - this is written by Volume Editors and expected
- Contents (see section 5.4 below)
- Contributors - required; style is **name**, address (separated by commas, including country; multiple addresses separated by semicolon and the preferred address indicated with an asterisk*), all on the same line (see example below in section 5.10); e-mail address is no longer included
- List of abbreviations - optional

The foregoing are collectively termed Front Matter and may best be combined into a single file Front Matter.doc; none of these sections is included in the Contents. An Introduction is not part of Front Matter but should be the first chapter if it is included.

- Introduction (or Summary/concluding chapter) - One such chapter is expected, in which the Volume Editor discusses and summarizes the main content and impact of each chapter. When a chapter in the Volume is mentioned, it should be cited in full, e.g., "in Chapter 4, Delson and Sargis (this volume) say...", and include the full citation in the reference list (see section 7 below).
- Section Headings - these are optional and may be just a title or may include a discussion, in which case they should be signed by the Author(s) in case a reader wishes to cite them in print; see 5.4.
- Per chapter (in a **single** file named as Chapter N [first] Author.doc, e.g., Chapter 2 Delson.doc)
 - Title page with author's name(s), current address, and e-mail (for correspondence). Note that **all** major words in chapter titles are capitalized, not just proper names. Chapter abstract, keywords and running head (see below) are placed on this page. Volume information will be added by Springer and should not be included. See also section 13 below regarding nomenclatural/taxonomic actions if any.
 - Text; please number the pages in each chapter from 1 (title page) to the end.
 - References
 - Tables
 - Figure captions
 - Figures (see section 9)-- in separate files, named as described below
 - Appendix, if desired and agreed with Volume Editor

The following two items are considered Back Matter and should be placed in a folder so named

- Volume-wide Appendix(es), Glossary - optional (and rare in an edited Volume)
- Index keywords (see section 8)

5.3 Headings

The volumes in this book series have unnumbered heading levels, so headings in your chapters should not normally be numbered in your manuscript. After the title, key words and abstract (if applicable), up to four levels of headings are allowed, however, only three levels are usually used (and only three are included in the Contents in a monograph). Consistency of heading style used is most important.

5.4 Contents

The [Table of]Contents should not include any of the front matter (see above), but start with Chapter 1 (or the first Section Heading) and continue through "back matter" (e.g., Appendices, Glossary, Author Index, Subject Index). It includes the chapter title headings and their chapter numbers. Chapter numbers and subheadings may be included only in monographs (authored books), if desired. In a book that has many different contributors, the Contents page should also indicate the author(s) of each chapter. Part and/or Section titles should also be included if there are any (section introductions over two pages in length should be treated as full chapters, with a chapter number, cover page and abstract; all such introductions in a book should be treated in the same manner, rather than some with and others without a chapter number). See the examples in section 5.10 of Contents and Contributors, and also request a sample chapter.

5.5 Abstract

Each chapter should include an abstract (100-150 words) indicating the aims, major topics discussed and primary results. Abstracts will be posted by Springer on a website for the volume. Inclusion of abstracts in the printed book will be at the discretion of the Volume Author(s)/Editor(s), who should advise the Series Editors and the Publisher of the decision.

5.6 Keywords and running head

On the first page of a chapter in an edited volume, following the abstract, please provide up to 8 keywords or short phrases in alphabetical order (do not repeat words in the title). Please also provide an abbreviated title of not more than 40 characters (including spaces) as a running head. A Volume running head should be provided on the title page of a monograph.

5.7 Numerals

- Numbers below ten should be spelled out.
- Commas should be used to separate thousands, but period (full stop) in decimals.
- A zero should be inserted before the decimal point for all values less than one, e.g., 0.8%, except where the convention is to have none.

5.8 Quotes

Use double quotation marks (") if necessary. Single quotation marks (') should only be used for quotes within quotes. For all direct quotes, the exact spelling and punctuation of the original should be followed. Any interpolations in the quoted material should be enclosed in square brackets.

5.9 Notes

Notes may appear at the bottom of the manuscript page or be gathered together as Endnotes, immediately preceding the 'References' section. Notes should be indicated by consecutive superscript numbers in the text.

5.10 Examples of Contents and Contributors [in an actual manuscript, use double-spacing and 12-point font]

Contents (example modified after Reed et al.)

1 Introduction: Issues in the Life and Times of *Australopithecus*

Kaye E. Reed

Part 1: Geological and Paleontological Context

Introduction John G. Fleagle

[NOTE: as per 5.4 above, if section introductions are more than two pages in length, they must be treated as full numbered chapters]

2 Relative and Absolute Dates of *Australopithecus* and *Kenyanthropus* in Eastern Africa

Part 2: [Part Title]

.....[other chapters and parts]

Appendix

Subject Index

Site/Locality Index

[start new page]

CONTRIBUTORS

Note * indicates preferred address for correspondence

Eric Delson Department of Anthropology, Lehman College/CUNY, 250 Bedford Park Boulevard West, Bronx, NY, USA; *Department of Vertebrate Paleontology, American Museum of Natural History, New York, NY, USA

6 Tables

Do not embed tables throughout the text, but do save them in the same file as the text, after the main body of a chapter in a monograph or after the References in an edited-volume chapter. The approximate position of tables should be indicated in the margin or on a separate line in the manuscript by inserting the following phrase ("callout") as needed:

PLACE TABLE 3.1 ABOUT HERE

Number the tables consecutively in each chapter (Table 3.1, 3.2, 3.3... in Chapter 3) and ensure that all the tables are cited in the text in the correct order. Tables in a monograph (authored book) should be numbered consecutively through the volume, not separately by chapter. Tables in an Appendix should be numbered A1, A2...

A legend (title, caption) must accompany and be placed above each table. In tables, footnotes are preferable to long explanatory material in either the heading or body of the table. Such explanatory footnotes, identified by superscript letters, should be placed immediately below the table. If the table includes measurements, the unit of measure should be mentioned in the legend and not repeated: "Measurements (in mm) of teeth of monkeys".

To format the table columns, use the table function in your word processing program. Do not use the space bar to separate columns, and if you use a program such as MS Excel to create tables, copy them into the MS Word text document when completed. If a table cell is to be left empty, type a hyphen (-) in it. Please do not treat simple, one column lists as tables, but instead set them as part of the running text.

7 References

The References list includes all (and only) those publications cited by an author in the text, tables, etc.

"Publication" as used in this connection means any document that has been made public and thus includes journal publications (generally refereed), standard book publications, patent information, and so called gray literature. Gray literature refers to:

- Publications such as presentations at proceedings of which written publications are not generally available for purchase or loan (there may only be an abstract volume).
- Personal and institutional internet pages (as opposed to the Internet sites of publishers), for which there is no assurance of permanence.
- Publicly available prepress versions.

"Publication" does not refer to information that an author has not made public, i.e., available to a larger group, or does not intend to publish. Mention of such information should be restricted to a parenthetical comment in the text (e.g., the name of the person supplying the information, the year of the communication, and the phrase "personal communication").

Cite any paper in the same book as your own as "**(this volume)**", and include the full citation in the reference list (the city of publication is Cham, Switzerland, for a book contracted after January 1, 2013; for a book contracted before that, it is Dordrecht, Netherlands). The Springer production team will convert these to the year of publication in the text and the reference list (once the year and pagination are definite).

7.1 Citation style

References should be listed alphabetically (but see above for multiple authors) at the end of the chapter or monograph, presented as in the following examples:

- Bibliographic style will follow that of the Springer version of the APA (American Psychological

Association) style named **SpringerSocPsychAuthorDate**, as follows:

Type	Example
Journal article (including in a journal Special Issue; see also below)	Suwa, G., Berhane, A., Haile-Selassie, Y., White, T., Katoh, S., Wolde Gabriel, G., et al. (2007). Early Pleistocene <i>Homo erectus</i> fossils from Konso, southern Ethiopia. <i>Anthropological Science</i> , 115, 113–151. [notes: Use "et al." but not "&" if >6 authors, show first 6; use (issue number) only if each issue is separately paginated; italicize genus and species in article/chapter titles. An article in a journal special issue is treated as a standard journal article.]
Journal articles by same author from same year (try to list articles in order of publication within year)	Ravosa, M.J. (1991a). Ontogenetic perspective on mechanical and nonmechanical models of primate circumorbital morphology. <i>American Journal of Physical Anthropology</i> , 85, 95-112. Ravosa, M.J. (1991b). Interspecific perspective on mechanical and nonmechanical models of primate circumorbital morphology. <i>American Journal of Physical Anthropology</i> , 86, 369-396.
Journal article by DOI (before issue publication and without page numbers)	Kreger, M., Brindis, C.D., Manuel, D.M., & Sassoubre, L. (2009). Lessons learned in systems change initiatives: benchmarks and indicators. <i>American Journal of Community Psychology</i> . doi: 10.1007/s10464-007-9108-14. [note: if it has a DOI, use year of online publication; if not, just (in press)]
OnlineFirst chapter in a series (no volume designation but with a DOI)	Saito, Y., & Hyuga, H. (2007). Rate equation approaches to amplification of enantiomeric excess and chiral symmetry breaking. <i>Topics in Current Chemistry</i> . doi:10.1007/128_2006_108.
Book (authored)	Alpers-Afil, N. & Goren-Inbar, N. (2010). <i>The Acheulian site of Gesher Benot Ya'aqov, volume II: Ancient flames and controlled use of fire</i> . Dordrecht: Springer. [note: capitalize only proper nouns and 1st word after colon]
Book (edited) (and edited journal Special Issue)	Hublin, J.-J. & Richards, M.P. (Eds.). (2009). <i>The evolution of hominin diets: Integrating approaches to the study of Palaeolithic subsistence</i> . Dordrecht: Springer. [note, do not italicize genus or species names in a book title, e.g.:] Reed, K.E., Fleagle, J.G. & Leakey, R.E. (Eds.). (2013). <i>The paleobiology of Australopithecus</i> . Dordrecht: Springer. Faure, M. & Guérin, C. (Eds.). (2004). <i>Le Gisement pliocène final de Saint-Vallier (Drôme, France)</i> . Mémoire spécial 26, <i>Geobios</i> , 37
Book chapter	Steele, T.E., & Klein, R.G. (2009). Late Pleistocene subsistence strategies and resource intensification in Africa. In J.-J. Hublin & M.P. Richards (Eds.), <i>The evolution of hominin diets: Integrating approaches to the study of Palaeolithic subsistence</i> (pp. 113-126). Dordrecht: Springer.
Book, also showing a translated edition [Either edition may be listed first.]	Adorno, T.W. (1966). <i>Negative Dialektik</i> . Frankfurt: Suhrkamp. English edition: Adorno, T.W. (1973). <i>Negative dialectics</i> (trans: Ashton, E.B.). London: Routledge.
Ph.D. dissertation	Minugh-Purvis, N. (1988). Patterns of craniofacial growth and development in Upper Pleistocene hominids. Ph.D. Dissertation, University of Pennsylvania.
Online document	Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf . Accessed 25 June 2007.
Online database	German emigrants database (1998). Historisches Museum Bremerhaven. http://www.deutsche-auswanderer-datenbank.de . Accessed 21 June 2007.
Supplementary material/private homepage	Doe, J. (2006). Title of supplementary material. http://www.privatehomepage.com . Accessed 22 Feb 2007.
FTP site	Doe, J. (1999). Trivial HTTP, RFC2169. ftp://ftp.isi.edu/in-notes/rfc2169.txt . Accessed 12 Feb 2006.

- Each reference has a "hanging indent" of ca. 0.5 inch (the first line extends left above other lines)
- Always use Arabic numerals for journal volumes, even if presented in Roman numerals in the journal
- NOTE that an ampersand (&) precedes the last author if more than one, and a comma is used before the ampersand even if there are only two authors, but not for two editors of a book (see the example for a book chapter in the table); the comma is always used for three or more authors or editors. See journal article example for use of "et al."

Citations in the text should read: Smith and Robinson (1999), or (Smith and Robinson 1999). When a citation has more than two authors, the citation form Smith et al. (1999) or (Smith et al. 1999) should be used. The convention (Brown 1999a)..., (Brown 1999b) or (Brown 1999a, b) should be used where more than one paper by the same author(s) has appeared in one year. Note the **lack of a comma** between author and date and the use of "**and**" rather than an ampersand (&). When citing the author of a taxon, the comma **must** be included, as per the Code: *Homo sapiens* Linnaeus, 1758 or *Pan troglodytes* (Blumenbach, 1799). The typesetter will be advised of this, but check proofs carefully.

Citations listed in the text in a group should be arranged in chronological order, not in alphabetical order (e.g., Jones 1998; Andrews 1999; Smith and Robinson 1999; White 2001; Andrews et al. 2008).

The rules for alphabetization in Reference lists are:

- first, all works by the author alone, ordered chronologically by year of publication,
- next, all works by the author with a coauthor, ordered alphabetically by coauthor,
- finally, all works by the author with several coauthors, ordered **chronologically by year of publication**

For example:

Smith, J. (2001)
 Smith, J. (2003a)
 Smith, J. (2003b)
 Smith, J. & Black, E. (2009)
 Smith, J. & Jones, R. (2005)
 Smith, J., Black, E. & Jones, R. (2004)
 Smith, J., Jones, R., Black, E. & Springer, D. (2006)
 Smith, J., Black, E. & Jones, R. (2009)

8. Index

The index should be more than merely an alphabetical table of contents; rather it should provide a list of subjects in a form convenient for quickly locating useful contexts.. It should not, on the other hand, be so exhaustive as to limit the reader's ability to consult and trace information throughout the book. An index should include important ideas, facts, names, and terms that receive significant discussion in the text. Items that are only mentioned incidentally in the text should not be included. On average, there should be one to three index entries per page of text.

Consider before you start whether a Name index, a Site/Locality index, a Subject index, a Taxonomic index or a Combined index of names, sites, taxa and subjects is necessary for your book. When submitting the final manuscript, please submit a file or files of keywords from which the index(es) should be compiled. Editors of contributed volumes should collate index terms submitted by individual authors into a comprehensive list. Please contact your Series Editor for more information on how to develop your index. The **Publisher** (typesetter) will produce the final paginated index during the second proof stage, after text corrections are made.

For the sake of clarity and ease of use regarding the index, no more than two levels of subentries should be used.

- Main entries are capitalized and typed flush left.
- Subentries are not capitalized and are indented; the first order subentry should have one tab/indent, the second order, two.
- A main entry with subentries WILL be indexed on its own; Indicate if you do NOT want this.
- The main entries should be alphabetized.
- Subentries should be alphabetized in the same way as main entries; "small" words such as "among," "between," "in," "of," "with," etc., are ignored in alphabetizing subentries.
- If multiple species of a genus are to be indexed, list the genus as a main entry and species (without the genus name) as subentries.
- Equivalent terms may be listed on one line, separated by a solidus "/" or with one term in parentheses, or by a comma (especially if related but not identical terms)

- Use "see..." if the entry will have no pages listed, but all pages will be listed under the indicated entry, which should list the former as a subentry.
- Use "see also..." if both related entries have pages listed.
- If common names of taxa are included (this is rare but allowed), they should be listed with "see... taxonomic name", and the taxonomic name listed with the common name in parentheses or set off by commas, as in the extended example below.
- See an extended example below.

Brief Example:

Skeleton

Axial

ribs

vertebrae

Appendicular

forelimb

hindlimb

8.1 Extended example index

Index (combined for this example, modified from Fleagle et al.; notes in [bold] are for readers of this document, unless preceded by "TYPESETTER", which are notes to be included in the index list, in order to alert the typesetters to a special request)

A

Acheulian/Acheulean

Acinonyx

jubatus (cheetah)

[inclusion of common names is optional and rare but allowed]

pardinensis

Aepyceros

Aepycerotini

Ain Brimba (Aīn Brimba)

Atapuerca

[This term will be indexed as well as the subterms below]

Gran Dolina

TD6

TD10

Sima del Elefante

Sima de los Huesos

B

Bhimbetka

III F-23

Rockshelter

Bouri (see Daka)

[no page references will be listed here]

Bovidae, bovid

C

Capra primaeva

Cheetah (see *Acinonyx jubatus*)

[inclusion of common names is optional and rare but allowed]

Chenjiawo (see Lantian)

[no page references will be listed here]

Cisaat Formation (see also Mengger Formation)

D

Daka

Bouri

Deccan plateau, Deccan trap

G

Gongwangling (see Lantian)

[no page references will be listed here]

Gran Dolina (see Atapuerca)

[no page references will be listed here]

J

Juyuangong (Longgudong)

L

Lake [TYPESETTER: Do NOT index this term separately, just the subterms below]

Baikal

Turkana

Lantian

Gongwangling

Chenjiawo

Longgudong (see Juyuangong) [no page references will be listed here]

9 Figures

Figures should never be embedded in the text file. Please submit all figures (whether photographs, line drawings or plots) as individual **jpg** or **tiff** or **eps** (if desired for vector graphics) files, named *only* with the (first) author name and figure number: not a description, e.g., Delson Figure 3.1.jpg. Number figures consecutively within each chapter (e.g., Fig. 3.2, 3.3... in Chapter 3) whether in a monograph or edited volume. Figures in an Appendix should be numbered A1, A2... Always refer to figures in text and captions as Fig. (or Figs.), not figure, Figure or fig (except spell out Figure if it is the first word of a sentence).

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PLACE FIGURE 3.2 ABOUT HERE; WIDTH = 1 COLUMN

OR PLACE FIGURE 3.2 ABOUT HERE; WIDTH = 2 COLUMNS

OR PLACE FIGURE 3.2 ABOUT HERE; WIDTH = 1.5 COLUMNS

OR PLACE FIGURE 3.2 ABOUT HERE; LANDSCAPE FORMAT, WIDTH = 9.2 INCHES

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CONTACTS

If you have any questions concerning the above, please do not hesitate to contact the Series Editors (or one of the Springer contacts)

Series Editors:

Dr. Eric Delson

Department of Vertebrate Paleontology
American Museum of Natural History
Central Park West at 79th Street
New York, NY 10024 USA
E-mail: delson@amnh.org
Phone: + 1-212-769-5992

Dr. Eric J. Sargis

Department of Anthropology
Yale University
10 Sachem Street
New Haven, CT 06520 USA
E-mail: eric.sargis@yale.edu
Phone: +1-203-432-6140

Springer contacts:

Sherestha Saini, Ph. D.

Editor
Earth Sciences
E-mail: Sherestha.Saini@springer.com
Phone: +1-212-460-1557

Aaron Schiller

Assistant Editor
Earth Sciences
E-mail: Aaron.Schiller@springer.com
Phone: +1-212-460-1548
Springer Science & Business Media
233 Spring Street
New York, NY 10013-1578 USA
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