IBA Liberec meeting – June 2019

*Bryozoan Studies 2019*

**INFORMATION & INSTRUCTIONS FOR AUTHORS**

The conference proceedings will be published by the Czech Geological Survey. The volume will be edited by Kamil Zagorsek and Patrick Wyse Jackson.

**SUBMISSION**

Three paper copies of the typescript together with an electronic copy on a memory stick should be submitted at the beginning of the IBA conference. Where possible at least one review of your paper will be sought from a fellow delegate at the conference, and if necessary additional reviews will be received following the meeting. The final version of papers following review and revision should be submitted electronically as MS Word.docx and TIFF files to Patrick Wyse Jackson via Dropbox (or some similar electronic delivery system) by 1st October 2019.

Below are instructions for authors, and it would be appreciated if you could stick closely to the styles requested.

**GENERAL INSTRUCTIONS**

Typescripts should be prepared in MS Word.

Papers should be a maximum of 6000 words long.

Use Times New Roman 12 point size and double line spacing, justified left margins, and number lines in left margin. Margins 2.5 cm. Paper size: A4 or US Letter.

Latin names of species and genera and the titles of journals and books should all be in italics. Don’t underline any text, nor use letterspacing and never use more than one space after each other.

**TITLE, AUTHORSHIP & ABSTRACT**

The title, authorship and affiliations should be in the following style:

**The genus *Sparsiporina* d’Orbigny, 1852 (Bryozoa, Cheilostomata): Late Eocene to Holocene**

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The abstract should be no more than 200 words.

**HEADINGS**

Type primary headings in capital letters Roman and secondary headings in lower case italics. Headings are set flush against the left margin.

For example:

INTRODUCTION

GEOLOGICAL SETTING

*Thin sections*

*Bryozoan colonies*

**SYSTEMATICS**

An example of layout is provided:

**Order Cheilostomata** Busk, 1852

**Suborder Malacostegina** Levinsen, 1902

**Superfamily Membraniporoidea** Busk, 1852

**Family Membraniporidae** Busk, 1852

**Genus *Biflustra*** d’Orbigny, 1852

***(Revised) Diagnosis***: Diagnosis of the genus if required.

***Type Species***: Type species for new genus.

***Discussion***: Any discussion of the genus.

***Etymology***: Etymology for new generic name.

***Biflustra denticulata*** (Busk, 1856)

Figs 1-2, 4.1

*Membranipora denticulata* Busk, 1856: p. 176, pl. 7, figs. 1, 2.

*Hemiseptella hexagonalis* Canu and Bassler, 1928b: p. 63, pl. 28, fig. 9.

*Membranipora savartii* Maturo, 1957: p. 35, fig. 27; Shier, 1964, p. 607; Long and Rucker, 1970: p. 19, figs 2.1, 2.2; Winston 1982: p. 119, fig. 28.

***Etymology***: Etymology for new species name.

***Materials Examined***: Description of the number, nature, and location of specimens. Designation and deposition (holding museum and catalogue/accession number) of type material in the case of new species.

***Diagnosis:*** A diagnosis giving characters that distinguish it from others is required for new species.

***Description***: Description of species.

***Discussion***: Discussion and/or remarks.

***Distribution***: Distribution of the species in space and time.

**TABLES**

Number Tables consecutively. Avoid abbreviations in column headings. Indicate units in the line immediately below the heading. Explanations should be given at the foot of the table, not within the table itself. **For simple tables use the tab key and not the table option.** Align all headings to the left of their column and start these headings with an initial capital.

Table text and captions should be provided at the end of the manuscript. Type the caption above the table.

**REFERENCES**

In the text either place the authors’ last names (without initials) and the date of publication in parentheses, i.e. (Wilson and Palmer 2001; Cuffey 2006; Ernst *et al.* 2014) or in the following manner: “Wilson and Palmer (2001) outlined ...”.

At the end of the paper, list all references in alphabetical order under REFERENCES. Second and subsequent lines should be indented 5.0 mm. If several works by the same author are cited, entries should be chronological:

Smith, A.C. 1996a. Evolution ...

Smith, A.C. 1996b. Predation ...

Smith, A.C. 1997. Microscopy ...

Smith, A.C. and Jones, D. 1996. Feeding ...

Smith, A.C. and Maclure, P.J. 1993. Evidence ...

*Examples*

**Journal articles:**

Cuffey, R.J. 2006. Bryozoan-built reef mounds – The overview from integrating recent studies with previous investigation. *Courier Forschungsinstitut Senckenberg* **257**, 35–48.

Cuffey, R.J. and McKinney, F.K. 1982. Reteporid cheilostome bryozoans from the modern reefs of Enewetak Atoll, and their implications for Paleozoic fenestrate bryozoan paleoecology. *Pacific Geology* **16**, 7–13.

Pemberton, S.G., Jones, B. and Edgecombe, G. 1988. The influence of *Trypanites* in the diagenesis of Devonian stromatoporoids. *Journal of Paleontology* **62**, 22–31.

Taylor, P.D. 1979. The inference of extrazooidal feeding currents in fossil bryozoan colonies. *Lethaia* **12**, 47–56.

Wilson, M.A. and Palmer, T.J. 2001. The Ordovician bioerosion revolution. *Geological Society of America, Abstracts with Programs* **33**(6), A248.

**Papers/chapters in books:**

Becker, R., Gradstein, F. and Hammer, O. 2012. The Devonian period. In: F.M. Gradstein, J.G. Ogg, M. Schmitz and G. Ogg (eds), *The Geologic Time Scale 2012*. Amsterdam, Elsevier, pp. 559–601.

McKinney, F.K., Taylor, P.D. and Lidgard, S. 2003. Predation on bryozoans and its reflection in the fossil record. In: P.H. Kelley, M. Kowaleski & T.A. Hansen (eds.), Predator-prey interactions in the fossil record. New York, Kluwer Academic/Plenum Publishers, pp. 239–261.

**Books:**

Phillips, J. 1841. *Figures and description of the Palaeozoic fossils of Cornwall, Devon, and West Somerset.* London, Longman, Brown, Green, and Longmans.

Volkova, K.N. 1974. *Devonian bryozoans from South-Eastern Altai.* Moscow, Nauka.

**IMAGES AND FIGURES**

Do not insert images into the MS Word document. Provide these as separate files and provide a list of captions after the References and before text of any Tables.

Photographic figures and black and white line drawings should be sized to a maximum 136 mm wide by 200 mm high.

Line artwork should be submitted as TIFF files scanned to a minimum of 600 dpi. Keep figures as simple as possible and avoid utilisation of similar grades of shading.

Figures should be greyscale or black and white, or colour (for which a fee will be charged to authors), with good contrast and submitted as TIFF files saved at a minimum of 300 dpi. Composite figures made up of several images should be assembled to 136 mm wide, and individual images labelled 'A', 'B', etc

Number figures consecutively in the order in which citation is made to them in the text, making no distinction between line diagrams and photographs.

Use scale bars, or indicate the magnification of images in the caption.

**FIGURE CAPTIONS**

Supply full geological and geographical information of the material illustrated, as well as museum accession numbers where appropriate.

**PREFERENCES, SYMBOLS AND UNITS**

Consistency of style is very important. Note the spacing, punctuation and capitals in all the examples below.

* *References in the text:* Figure 1, Figures 2-4, 6, 8a, b (not abbreviated)
* *References between parentheses:* (Fig. 1), (Figs 2-4, 6, 8a, b) (abbreviated)
* USA / UK / Netherlands / the Netherlands *instead of* U.S.A. / U.K. / The Netherlands
* Author and Author (1989) *instead of* Author & Author (1989)
* (Author 1989a, b; Author and Author 1987) *instead* *of* (Author, 1989a,b, Author & Author, 1987)
* (Author *et al.* 1989) *instead of* (Author et al. 1989 or Author, Author & Author 1989)
* *Use the following style:* (Author, pers. comm. and date)

Official SI notations:

* kg / m / kJ / mm *instead* *of* kg. (Kg) / m. / kJ. (KJ) / mm.;
* 20°16′32′′SW *instead of* 20° 16′ 32′′ SW
* 0.50 *instead of* 0,50 (*used in French text*); 9000 *instead of* 9,000 *but if more than* 10,000: 10,000 *instead of* 10000
* 14C *instead of* C14 / C-14 *and* BP / BC / AD *instead of* B.P. / B.C. / A.D.
* ×20 *instead of* ×20 / X20 / x 20; 4 + 5 > 7 *instead of* 4+5>7 *but* –8 / +8 *instead of* – 8 / + 8
* e.g. / i.e. *instead of* e.g., / i.e.,

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