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Language: Please write your text in good English (preferred) or German.

Submission: Manuscripts may be submitted in the form of original research reports and short research communications. Please submit your manuscript electronically (as attached documents by e-mail) to the Editors at m.krings@lrz.uni-muenchen.de. Text and artwork should be submitted as separate files. Alternatively, you may send your manuscript files on any common data storage or three hard copies of your manuscript to the Editorial Office at

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Bayerische Staatssammlung für Paläontologie und Geologie
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Manuscript style: Manuscripts must be in double-spaced format, and lines numbered consecutively from the beginning of the manuscript. A font size of 12 pt, and left justification of the text are required. Do use bold face, italics, subscripts, superscripts etc.

Article structure

Subdivision - numbered sections: Divide your article into numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. Any subsection is given a brief heading.

Introduction: State the objectives of the work and background, avoiding a detailed literature survey or a summary of the results.

Material and methods: Provide sufficient detail to allow the work to be reproduced. Methods already published should be indicated by a reference: only relevant modifications are described.

Results: Results should be clear and concise.

Discussion: This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

Conclusions: The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

Appendices: If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on.

Title page information

- Title. Concise and informative. Titles are often used in information-retrieval systems.
- Author names and affiliations. Present the authors' affiliation addresses below the names. Provide the full postal address of each affiliation, including the country name.
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Abstract and key words: The abstract should help the reader to ascertain the paper. It states the purpose of the research, the principal results, and major conclusions. Propose key words at the end of the abstract. Papers written in German must contain an English translation of the title, abstract, and key words.

Acknowledgments: Collate acknowledgements in a separate section at the end of the article.

Nomenclature: Must be in accordance with the latest edition of the International Codes.

Synonymy lists: Synonymy lists should be assembled according to the following examples:

*v 1867 *Anas natator*, nov. sp. – Milne-Edwards, vol. 1: p. 148, pl. 25, figs 14–22.

non 1980 cf. *Prosantorhinus* sp. D – Guérin: pp. 203, 392, 401, 1052, 1054, 1057.

part.v 1967 *Marginotruncana concavata* (Brotzen) – Pessagno: pp. 304–305, pl. 58, figs 1–3, 7–9; [thin sections; non pl. 58, figs 4–6]

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Electronic artwork: Regardless of the application used, when your electronic artwork is finalised, please „save as“ or convert the images to the following format: TIFF: color or grayscale photographs (halftones): always use a minimum of 600 dpi. Please do not supply embedded graphics in your word processor document.

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(Text)Figures: Figures should be one column (82 mm) or two columns (170 mm) wide. If all artwork is presented in the form of Figures, these are numbered consecutively in the order they are referred to. If the manuscript contains both Plates and Figures, however, the Figures are called 'Textfigures' and numbered separately. Please use the following abbreviations to refer to your artwork in the text: Fig., Figs, Textfig., Textfigs, Pl., Pls.

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References

Citation in text: Please ensure that every reference cited in the text is also present in the reference list (and vice versa). In the text refer to the author's name (without initials) and year of publication, followed – if necessary – by a short reference to appropriate pages. If reference is made in the text to publications written by more than two authors the name of the first author should be used, followed by „et al.“. This indication, however, should never be used in the list of references. In this list names of authors and all co-authors must be given in full.

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References should be arranged according to the following examples:

a) Journal papers:

Stubblefield SP, Taylor TN, Miller CE, Cole GT. 1983. Studies in Carboniferous fungi. II. The structure and organization of *Mycocarpon*, *Sporocarpon*, *Dubiocarpon*, and *Coleocarpon* (Ascomycotina). *American Journal of Botany* 70, 1482–1498.

b) Monographs:

Zycha H, Siepmann R, Linnemann G. 1969. *Mucorales. Eine Beschreibung aller Gattungen und Arten dieser Pilzgruppe.* Lehre, Verlag von J. Cramer, viii + 355 p.

c) Edited volume papers:

Blair JE. 2009. Fungi. In: SB Hedges, S Kumar (Eds), *The Timetree of Life.* New York, NY, Oxford University Press, 215–219.

d) Conference proceedings papers:

Koeniguer JC, Locquin MV. 1979. Un polypore fossile à spores porées du Miocène de Libye: *Archeterobasidium syrtae*, gen. et sp. nov. *Comptes Rendus du 104e Congrès National des Sociétés Savantes, Bordeaux, fasc. I (Paléobotanique).* Paris (France), Bibliothèque Nationale, 323–329.

e) Unpublished theses, reports, etc.:

Moustakas N. 1990. Relationships of morphological and physicochemical properties of Vertisols under Greek climate conditions. Ph.D. Thesis, Agricultural University Athens, Greece, 320 p.

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Supplementary data

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