***Paleobiology* File Requirements- Accepted Submissions**

**Cover Letter**

* If the paper contains supplementary material, include the repository doi.

**Main Document**

* Formatting and File Type
	+ Follow formatting requirements for original submissions.
	+ Must be submitted as editable Word file.
* Style Requirements
	+ Style should conform to style guide.
	+ Include Title Page (title, author list, author affiliations, left and right running headers).
	+ Include Abstract Page (abstract, non-technical summary).
	+ Ensure headings, in-text citations, etc. are styled correctly.
* If revised after acceptance, remove older version of main document.
* Must be clean version with no track-changes.

**Figures**

* Submit as individual files.
* Final appearance with no changes needed (cropping, brightness/contrast, etc.).
* Tif or eps file formats only.
* Must meet dpi requirements when at column size.
* File name must include figure number, author name(s), and desired column width.
* Does not need to be in the PDF proof generated at the end of the submission process.
* All figure parts described in the caption.
* All abbreviations in the figure described in the caption.
* Can be grayscale or contain color.
* Remove older versions of any revised files.

**Tables**

* Must be submitted as Word or Excel files.
* Can be grayscale or contain color.
* Remove older versions of any revised files.

**Appendices**

* Follow formatting style for main document.
* Can include text, tables, or figures.
* Text and tables must be submitted as either Word or Excel files.
* No more than 12 manuscript pages in total for all appendices.
* Remove older versions of any revised files.

**Supplemental Material**

* Must be uploaded to one or more permanent online repositories with doi(s) included in the main document. Repository doi(s) must be active.
* Not required to upload to ScholarOne.