

Guidelines for PalNews Submission 2025

Thank you for taking the time to write for PalNews; it will be a pleasure to share your research with the palaeo community. Please read the following guidelines to prepare for your submission.

Content:

PalNews is a biannual, informal newsletter that aims to showcase your research, fossils, projects, and adventures in a popular style. Here are some examples of topics you could cover:

- *Academic Research* – you can write a popular article about your recent works, discuss the challenges or highlights of current projects, and bring attention to recent or upcoming publications.
- *Fieldwork* – you can write about your adventures in the field, discuss exciting new discoveries and interesting fossil localities, or relate humorous or thought-provoking anecdotes about your fieldwork experiences.
- *Updates from People and Institutions* – you are invited to provide general updates on your research group or institution. This can be a good opportunity for students, interns, and new employees to introduce themselves and their work, and this could also be a chance to celebrate the achievements of your working group.
- *Outreach and other programmes* – this is an opportunity to advertise or introduce new or ongoing outreach and community engagement activities.
- *Palaeo-Palaver* – this is a reboot from previous PalNews editions which provides a platform to discuss problems, challenges or academic conundrums facing the palaeontological community at large.

While these broad topics may constitute the main segments of the newsletter there is always room for something completely different that does not fit neatly within these categories.

Format:

- *Length* – Between 1000 – 2000 words. This range covers approximately 1-3 pages of double-column text.

Figures:

- *Placement* - Please submit your figures in a separate file from your text. If you would like images to occur mid-text then you are welcome to indicate in your text where a figure should go (e.g. ‘**Insert Figure 1**’). Unless otherwise specified, the editor will decide how to arrange the images you have provided. Although we will try our best to include all your photos, if you have submitted upwards of 10-15 images then we may select some over others to conserve space.
- *Captions* – Please provide **brief** captions for your images and include the names of the people who are featured and the order in which they appear, scientific and common

names of featured organisms, and the place names of localities. Please credit the photographer where necessary.

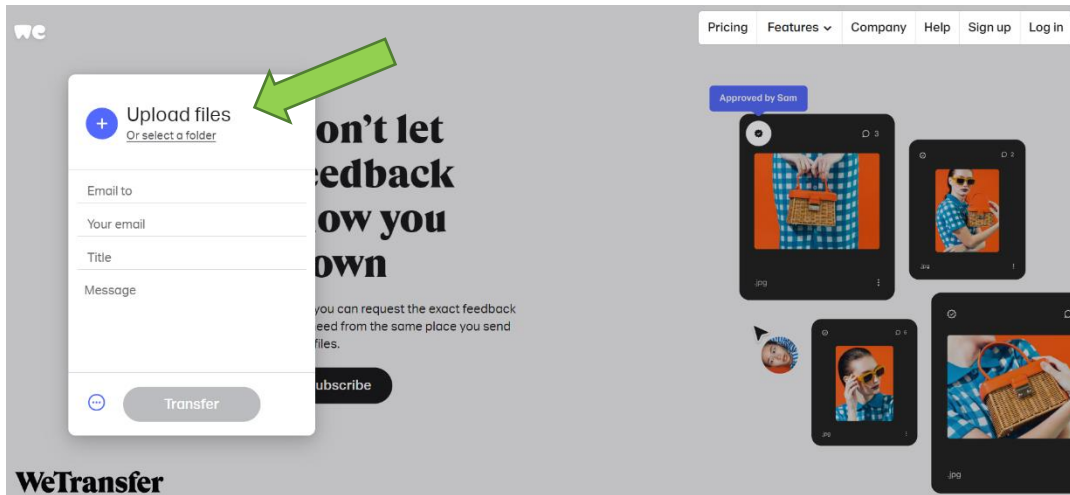
- *Resolution* – As contemporary newsletters are most often consumed digitally; it is important for us to provide readers with high-quality images that are fit to be viewed on mobile phones or computer screens. For this reason, we ask that, where possible, you provide images at dpi of 300 or higher. Any complex figures with embedded text or fine labels should be submitted at 600 dpi. The exception to this is cell-phone pictures which can be submitted as they are.
- *Submission* – Image files can be large, so you are encouraged to create a folder, clearly labelled with your name and the newsletter edition e.g. ‘Ellie Sattler PalNews April 2025’ and to send this folder using WeTransfer. Instructions on how to use WeTransfer can be found at the end of this document.

****Special Note: Tributes**

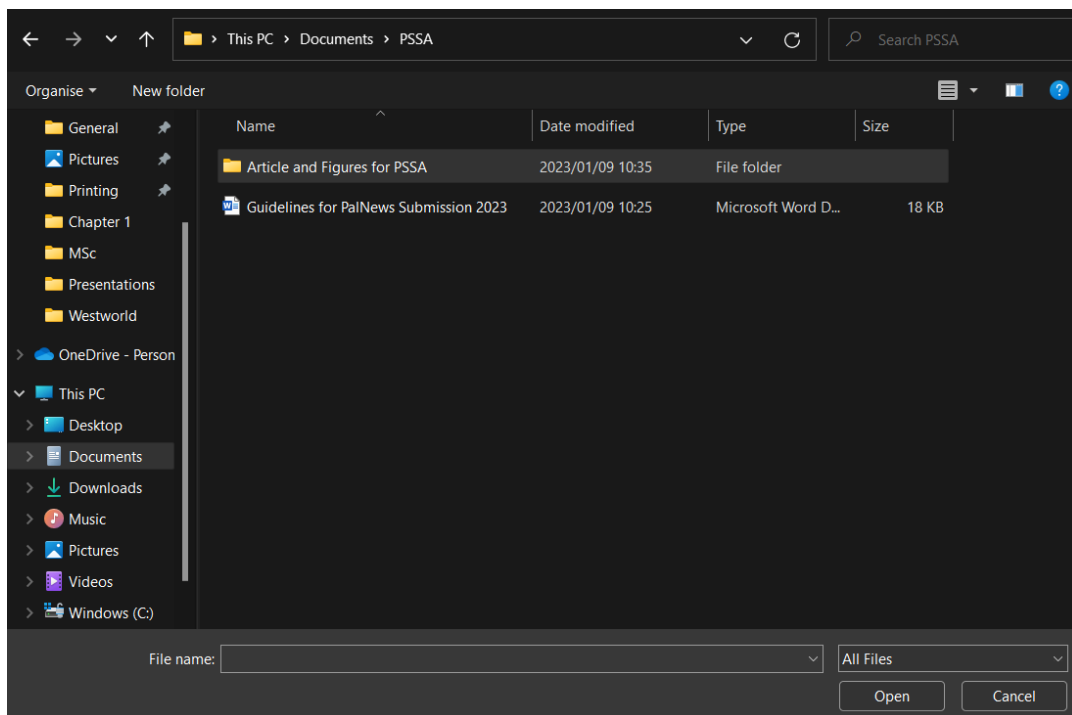
If you would like to write or contribute to a memorial piece for a member of the community that has passed away, please contact the editor: palaeobean@gmail.com

Using WeTransfer to share large files

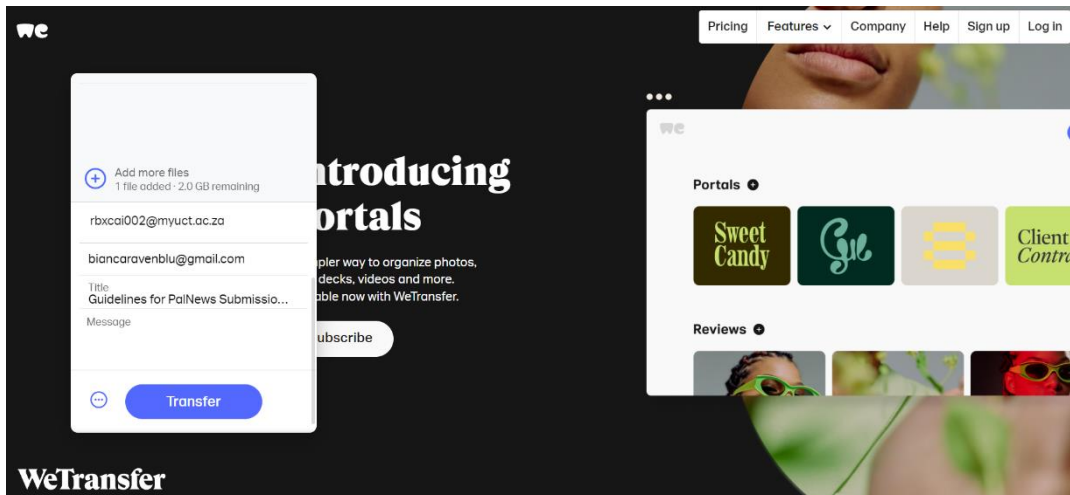
1. Type or paste <https://wetransfer.com/> into your internet browser's search bar.
2. Once on the WeTransfer home page you will see a box on the left side with the text **'Upload files or select a folder'**. Clicking on this text will navigate you to your computer's file index.



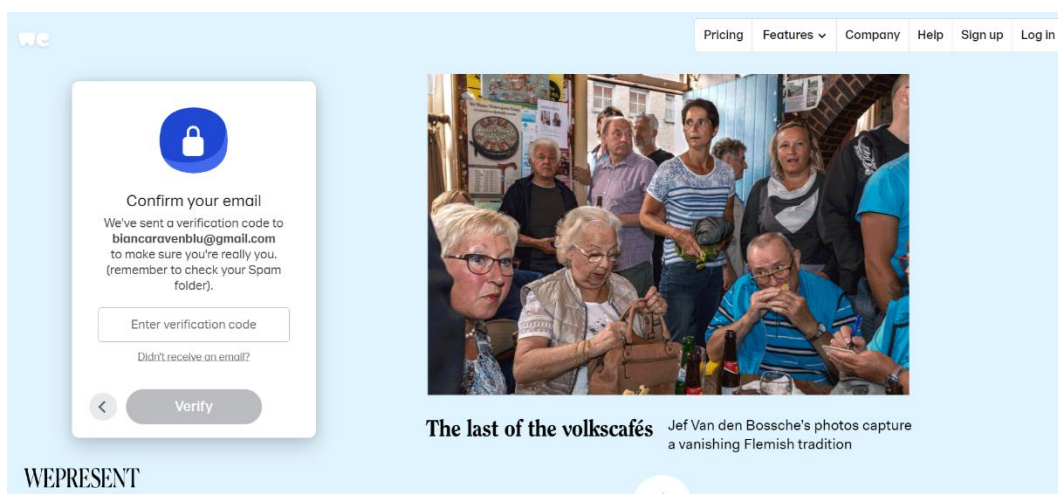
3. Select the file or folder that you wish to send.



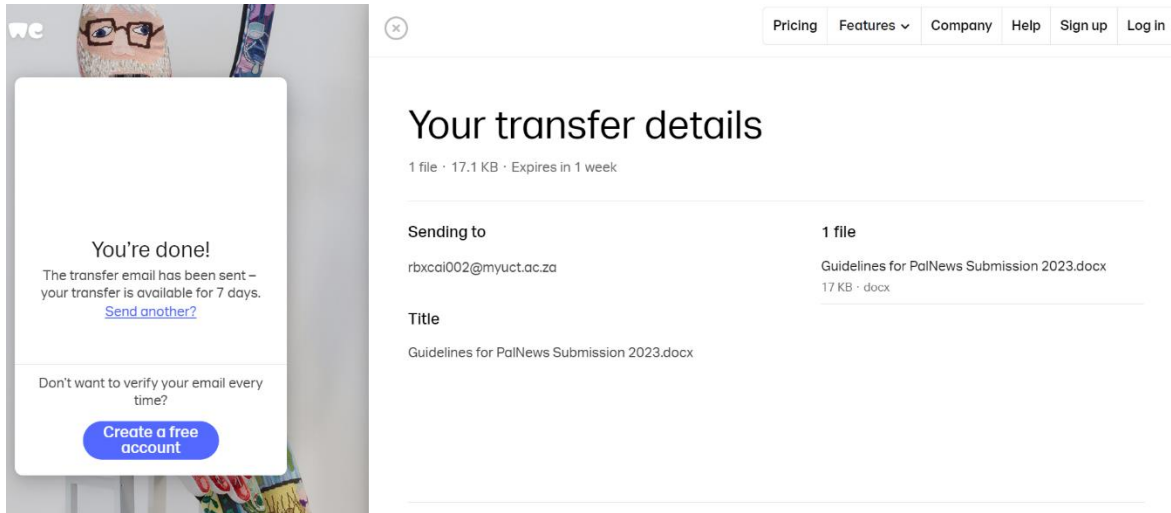
- You will be returned to the WeTransfer home page, and you will see that your file or folder has been uploaded. Enter the recipient email address under 'email to' and your preferred email address under 'your email'. There is also an option for you to write a brief message.



- Click **Transfer**. You will be asked to verify your email address. Navigate to your email inbox and you should see an email from WeTransfer. This email will provide an OTP code that you can copy and paste.



- Now your documents will be transferred and you will see a percentage bar showing the upload progress. When this has reached 100% your files have been successfully shared and you will see a transfer report.



The screenshot displays a web interface with a navigation bar at the top containing links for Pricing, Features, Company, Help, Sign up, and Log in. On the left, a modal window with a white background and a blue button reads: "You're done! The transfer email has been sent – your transfer is available for 7 days. [Send another?](#) Don't want to verify your email every time? [Create a free account](#)". The main content area is titled "Your transfer details" and shows "1 file · 17.1 KB · Expires in 1 week". Below this, a table lists the transfer details:

Sending to	1 file
rbxcai002@myuct.ac.za	Guidelines for PalNews Submission 2023.docx 17 KB · docx
Title	Guidelines for PalNews Submission 2023.docx