

## SUPPLEMENTAL DATA FOR THE JOURNAL OF PALEONTOLOGY: INSTRUCTIONS FOR AUTHORS

**You are required to use Dryad if you reference Supplemental Data in your text.** If you do not cite Supplemental Data in your text then you are not required to use Dryad. It is the responsibility and a requirement of the author to upload all Supplemental Data to Dryad that are formally cited in the text of a manuscript.

*Introduction.*—The Dryad Data Archive System is here to serve you, the author. With Dryad you can submit up to 10 GB of supplemental data. Examples include large numerical data sets (measurements, comprehensive taxonomic lists, etc.), detailed locality information or geologic descriptions, large high-resolution image files, computer program code or script. Only manuscripts with self-identified Supplementary Data at the time of manuscript submission will interface with Dryad and then only after a manuscript is accepted.

Material that is too long or too large, or in a format unsuitable for print publication in the JOURNAL OF PALEONTOLOGY, can be submitted as **Supplemental Data**. A published paper will be permanently linked to supplemental data files in the Dryad Data Archive, which is available freely on line. Regardless of data type (image, text, data table, computer program code, video, etc.), all Supplemental Data files are referenced (called out) in the text of the manuscript in the same format as figures or tables, by sequential number, e.g., ... Supplemental Data 1 ..., or ... (Supplemental Data 2). All text references to Supplemental Data will link to a single doi reference number for the Dryad data package given at the end of the paper (primary header section between ACKNOWLEDGMENTS and REFERENCES).

All Supplemental Data files must be uploaded into AllenTrack at the time of initial manuscript submission. Supplemental Data will be available on AllenTrack for all parts of the review and editorial process. At the time of acceptance a manuscript, authors with Supplemental Data will be instructed on how to upload their data files to Dryad. Supplemental Data archived in Dryad are considered part of the formal publication. No other form of data, image or information can be associated with or linked to a publication in the JOURNAL OF PALEONTOLOGY through Dryad or any other digital archive.

*Not for archiving.*—The primary photographic illustration of type specimens need to be available in the print version of the article, so these should not be archived as Supplemental Data with Dryad. Figures or tables at PDF resolution provide no additional value beyond their widely published/distributed version. Therefore, figures and tables in standard format do not need to be routinely submitted to Dryad. Supplemental data, information or image in any form that was not available during the editorial review process is not eligible for archiving to Dryad.

The JOURNAL OF PALEONTOLOGY includes all types of supplemental files under the designation “**Supplemental Data**.” Any item traditionally included in an “Appendix” can be accommodated in a supplemental data file. The content and format of supplemental data files is not constrained, but all files should be readable on common computer platforms, accurate, concise and of high quality.

*Examples of Supplemental Data.*—Large data matrices, detailed character lists, extensive locality information, additional maps, additional high-resolution, large-format, color digital images, animated images or video, or computer script/code. Any content that furthers the goal of the paper but is not accommodated in traditional print can be included as a Supplemental Data file.

*Properties of Supplemental Data for the JOURNAL OF PALEONTOLOGY.*—

- Within the text of the paper, supplemental files should be numbered consecutively, e.g.,
  - ... seen in the high-resolution image of the specimen (Supplemental Data 1);
  - ... the raw data matrix is available in Supplemental Data 2;
  - ... Supplemental Data 3 provides the MATLAB code for the calculation.
- Supplemental files are a formal part of the content of the paper.
- Supplemental files are submitted using AllenTrack at the initial time of submission
- Supplemental files are included in all steps of the review and editorial process.
- At time of acceptance, the final version of all supplemental files are submitted to Dryad by the corresponding author (contingency for final acceptance).
- All callouts for Supplemental Data in the text of a paper will link (anchor) to a single Dryad Data Package external link at the end of the paper.

*File formats.*—Multiple versions of files, one including the most generic format, are encouraged for archival use. Most proprietary software formats have practical availability of no more than five years. Whereas, generic forms can be read on future formats. For example, in addition to (or even in place of):

- Spreadsheets such as Microsoft Excel Workbooks (.xlsx), each worksheet should also be saved individually as a comma or tab delimited text file (.txt) or (.csv).
- Formatted text files such as Microsoft Word Documents (.docx) should also be saved as rich text file (.rtf) or raw ASCII text file (.txt)
- Digital images such as Adobe Photoshop documents (.psd) should also be saved as TIFF files (.tif) or high resolution JPEG files (.jpg).
- Vector generated line art such as Adobe Illustrator documents (.ai) should also be saved as a generic Scalable Vector Graphics file (.svg) or high resolution JPEG files (.jpg).

If multiple versions of files are to be archived, then each should have the same file name, differentiated by file extension type, e.g.:

Supplemental_Data_1.psd	Supplemental_Data_2.xlsx
Supplemental_Data_1.tif	Supplemental_Data_2.csv
Supplemental_Data_3.docx	Supplemental_Data_4.tiff
Supplemental_Data_3.rtf	
Supplemental_Data_3.pdf	

*Timing for Dryad submission.*—The window for Dryad submission will open when a manuscript with peer-reviewed Supplemental Data is **accepted** for publication. The author will receive an e-mail from the Journal and Dryad with information about Dryad submittal (linked to this document).

*Getting started with Dryad.*—The user interface for Dryad is intuitive and well documented. You may follow the short online tutorial on the Dryad Home Page, “[See how to submit](#)”, or follow the checklist here.

## CHECKLIST FOR DEPOSITING SUPPLEMENTAL DATA WITH DRYAD

*optional* Visit Dryad Home Page

<http://datadryad.org>

\_\_\_ **Register** with Dryad  
or **Login** to existing account

<http://datadryad.org/password-login>

\_\_\_ First time users can complete short **Profile** under the “My Account” menu.

\_\_\_ Select large icon **Submit Data Now**

Data submission will be completed in four steps (screens)  
(session can be saved, closed and later reactivated and completed at any step)

### 1. Submit New Content screen

\_\_\_ From pull-down **Journal** menu, select “Journal of Paleontology”

\_\_\_ Enter the manuscript tracking number (e.g. 12-012 or 12-012R)  
available on your AllenTrack Manuscript page.

[two digit year submitted [no space, hyphen, no space] three digit number  
±R (for revision)]

\_\_\_ Check the Box for Creative Commons Zero (CC0) waiver.

\_\_\_ Select “Next” or “Save & Exit” to continue.

### 2. Describe your publication screen

Meta-data for this screen should be automatically uploaded. If you do not see the title of the article, author’s names, etc. first verify that you accessed Dryad through the link in the e-mail message that was sent to you by Dryad (not directly through a web browser). If meta-data do not appear, contact the Journal ([jpaleo@si.edu](mailto:jpaleo@si.edu))

Complete the *optional* categories as you like:

\_\_\_ Select primary contact if different from first author

\_\_\_ The following categories are optional. Authors should complete them as they deem them relevant to their Supplemental Data. Note there is no spell-check; enter information carefully.

Subject keywords:

Taxonomic names:

Geographic areas covered by this publication:

Geologic timespans covered by this publication.

Do not complete these categories (will be furnished by the Journal at time of publication)

– The doi numbers for print and on-line versions of article.

– The volume, issue number and page numbers.

\_\_\_ Select “Next” or “Save & Exit” to continue.

### 3. Upload and describe your data file

- Only one data file can be uploaded at a time -  
However, multiple uploads (files) can constitute a data package for one article
- Author may choose to make files available for Dryad member download either immediately, or at time of publication, or some later date.
- Total content for a data package cannot exceed 10GB.

### 4. Edit, Add or Approve your data for Dryad publication

Here you have options to:

- Edit the publication description if needed (from Step 2)
- Delete the entire submission (select once = complete restart)
- Edit or Delete existing data files
- Add New Data File (add additional files to the Dryad Data Package for your article, return to Step 3)

Once you have uploaded all of your relevant files to Dryad you have the option to share your files with other data repositories (author's choice).

- optional Upload files to partner repositories (TreeBase)

To complete submission of your Dryad Data Package Submission (all uploaded files) select:

- Finalize and send submission to curator.**

**Final Step.** Once a Dryad curator has checked your submissions for functionality and completeness you will receive an e-mail from Dryad containing the doi identification numbers. Each file will have a doi, but the important one is the doi for your entire Dryad data package.

Return to your manuscript and include the doi for the Dryad data package and the Web link to the data in the accessibility section (after acknowledgements, before references).

## ACCESSIBILITY OF SUPPLEMENTAL DATA

Supplemental data deposited in Dryad data package

**<http://datadryad.org/handle/xxxxx/dryad.xxxxx>**

**[doi:xx.xxxx/dryad.xxxxx](http://dx.doi.org/10.5061/dryad.xxxxx)**

Example from a Dryad acceptance e-mail.

article will make readers aware that the data is available and allow the  
Most journals specify a particular location for such links to data in repo:

**Your DOI can be presented in either of these 2 forms:**

Data deposited at Dryad: <http://dx.doi.org/10.5061/dryad.7933>

Data deposited at Dryad: [doi:10.5061/dryad.7933](http://dx.doi.org/10.5061/dryad.7933)

We appreciate your participation. Please let us know if you have any q  
concerns.



## **Supplemental Data work-flow and time-line for the JOURNAL OF PALEONTOLOGY.**

- \*\*\*1. **Author** – initially loads all Supplemental Data files in AllenTrack at time of submission. Includes the header “Supplemental Data Access” information at the end of the manuscript.
2. **Production Editor** – notes that this Submission has supplemental data (comments to editors in AllenTrack).
3. **Editors and Reviewers** – ensure quality and appropriateness of supplemental data and Accessibility statement.  
*Next step proceed only if paper is accepted and has supplemental data.*
4. **Production Editor** – at the time that the paper is accepted, Production Editor sends Dryad a formatted e-mail to open an account. e-mail\_1 (jpaleo to dryad)
5. **Production Editor** – at the time that the paper is accepted, Production editor send a separate e-mail sent to the corresponding author with instructions on how to load into Dryad. e-mail\_2 (jpaleo to author).
6. **Dryad computer** – automatically opens and account for the paper with metadata from Step 4. Dryad sends author and e-mail with account information.
- \*\*\*7. **Author** – uploads all supplemental data files into Dryad, and *optionally* completes any remaining metadata in Dryad (key words, taxa, geology). Author submits supplemental data package for curation.
8. Once files have been curated by Dryad - **Dryad** sends doi information to author (copy to production editor).
- \*\*\*9. **Author** – includes the doi for the supplemental data package in the “Supplemental Data Access” of the final version of the manuscript.
10. **Production Editor** – in final proofing, checks the doi link in the “Supplemental Data Access” statement in the manuscript.
11. **Production Editor** – after issue is typeset, notifies Dryad of volume, issue and page numbers, plus doi’s for print and online versions. e-mail\_3 (jpaleo to Dryad).