

Authors and Registrants

Checklist of Required Forms and Tasks

(We need original copies of all legal docs for processing)

I. PHOTOGRAPHS AND IMAGES:

1. Data and images entered in online registration page.....
2. [“Permission to Post Images” PDF](#) from fossil’s title holder.....
(only if registrant is not the title holder)
3. [“Photographic Archives Registration Agreement” PDF](#).....
4. Add thumbnails/captions page to #3 & mail to JPS Chair/ViceChair

II. SPECIMENS:

1. Data entered in online registration page.....
2. [“Free and Open Access Validation Form” PDF](#).....
3. [“AAPS Fossil Registration Agreement” PDF](#).....
4. Make sure photographs have been downloaded to JPS Archives.....

III. MANUSCRIPTS:

1. Complete manuscript following submission guidelines.....
2. [“Authors Copyright Transfer Agreement”](#) signed by all authors.....
3. Make sure that all privately held specimens or quarries referenced or used in the research are registered with the AAPS Fossil Registry...
4. Make sure you have permission to publish from title holders.
You may be required to attain a completed “Permission to Publish” PDF form, from some of the fossil title holders.....
5. Ensure that at least three of the following have been completed for all privately held specimens referenced in your manuscript.....
 - a. Specimen(s) are held in a private museum that allows free access to researchers.....
 - b. At least one cast of the specimen is accessioned in a public institution. Complete online [“Documentation Proving Sale, Donation or Loan”](#) may be required.....
 - c. At least one original specimen has been accessioned in a public institution. Complete online [“Documentation Proving Sale, Donation or Loan”](#) may be required.....
 - d. [“Independent Confirmation of Authenticity”](#) PDF completed.....
 - e. Specimen has been part of a temporary exhibit in a public institution. Complete online [“Documentation Proving Sale, Donation or Loan”](#) may be required.....
 - f. AAPS registration number has been affixed to specimen.....
 - g. Photographs downloaded to AAPS Photo Archives.....
 - h. Cat Scan, X-Ray or other 3 dimensional image downloaded.....
 - i. Quarry map downloaded to the JPS Photographic Archives.....
6. Submit all paperwork to Chair or Vice Chair of the JPS.....
7. Make any necessary changes, edits, based on review. Re-submit.....