

## REVISED CHECKLIST FOR THE PREPARATION OF MANUSCRIPTS

### SUBMISSION OF MANUSCRIPTS

Each manuscript should be submitted by e-mail (jhsb@warwick.ac.uk) attached to a covering letter confirming that it describes original research not submitted for publication or already published elsewhere. The text and all Tables must be in Microsoft Word (Version 98 or newer), not as a pdf file. Each Figure should be attached separately, prepared as follows: half-tones (300 dpi at finished/printed size); line-work (1,200 dpi at the finished/printed size). No compression should be applied to Figures which should be either Tiff or EPS file types.

Manuscripts may also be submitted in duplicate as hard copy, printed double-spaced with at least 2.5 cm-wide margins, and with two sets of good quality Figures and Tables, each on a separate sheet. Copies of photographs are better than photocopies. Printed submissions should be mailed to:

**The Journal of Horticultural Science & Biotechnology, Editorial Office, c/o Department of Biological Sciences, University of Warwick, Coventry, CV4 7AL, United Kingdom.**

Any submission will be taken to imply that all the named co-authors have agreed to the work being sent out for peer-review and possibly published, and that they have no undeclared competing financial interests. Please include any special requests or printing instructions, and/or any forthcoming address change(s) for the corresponding author. All authors are responsible for the accuracy of the facts presented, and for their opinions, which will not necessarily be those of the Journal or its Trustees.

### \*\* NEW WORD-COUNT and FIGURE/TABLE NUMBER LIMITS \*\*

With immediate effect, **each submitted manuscripts should be no longer than 4,500 words (in total)** including Title, authors' names & addresses, Summary and main text, References, and Figure legends. Each manuscript should have **no more than five Figures or TABLES designed to occupy no more than 2.5 A4 pages (in total) within an overall final limit of 5 published pages.** As a guide, the total number of words should be reduced by approx. 500 for each Table or Figure included. **Please indicate the total word count on the title page.**

### GENERAL INSTRUCTIONS: PLEASE CONSULT A RECENT ISSUE OF THE JOURNAL

The main text, Tables, Figure captions and References must be typed double-spaced and single-sided throughout, in 12-point size Times New Roman font. Leave at least a 2.5 cm-wide margin on both sides of each page. Avoid hyphens or dashes at the end of a line, and do not divide a word between lines. Do not justify the right-hand margin. Indent the first line of each paragraph, except the first paragraphs of the SUMMARY and the main (introductory) text.

Cite each Figure and Table in the text, in numerical order upon first occurrence. Tables are numbered I, II, etc; Figures are numbered 1, 2, etc. Do not abbreviate Figure to Fig. in the text.

Use standard SI units and abbreviations, s, min, h, d,  $\mu\text{mol}$ ,  $\text{m}^{-2}$ , mM, N, etc; but use week, month, year. Use *ca.*, *vs.*, SE, LSD, *P*,  $r^2$ ,  $R^2$  etc, and specify  $\text{N},000 \times g$  for centrifugation. Leave a space between a value and its unit(s), 5.6 g, 16 m; but, 45% and 18.6°C. **Do not use ppm, ppb, lux, acres etc.** Spell out abbreviations and acronyms at their first use in the SUMMARY and in the main text, and abbreviate subsequently [e.g., a scanning electron microscope (SEM) was used ...].

Spell out numbers one to ten, unless a measurement (e.g., four flowers, 5 g, but 14 plots). Always use decimal points, not commas (0.4 not 0,4) and have a zero before a decimal point (0.5 not .5). Separate thousands with a comma (1,542 not 1 542 or 1542).

Do not use a slash/dash (!), except with and/or and his/her, and in Tables to save space. Use per (e.g., trees per plot) in the main text. Use negative indices for measured values:  $5 \text{ g l}^{-1} \text{ ha}^{-1}$  with a single space between units.

Ensure that each reference cited in the text is present in the REFERENCES section, and *vice versa*. Double-check spellings of all authors' names and dates. Cite references **in the text** as Smith (1992) or as (Smith, 1992); for two authors, use Smith and Jones (1992) or (Smith and Jones, 1992). If more than two authors use Smith *et al.* (1992) or (Smith *et al.*, 1992), but give all authors' names and initials in the REFERENCES section. Use "(in press)" only if an article has been accepted for publication, otherwise refer to information in the text as (A. B. Smith, personal communication) or (unpublished). If you are quoting several references together in the text, separate each with a semi-colon, unless they are by the same author(s) in the same year or different years (Jones and Smith, 1991; Smith and Jones, 1992a, b; Smith, 2003; 2005).

**Assemble your manuscript in the following order (numbering all pages): (1) Title Page with footnote(s), if any; (2) SUMMARY; (3) Main text; (4) REFERENCES; (5) Tables I, II etc; (6) all Figure legends together; and (7) Figures 1, 2 etc. Do not staple the pages if in hard copy.**

### TITLE PAGE (Page 1)

The title should be in larger 14- or 16-pitch size, lower-case roman (except first letter(s) of first word and any proper names) **not in bold**. Words like *in vitro*, and Latin names of plants should be in italics, **not bold**.

All authors names, after 'By', in capitals letters with initials (or use first names, but be consistent) before surname (e.g. By J. R. SMITH, X. Y. VAN SMITH and A. B. JONES), **not bold**.

Give full postal address(es) in upper- and lower-case roman. If more than one address, indicate each appropriate author by superscripts<sup>1,2</sup>, etc. If an author's current address differs from that at the head of the paper, give present address as a footnote with a superscript number next to his/her name. Footnote on title page to identify **\*Author for correspondence.** using a superscript asterisk (\*) in authorship line. Can also use a superscript number to indicate "Equal contribution to this work" by the numbered authors.

**Provide a suitable, descriptive "Running head"** of four-six words, the fewer the better, in italic, upper- and lower-case, to describe the paper. Here, words normally in italic (e.g. *in vitro*) are in roman.

### SUMMARY (Page 2)

Leftside, SUMMARY in capitals (**not bold**). Present as a single paragraph, normally not longer than 20 typed lines (*ca.* 200 words). Do not repeat the title of the paper. Should not contain any citations or abbreviations (unless the term is used more than once, then define in full at first use). Include information about the purpose of the work, how it was done, the main findings and their relevance.

## TEXT (Page 3 *et seq.*)

The 'introduction' has no heading, and starts with the first letter of the first word as a large bold capital (drop cap), not indented. The remainder of text is usually divided into the main headings MATERIALS AND METHODS, RESULTS, DISCUSSION and REFERENCES, but these are not obligatory (e.g., combining RESULTS AND DISCUSSION is acceptable and often preferable, to avoid repetition).

Headings and sub-headings follow the hierarchy: CAPITALS, LEFT SIDE; italic sub-heading with text on next line, indented; italic sub-sub-heading, followed by a colon, with text on same line. These three types of heading should be sufficient. Leave one line space between text and next (sub) heading.

Acknowledgements (no heading) follow after the end of the main text, leaving only one extra line.

## REFERENCES (Continue page numbering)

Check references against original sources, paying particular attention to correct full article and Journal titles, spellings, accents etc, especially in languages other than English. Use capital initials for German nouns. Cite all references in alphabetical order by first author's surname. Single author reference(s) before two author reference(s), then multi-author papers by the same first author, irrespective of date. Within each class, list works by the same author(s) in date order, earliest first. For anonymous publications, quote in the text as Anon (1992), and in the REFERENCES as ANON (1992).

For citations "in press", give name of Journal, book, etc, with zeros to be filled in later: e.g., *Horticulture*, **77**, 000–000. Do not list 'submitted' publications, but refer to work as "unpublished" in main text.

All authors' surnames should be in capitals, with initials after surname. Insert a period and space after each initial of each author's name. Insert "and" between penultimate and last authors' names. Year of publication in brackets, period, then the full title of paper, book, etc. Inset left-side of all lines of a reference apart from the first. Give the title of paper, chapter, or report in roman, but that of a book or Ph.D. thesis etc in italic. Only the first letter of the first word of each paper title in capital. All others in lower-case, apart from the usual exceptions [e.g. names of plants, countries, nouns in German (see examples below)]. Provide total number of pages in a book or thesis, or the page range of a paper or chapter in a book (e.g., 125 pp. or 95–103.). If a paper is in a book, or Proceedings, give Editor(s) names as (Jones, A. B., Ed.) or (Jones, A. B. and Smith, Y. Z., Eds.). Quote name of Journal in full, in italics, then a comma, followed by the volume number (not issue number, unless each issue is paginated separately) in bold, then a comma, then the first and last pages, in full (e.g. 198–204, 110–116). If a whole reference will not fit onto a page, move the whole reference onto the next page.

### Examples:

HERB, W. E. (1990). Effects of soil pH on *Salix* cultivars. *Willow Pattern Journal*, **4**, 323–324.

HERB, W. E. (1991). *Cultivation of the Genus Salix*. 2nd. Edition. Woody Press, Nine Elms, UK. 57 pp.

HERB, W. E. (1992). Ozier willows. In: *Commercial Uses of Willows*. (Batt, I. B., Ball, R. O. and Bois, J.-P., Eds.). Publications Saule, Chene, France. 112–116.

HERB, W. E., STAKE I. and VAN BALL, R. O. (1992). Timber failure in crack willow. *Proceedings of the 19th Willow Conference*, Geneva, 1991. (Titt, R. T., Ed.). Volume 1. 11–12.

SALIS, P. K. W. and WILG, H. (1991). A checklist of North American willows. *Miscellaneous Publication Series of the Wicker Research Station*, Alberta, Canada. **No. 22**. 26 pp.

WEEPING, G. J. (1986). *Goat Willows: Possible Commercial Uses*. Ph.D. Thesis, University of Babylon, Babylon, NY, USA. 225 pp.

WARBLER, W. and TITT, R. T. (1982). The white willows. *Annual Report of the Basketmakers' Research Institute*, 1981–82. Salixville, Australia. 106–107.

## TABLES (Continue page numbering)

Start each Table on a separate sheet, double-spaced. Tables are numbered I, II etc and referred to in the text as Table I, etc. Headings are in capitals, centred (e.g., TABLE I) no stop. The descriptive caption (above the Table) is brief and in italics, except words normally in italics. Capital first letter, others lower-case apart from usual exceptions, with no final stop. Technical, statistical or explanatory details are presented as Footnotes to the Table using superscripts (see below). Only single horizontal lines are used to separate information in TABLES, usually restricted to three, rarely four, to organise variable parameters in data columns. Topmost and lowest lines are in bold. All other horizontal lines are light. Avoid very large, complex Tables, and use same type size and font as in main text. Plan each Table so that as much information as possible is in a clear, succinct caption. Details of  $\pm$ SE, \*, \*\*, *P* values units etc in footnotes with lower-case superscript indicator symbols (e.g., ¶ § \* # ) repeated in the TABLE.

## FIGURE CAPTIONS (Continue page numbering)

Type double-spaced, roman, with a final stop, under centre heading (e.g., FIG. 9) with no stop. All numbered Figure legends should be typed together on a separate sheet(s). If Figures are grouped (e.g., several photographs, label each Panel as A, B, C etc), give a general title and describe each Panel (A, B etc) separately in the legend. For graphs with several symbols, or different kinds of lines, include a description of these (e.g., open circles, filled triangles, dotted line) in the caption, or provide a key as part of the graph. For histograms, use black or white or gray columns, not cross-hatching or speckled etc.

## ILLUSTRATIONS (FIGURES)

Illustrations should be submitted as glossy black and white photographs or be high quality, computer generated. If there are several related photographs or drawings, assemble them into a composite Figure, and label each Panel A, B, C etc. (not a, b, c, or la, 1b). Illustrations or blocks of illustrations larger than A4 risk damage in the post. Micrographs and photographs should include clear scale bars (defined in legend) as Figures are reduced in size on publication to fit either a single column or two columns. Likewise, labelling to describe the units on each axis should be large, parallel to each axis, even-sized and clear. Use upper- and lower-case roman lettering (not all capitals), not bold. Each Figure should be marked on the back in soft pencil with its number, first author and the top edge should be indicated.