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# **GUIDE FOR AUTHORS**

### Manuscript

- Manuscripts should be written in English. Authors whose native language is not English are recommended to seek the advice of an English speaking colleague, if possible, before submitting their manuscripts.
- 2. Submit the original and two copies of your manuscript. Enclose the original illustrations and two sets of photo-copies (three prints of any photographs).
- 3. Manuscripts should be typewritten, typed on one side of the paper (if possible with numbered lines), with wide margins and double spacing throughout, i.e. also for abstracts, footnotes and references. Every page of the manuscript, including the title page, references, tables, etc. should be numbered in the upper right-hand corner. However, in the text no reference should be made to page numbers; if necessary, one may refer to sections. Underline words that should be in italics, and do not underline any other words. Avoid excessive usage of italics to emphasize part of the text.
- 4. Manuscripts in general should be organized in the following order:

Title (should be clear, descriptive and not too long)

Name(s) of author(s)

Affiliation (s)

Present address (es) of author (s)

Complete correspondence address to which the proofs should be sent

Any (short) additional information concerning research grants, etc., may be included on the title page under the address (es). If this information is long, please include it in the text, either at the end of the introduction or in a separate acknowledgement section preceding the references.

Abstract

Introduction

Material studied, area descriptions, methods, techniques

Results

Discussion

Conclusion

Acknowledgements

References

Tables

Figure captions

- 5. In typing the manuscript, titles and subtitles should not be run within the text. They should be typed on a separate line, without indentation. Use lower-case lettertype.
- 6. SI units should be used.
- 7. If a special instruction to the copy editor or typesetter is written on the copy it should be encircled. The typesetter will then know that the enclosed matter is not to be set in type. When a typewritten character may have more than one meaning (e.g., the lower case letter I may be confused with the numeral 1), a note should be inserted in a circle in the margin to make the meaning clear to the typesetter. If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly, and if necessary a note such as "Greek lower-case chi" should be put in the margin and encircled.
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### **Abstracts**

- 1. The abstract should be clear, descriptive and not longer than 400 words.
- 2. At the beginning of each abstract provide the complete bibliographic entry by which the paper will be referenced.

### **Tables**

- 1 Authors should take notice of the limitations set by the size and lay-out of the journal. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table.
- 2. If many data are to be presented, an attempt should be made to divide them over two or more
- 3. Drawn tables, from which blocks need to be made, should not be folded.
- Tables should be numbered according to their sequence in the text. The text should include references to all tables.
- 5. Each table should be typewritten on a separate page of the manuscript. Tables should never be included in the text.
- 6. Each table should have a brief and self-explanatory title.
- 7. Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.
- 8. Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.
- 9. Any explanation essential to the understanding of the table should be given as a footnote at the bottom of the table.

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- All illustrations (line drawings and photographs) should be submitted separately, unmounted and not folded.
- 2. Illustrations should be numbered according to their sequence in the text. References should be made in the text to each illustration.
- 3. Each illustration should be identified on the reverse side (or in the case of line drawings on the lower front side) by its number and the name of the author. An indication of the top of the illustrations is required in photographs of profiles, thin sections, and other cases where doubt can arise.
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- 9. Photographs are only acceptable if they have good contrast and intensity. Sharp and glossy copies are required. Reproductions of photographs already printed cannot be accepted.
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### References

- 1. All publications cited in the text should be presented in a list of references following the text of the manuscript. The manuscript should be carefully checked to ensure that the spelling of author's names and dates are exactly the same in the text as in the reference list.
- 2. In the text refer to the author's name (without initial) and year of publication, followed if necessary by a short reference to appropriate pages. Examples: "Since Peterson (1983) has shown that..." "This is in agreement with results obtained later (Kramer, 1984, pp. 12–16)".
- 3. If reference is made in the text to a publication written by more than two authors the name of the first author should be used followed by "et al.". This indication, however, should never be used in the list of references. In this list names of first author and co-authors should be mentioned.
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- 5. Use the following system for arranging your references:
  - a. For periodicals
    - Vez, A., 1977. Dix ans d'expérience de cultures sans labour. Rev. Suisse Agric., 9: 59-70.
  - b. For edited symposia, special issues, etc., published in a periodical
    - Iwata, M., Hirano, T. and Hasegawa, S., 1982. Behavior and plasma sodium regulation of chum salmon fry during transition into seawater. In: H.A. Bern and C.V.W. Mahnken (Editors), Salmonid Smoltification. Proceedings of a Symposium, 29 June-1 July 1981, at La Jolla, CA, U.S.A. Aquaculture, 28: 133-142.
  - c. For books
    - Bartík, M. and Piskač, A. (Editors), 1981. Veterinary Toxicology. Developments in Animal and Veterinary Sciences, 7. Elsevier Scientific Publishing Company, Amsterdam/Oxford/New York, 346 pp.
  - d. For multi-author books
    - Green, A.H., 1976. Field experiments as a guide to fertiliser practice. In: R.H.V. Corley, J.J. Hardon and B.J. Wood (Editors), Oil Palm Research. Developments in Crop Science, 1. Elsevier Scientific Publishing Company, Amsterdam/Oxford/New York, pp. 235-261.
  - e. For unpublished reports, departmental notes, etc.
    - Dickson, J.W., Henshall, J.K., O'Sullivan, M.F. and Soane, B.D., 1979. Compaction effects under commercial and experimental cage wheels in comparison with rubber tyres on loose soil. Scot. Inst. Agric. Eng., Dep. Note SIN/261 (unpubl.), 9 pp.
- Do not abbreviate the titles of periodicals mentioned in the list of references; alternatively use the International List of Periodical Title Word Abbreviations.
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- 8. In referring to a personal communication the two words are followed by the year, e.g., "(J. McNary, personal communication, 1984)".

### **Formulae**

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- 2. Subscripts and superscripts should be clear.
- 3. Greek letters and other non-Latin or handwritten symbols should be explained in the margin where they are first used. Take special care to show clearly the difference between zero (0) and the letter O, and between one (1) and the letter l.
- 4. Give the meaning of all symbols immediately after the equation in which they are first used.
- 5. For simple fractions use the solidus (/) instead of a horizontal line, e.g.  $I_p/2_m$  rather than  $\frac{I_p}{2_m}$ .
- 6. Equations should be numbered serially at the right-hand side in parentheses. In general only equations explicitly referred to in the text need be numbered.
- 7. The use of fractional powers instead of root signs is recommended. Also powers of e are often more conveniently denoted by exp.
- 8. Levels of statistical significance which can be mentioned without further explanation are \*P < 0.05, \*\*P < 0.01 and \*\*\*P < 0.001.
- 9. In chemical formulae, valence of ions should be given as, e.g.,  $Ca^{2+}$  and  $CO_3^{2-}$ , not as  $Ca^{++}$  or  $CO_3^{--}$ .
- 10. Isotope numbers should precede the symbols, e.g., <sup>18</sup>O.
- 11. The repeated writing of chemical formulae in the text is to be avoided where reasonably possible; instead, the name of the compound should be given in full. Exceptions may be made in the case of a very long name occurring very frequently or in the case of a compound being described as the end product of a gravimetric determination (e.g., phosphate as P<sub>2</sub>O<sub>5</sub>).

## **Footnotes**

- 1. Footnotes should only be used if absolutely essential. In most cases it will be possible to incorporate the information in normal text.
- 2. If used, they should be numbered in the text, indicated by superscript numbers, and kept as short as possible.

### Nomenclature

- Authors and editors are, by general agreement, obliged to accept the rules governing biological nomenclature, as laid down in the International Code of Botanical Nomenclature, the International Code of Nomenclature of Bacteria, and the International Code of Zoological Nomenclature.
- 2. All biotica (crops, plants, insects, birds, mammals, etc.) should be identified by their scientific names when the English term is first used, with the exception of common domestic animals
- 3. All biocides and other organic compounds must be identified by their Geneva names when first used in the text. Active ingredients of all formulations should be likewise identified.
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