Author’s Guide for Manuscript Preparation (revised 1986)

GENERAL INSTRUCTIONS


Manuscripts must be in English. The original version of the entire manuscript (including abstract, literature cited, tables, and legends) must be typed double-spaced on letter-sized paper, 8 1/2 x 11 in. (216 x 279 mm) paper, with authors’ names, page number, and PHYTOPATHOLOGY in the upper right corner of each page. Tables should be on numbered pages after the literature cited section; legends for figures, on a separate numbered page, should follow the tables. Symposia from the annual meeting may be published in PHYTOPATHOLOGY, as determined by the editor-in-chief; such manuscripts are subject to the review process and to the policies, procedures, and charges applicable to other articles. It is the responsibility of the editor-in-chief to contact the author before the symposium is presented. The final version of a manuscript is submitted for electronic processing must be typed on plain paper.

FORMAT

Section heading. The section heading under which the article should be listed on the contents page should be typed on the first line of the title page. Section headings are: Letters to the Editor, Molecular Plant Pathology, Disease Detection and Losses, Etiology, Cytology and Histology, Physiology and Biochemistry, Ecology and Epidemiology, Vector Relations, Genetics, Resistance, Postharvest Pathology and Mycotoxins, Disease Control and Pest Management, Special Topics, and Techniques.

Title. The title should reflect the important aspects of the article as concisely as possible, preferably in no more than 100 characters and spaces. Do not include a pathogen name in parentheses after a disease name unless essential for clarity. Do not use both common and scientific names for organisms in the title. When scientific names are used in the title, do not include authorities.

By-line. The author’s names should be centered under the title. Affiliations and addresses, acknowledgments, disclaimers, and acceptance date should each be given in a separate paragraph beneath the author’s name. (Inclusion of authors’ professional titles is optional.)

Abstracts. Abstracts, in English, are required for all manuscripts. Authors may also provide a translation of the abstract in French, German, or Spanish. The citation for the article should appear between the word “ABSTRACT” and the text of the abstract. Limit abstracts to one paragraph of 200 words (50–60 words for articles shorter than two pages). Do not include authorities for Latin binomials in the abstract. Below the abstract, after the subheading Additional key words, list in alphabetic order words or phrases that are not in the title or abstract but are in the text and would be useful in index retrieval systems.

Use a solid line to separate the abstract and additional key words, if any, from the body of the manuscript.

Text. Organization. Major sections after the introductory statements are: Materials and Methods, Results, Discussion, and Literature Cited. General techniques and methods are best described in Materials and Methods; detailed procedures of experiments and trials are best described in Results. Subheadings may be used, but avoid excessive fragmentation of the text. Footnotes to the text are not permitted.

Editorial style. After acceptance for publication, manuscripts are edited for style, grammar, clarity of presentation, and preciseness and conciseness of statements. Extensive changes will be referred back to the author, via the Senior Editor, before the manuscript is committed to print. Preferred spellings are used, according to “Webster’s Dictionary”.

Use SI units of measurement. See the current “Standard Metric Practice Guide” (American Society for Testing Materials, 1916 Race St., Philadelphia, PA 19103). Express fractional units in length, mass, volume, and molarity by the prefixes c (centi), m (milli), μ (micro), n (nanon), and p (pico) when applicable. Abbreviate liter(s) as L when preceded by a number and as lowercase l when preceded by a fractional prefix (e.g., ml). Write out units that are not preceded by a number (e.g., The number of lesions per square centimeter of leaf increased linearly with time.

Use numerals before standard units of measurement; e.g., 1 g, 9 days. Otherwise, use words for numbers one through nine and numerals for larger numbers in the text.

Authors can facilitate accurate typesetting by distinguishing between certain characters (e.g., between O and zero, a prime sign and an apostrophe, the letter l and the numeral 1, and multiplication X and the letter X).

For commonly used terms and abbreviations, consult the latest edition of the “CBE [Council of Biology Editors] Style Manual” (American Institute for Biological Science, 1401 Wilson Blvd., Arlington, VA 22209). Other abbreviations may be used after the term is spelled out at its first use and the abbreviation is given parenthetically. Nonstandard abbreviations should be used with discretion, however.

Names and terms. Underline Latin binomials to indicate italic type. Include citation of authors (for abbreviations of names, see “Index of Plant Diseases,” USDA Handbook 165) for organisms used in the investigation. (See also “A Guide to the Use of Terms in Plant Pathology,” Commonwealth Mycological Institute, Kew, Surrey, England. Phytopathological Papers, No. 17, 1973.) Do not use Latin binomials as adjectives.

Indicate the source of cultures. Include designation of cultures obtained from or deposited in recognized collections. Authors are encouraged to deposit voucher cultures and specimens documenting their research at recognized institutions and to cite the place of deposit in the text.

Papers dealing mainly with taxonomy of bacteria, such as descriptions of new taxa, should be submitted to the International Journal of Systematic Bacteriology, but taxonomic papers that deal with classification, identification, and nomenclature below the subspecies level may be submitted to PHYTOPATHOLOGY. Bacterial nomenclature in PHYTOPATHOLOGY should follow the Approved Lists of Bacterial Names (Int. J. Syst. Bacteriol. 30:225-420, 1980, and later issues). As of 1982, each January issue of the International Journal of Systematic Bacteriology is to contain the cumulative list of species validly published the previous year, and additional lists are to be published in individual issues of that journal during the current year. Pathovar names should be presented as outlined by Dye et al in “International standards for naming pathovars of phytopathogenic bacteria and a list of pathovar names and pathotype strains” (Rev. Plant Pathol. 59:153-168, 1980), except when superseded by the International Journal of Systematic Bacteriology. Designate strains, where applicable.

Follow genetic terminology recommended by Rieger et al in the most recent edition of the “Glossary of Genetics and Cytogenetics: Classical and Molecular” (Springer-Verlag, New York). Underline letters but not numerals in gene symbols. Follow usage of plasmid

Use the term "cultivar" for agronomic and horticultural varieties. Identify the source of the cultivars and include CI and PI numbers when appropriate. Enclose the name of a cultivar in single quotation marks only when it immediately follows the botanical name.

Names of unusual proprietary materials and special apparatus should be followed by the manufacturer's name and address in parentheses. List fungicides by their approved common or generic names. See the current issue of "Farm Chemicals Handbook" (Meister Publishing Co., 37841 Euclid Ave., Willoughby, OH 44094) or the most recent edition of "Acceptable Common Names and Chemical Names for the Ingredient Statement on Pesticide Labels" (Pesticide Regulation Division, Environmental Protection Agency, Washington, DC). Use the chemical name if a common name is not available.

Names of enzymes. Use the enzyme names recommended in the latest issue of "Enzyme Nomenclature: Recommendations of the Nomenclature Committee of the International Union of Biochemistry on the Nomenclature and Classification of Enzymes" (Academic Press, New York). Give the number (classification) of the enzyme at its first use. (See also the latest edition of "Handbook of Biochemistry and Molecular Biology," The Chemical Rubber Co., Cleveland, OH.)

Disease names. It is recommended but not mandatory that authors use the proposed disease names for various host plant species published in Plant Disease (69:649, 1985). A pathogen name that is included in a disease name should be in Roman type and the first letter of a generic name should be capitalized (e.g., Phytophthora rot of soybean, Septoria tritici blotch of wheat).

Figures. Glossy prints should be clear and of high quality. Prints with poor alignments, blurred lines, or out-of-focus letters and symbols are not acceptable. Prints, except composites (see below) should not be mounted on cardboard. The CBE manual provides helpful instruction for determining sizes of reproduced illustrations.

A 1:1 reproduction is desired to maintain maximum detail in printing. Exact sizes for same-size reproductions are 88 mm wide for one column and 183 mm wide for two columns; maximum height is 250 mm, including the caption. On photographs, graphs, and line drawings for same-size reproduction, numbers and lettering (upper and lowercase) should be in 10 point Univers 55 (about ¼ in.); figure designations—1, 2, 3, and A, B, C, etc.—should be in 18 point Univers 55 (about ¼ in.). The lettering is available in art supply stores. Computer-generated graphs and figures are acceptable if they conform to requirements of line sharpness and boldness and of type size.

Cite all figures in numeric order in the manuscript. Captions should describe the contents so that each illustration is understandable when considered apart from the text. Each illustration should be labeled with the figure number, author's name, and PHYTOPATHOLOGY.

Photographs. High-quality glossy prints should be cropped at right angles to show only essential details. Insert a scale bar where necessary to indicate magnification.

Submit three sets of prints of equivalent quality.

Composites. Match photographs for similarity of contrast, background density, and subject content. Do not combine photographs showing microscopic details with those showing whole plants or plant organs. Do not combine line drawings and photographs in a composite figure.

Photographs in a composite should be mounted on hard cardboard, with the edges in contact; space between photographs will be inserted in printing.

Submit original composite figures or plates for publication and two prints of equivalent quality for review purposes.

Color. Color illustrations may be used if approved by the Editor-in-Chief. A cost quotation will be provided, and the author or an institutional officer must formally indicate acceptance of the quoted rate before processing of that illustration will be started.

Line drawings. Frame (i.e., "box") graphs and affix index marks with poor alignments, blurred lines, or out-of-focus letters and to ordinates and abscissae (Fig. 1). Avoid too bold lettering, numbers, and lines for coordinate axes and curves.

Submit original line drawings and two copies of each or submit three glossy prints. Glossy prints prepared for 1:1 reproduction save time, labor, and production cost for PHYTOPATHOLOGY.

If line drawings or graphs are to be published as a composite figure, the parts of the composite should be mounted on cardboard.

Fig. 1. Desirable and undesirable figure preparation for PHYTOPATHOLOGY. A, Properly styled graph, one column side, that can be directly keylined. B, Same data in a graph that depicts many undesirable features (axes without index marks, letter B and coordinate axes too bold, curves poorly drawn, data-point symbols too large, and axis label lettering and numbers too small).
in the appropriate positions when the manuscript is submitted.

**Tables.** Titles should be self-explanatory and include enough information so that each table is intelligible without reference to the text or other tables. The title should summarize the information presented in the table without repeating the subheadings. Subheadings should be brief. Abbreviations are acceptable; nonstandard ones should be explained in footnotes. Footnotes are designated with superscript lowercase letters. Ditto marks should never be used.

When only a few values are to be presented, this should be done in the text rather than in a table. Data that are presented in tables should not be repeated in the text.

Cite tables in numeric order in the manuscript. Information presented in a table should agree with that in the text. An extra charge is made for tables that exceed 30% of the length of the text.

**Literature Cited.** List references in alphabetic order by authors' surnames. When citing multiple works by the same author, list articles by one author before those by several authors. Determine the sequence by alphabetizing the first author's surname and junior authors' surnames, by the year of publication (most recent last), and if necessary, by the page numbers of articles published in the same journal. Underline Latin binomials, capitalize German nouns, and insert diacritical marks. List total pages of bulletins and specific pages of books. Refer to the BIOSIS List of Serials with Title Abbreviations (Biosciences Information Service of Biological Abstracts, 2100 Arch St., Philadelphia, PA 19102) for accepted abbreviations of journal names. Do not abbreviate one-word titles of journals and publications.

Double-check the accuracy of title abbreviations, page and volume numbers, and dates, and check that each reference is cited in the text.

Only references generally available through libraries should be listed in Literature Cited. If work cited is in preparation, submitted but not accepted for publication, or not readily available in libraries, cite the work parenthetically only in the text, e.g., (J. Jones, *unpublished*) or (J. Jones, *personal communication*). Obtain the written permission from the person(s) cited as the source of the unpublished information; this written approval must be provided when the manuscript is submitted. Avoid excessive reference to unpublished information, as such data cannot be evaluated by reviewers or readers.

**Electronic Processing of Manuscripts.** After a manuscript has been reviewed, the final version should be typed for electronic processing on plain paper that does not have line numbers. Instructions for preparing manuscripts in the appropriate form are available from the APS Editorial Office.

**REVIEW OF MANUSCRIPTS**

Authors are encouraged to have colleagues review a manuscript before submitting it for publication. Each manuscript submitted to PHYTOPATHOLOGY receives two simultaneous reviews. Additional authorities are consulted as necessary to confirm the scientific merit of any part or all of the manuscript, with due consideration for prepublication confidentiality. Each reviewer makes a specific recommendation to the senior editor for the manuscript, based on the following aspects that are applicable:

- Importance of the research
- Originality of the work
- Appropriateness of the approach and experimental design
- Adequacy of experimental techniques
- Soundness of conclusions and interpretations
- Relevance of discussion
- Clarity of presentation and organization of the article

A reviewer is asked to review the manuscript and to transmit his recommendation to the assigned senior editor within 2 weeks. Senior editors are responsible for judging the suitability of manuscripts for publication in PHYTOPATHOLOGY.

The American Phytopathological Society publishes two journals, each with a prescribed scope that should be considered in determining the more appropriate journal for a manuscript. The emphasis in PHYTOPATHOLOGY is on research that advances understanding of the nature of plant diseases, their spread, the losses they cause, and measures that can be used to control them. Reports of disease occurrence, enzyme production in vitro, routine pesticide tests, routine amino acid analyses, etc., are unacceptable unless the author relates them directly to new concepts or to a more general or in-depth understanding of plant disease. Articles that relate primarily to the solution of specific disease problems will ordinarily be more appropriate for PLANT DISEASE than for PHYTOPATHOLOGY.