

Author's Guide for Manuscript Preparation

(Revised 1972)

GENERAL INSTRUCTIONS.—Consult recent issues of *PHYTOPATHOLOGY*. Follow the journal format. Manuscripts should be in English; however, abstracts will be permitted in English and either French, Spanish, or Portuguese. Use line-numbered manuscript paper. Type double-spaced throughout, including tables, captions, and legends. Submit two copies on 8.5 X 11-inch paper. Author's name should appear in top right-hand corner of each page (in case of two authors, both names; if three or more, first author et al. may be used) followed by the page number, and "Phytopathology". Tables are on numbered pages which appear after Literature Cited; legends for figures are on a separate, numbered page after tables.

Submit all new manuscripts to The American Phytopathology Society, Editorial Office, 3340 Pilot Knob Road, St. Paul, Minnesota 55121. Do not submit new manuscripts to the Editor-in-Chief.

TITLE.—Capitalize first letter only of important words, never all capitals. No italics, abbreviations, or authorities should appear in the title. Keep the title as brief as possible (no more than 100 characters and spaces). Do not use both common and generic names. The title should reflect all important aspects of the article, and should contain appropriate keywords to enhance information retrieval. Avoid "Studies of..."

BYLINE.—The author's name is followed by the author's affiliation and institutional address (including zip code), acknowledgments, disclaimers, and acceptance date. Each of these items is indented as a separate paragraph.

ABSTRACT.—Abstracts ordinarily should not exceed 200 words (50-60 words for Notes). See Council of Biological Editors (CBE) *STYLE MANUAL* (latest edition) for content. Do not use authorities in abstract. At the end of the abstract, type "Phytopathology" and volume number.

Indent three spaces below abstract and add the italicized heading: *Additional key words*. Key words or phrases not in the title or abstract are then typed exactly as they appear in the text. They should not exceed 70 spaces and characters. Key words enhance information retrieval, and should indicate names of organisms, instrumentation, methodology, etc. Example: *Additional key words*: fungistasis, *Fusarium oxysporum*, autoclaved soil.

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

TEXT.—*Organization.*—An introductory statement (not given a special heading) should be included to provide background to orient the reader and to state the objectives of the investigation. The body of most papers should be divided into MATERIALS AND METHODS, RESULTS, and DISCUSSION. Italicized subheadings are permitted within each major heading. See recent issue of *PHYTOPATHOLOGY* for proper placement, capitalization, italicization, and punctuation of headings and subheadings.

MATERIALS AND METHODS should describe general techniques and methods that apply throughout the study. Detailed procedures of individual experiments and trials are best described in the RESULTS section. Material should not, however, be rigidly confined to one or another section at the expense of logical coherence. Footnotes are not permitted. Phytopathological Notes require abstracts (50-60 words), but further subdivision is optional with the author.

Enumeration and measurement.—Use numerals whenever a number is followed by a standard unit of measurement: e.g., 1 g, 9 days; otherwise use words through nine and numerals for larger numbers.

Authors should become familiar with and begin to use the modern metric system known as the International System of Units (SI). This system, which has been endorsed by our Society, is described in *ASTM STANDARD METRIC PRACTICE GUIDE* (U.S. Dep. Commerce, Nat. Bur. Standards, Handbook 102. 46 p. 1967). Certain SI units are currently required in *PHYTOPATHOLOGY*; e.g., nano (n) and pico (p) instead of millimicro and micromicro. Some deviations, however, will prevail for an interim period; C for temperature, liter for volume, and English equivalents stated parenthetically are acceptable.

Parts per million (ppm) should be expressed as micrograms per milliliter ($\mu\text{g/ml}$), micrograms per gram ($\mu\text{g/g}$), or microliters per liter ($\mu\text{liter/liter}$).

Authors should make sure that they clearly differentiate molar (M), a unit of concentration from mole, which indicates quantity; mole, alone or with prefixes, is never abbreviated.

Abbreviation.—For commonly used terms, consult the latest edition of the CBE *STYLE MANUAL*. Some terms should be written out each time they appear; e.g., "ultraviolet", not "UV", "liter", not "l", "month", not "mo". Occasional use of abbreviations not found in the *STYLE MANUAL* or *STANDARD METRIC PRACTICE GUIDE* is permitted if these terms are spelled out the first time they are used with abbreviation stated parenthetically, and if they facilitate comprehension.

The limited use of abbreviations of chemical substances in equations, tables, and figures to avoid repeated usage of lengthy terms is acceptable if the rules and recommendations adopted by the IUPAC-IUB are followed (Arch. Biochem. Biophys. 129:1-11. 1969; J. Biol. Chem. 241:527-534. 1966; and Biochemistry 5:1445, 1966, also 2485, 6:362, 3287-3292, 7:483-485). Since *PHYTOPATHOLOGY* is published primarily for plant pathologists, it is essential that all terms be clear to the reader. Clarity is more important than brevity.

Names and terms.—Underline scientific names (in text only). Check thoroughly the spelling after each typing. Include authorities, accurately spelled or properly abbreviated (see INDEX OF PLANT DISEASES, USDA Handbook 165, p. 517-523. 1960)

only for organisms actually used in the investigation.

Indicate culture designation if culture is deposited in any recognized collection (American Type Culture Collection, Centraalbureau voor Schimmelcultures, Commonwealth Mycological Institute, Northern Regional Research Laboratory, etc.). If the culture used is not one already on deposit in one of these collections, early consideration should be given to depositing the culture so that reference to the collection number can be made in the manuscript.

Nomenclature for bacterial species should be that employed in common usage (i.e., the most recent edition of *BERGEY'S MANUAL OF DETERMINATIVE BACTERIOLOGY*, 7th ed.). If the author disagrees with this usage, first use of the name in the text and abstract should be followed by the name, in parentheses, as given in *BERGEY'S MANUAL*. Where applicable, strains should be designated in title and in words supplied later for indexing. Genetic symbols should essentially follow those recommended by Demerec et al. (*GENETICS* 54:61-76, 1961).

Use cultivars for agronomic or horticultural varieties. *Single quotes are used to enclose the name of the cultivar only when it follows the botanical name.* Authors should have the accuracy of plant introduction (P.I.) numbers checked. (Furnish P.I. number and scientific name of plant to: Howard L. Hyland, New Crops Research Branch, Beltsville, Md. 20705.)

Be sure to underline all other words you wish italicized. Underline gene symbols, but not their subscripts. Also underline *g* to denote gravity (*g*).

Names of proprietary substances, materials, and special apparatus should be followed by the name and address of the manufacturer in parentheses. Fungicides should be listed by their approved common names. If the common name is not available, the chemical name should be given.

The precise meaning of certain terms or symbols should be clearly indicated lightly in pencil in the left margin so that the manuscript can be accurately marked for the printer; e.g., distinguish "O" from zero; a prime sign from an apostrophe; 1 from the numeral "one"; multi-X from the letter X, etc.

Names of enzymes.—Trivial names of enzymes should be those recommended in the 1964 report on Enzyme Nomenclature by the International Union of Biochemistry (International Union of Biochemistry Standing Committee on Enzymes, 1964 Recommendations, 1965. Enzyme Nomenclature. Elsevier Publ. Co., Amsterdam, 219 p.). For example, the name β -fructofuranosidase (not invertase, sucrase, saccharase, etc.) should be used for the enzyme which catalyzes the hydrolysis of sucrose. The number (classification) of the enzyme should be given when first mentioned (See also Table 2, p. A-37 and A-38, *HANDBOOK OF BIOCHEMISTRY*, Selected Data for Molecular Biologists, The Chemical Rubber Co., Cleveland, Ohio, 1968).

TABLES AND FIGURES.—Indicate in the margins of the manuscript where each table and figure should appear. Never use ditto marks in tables or figures.

Captions should adequately describe contents so *that table and figures are understandable when considered apart from the text.* Captions and handlettering should never use abbreviations the first time a term is used, as these tables and figures may later be reprinted without the entire article.

Table preparation.—Study carefully the appropriate section in the CBE STYLE MANUAL. Suitable statistical statements on estimates of reliability or least significant differences should be included when quantitative data are shown. Lower-case superscript letters should be used to denote footnotes. An extra charge is made when tables exceed 30% of the text length.

Preparation of illustrations.—Dimensions of illustrative material should be the same as text sheets. Oversize illustrations are easily damaged in the mail and are impossible to file. Always be sure your identifying letters and labels are *permanently affixed*. Photographs should be closely trimmed to show only essential details. Mount illustrations in units whenever possible. Combining several illustrations to make one composite saves money. The allowance for halftones and line cuts for each article is 1.5 pages or the equivalent cost in smaller cuts (two 1/4-page cuts cost almost as much as one full-page cut). Each composite should be *planned beforehand* so as to fit after reduction into either one column (3-inch; or 7.5-cm width) or two. Show as little space as possible between photographs to avoid waste. Many graphs can be adequately shown in a single column. *The author is responsible for mounting illustrations and for preparing lettering which is legible after reduction.* Graphs should be "boxed" and ordinates both at left and right as well as the abscissae should have index marks (see CBE Style Manual). Two good copies of each original figure or plate should be submitted for review purposes, to avoid possibility of damage to originals during review. Label all figures in upper right-hand corner (*not on back of figure*) with figure number, name of authors, "Phytopathology", and Ms. No. Color illustrations may be used if approved by the Editor-in-Chief. Approximate cost of color per page is \$550.

LITERATURE CITED.—List references in alphabetical order by first author and date of publication. Where first author appears several times, his work with other authors is listed after single-authorship papers. All letters in authors' names should be capitals. Use ampersand (&) between names of authors. Do not underline Latin names or binomials. Capitalize all German nouns, and insert all correct diacritical marks for the printer. List number of pages in M.S. and Ph.D. theses and bulletins. Refer to BIOSIS, 1970 List of Serials with Title Abbreviations (Biosciences Information Service of Biological Abstracts, 2100 Arch Street, Philadelphia, Pa. 19102) for accepted abbreviations for journals; only these may be used. One-word titles of journals and publications are written out in full. *Double-check accuracy of all pages and volume numbers and dates.* If work cited has not as yet been accepted for publication, or is reported in Proceedings or

Summaries not readily available in libraries, or if cited manuscript is in preparation, *it may not be listed in Literature Cited*, but should be cited in the body of the article in parentheses; e.g., (J. Jones, *unpublished data*) or (J. Jones, *personal communication*). Written permission should be obtained from the person(s) cited as the source of unpublished information, and this written approval should be provided when the manuscript is submitted.

REVIEW OF MANUSCRIPTS.—*Editorial procedure and policy.*—Normally, manuscripts are sent to one or more members of the editorial board. Reviewers may consult with other authorities as necessary to confirm the scientific merit of any part or all of the manuscript. In the event of an unfavorable review, manuscripts are always sent to a second and sometimes a third reviewer for additional opinions.

After review, manuscripts are edited for grammar and conciseness. Changes may be suggested to achieve uniformity in style, clarity of presentation, and economy of words.

The following instructions and guidelines accompany each request for review:

"Please prepare two copies of your review. The carbon which is for our files should be signed. The unsigned original will be sent to the author. Do not use paper bearing a watermark of your institution. Minor corrections in diction, style, etc., can be made with a lead pencil (not an indelible pencil) directly on the manuscript.

If it becomes apparent that you are acting as a second Reviewer, please evaluate the manuscript objectively and *do not assume* that the first Reviewer recommended rejection or revision. Additional reviews are often requested; e.g., when the initially assigned Reviewer professes some reservation about his own competence in the subject matter area under consideration, when he suggests that another opinion would be useful, or when for some reason he has insufficient time to devote to a thorough evaluation.

If you cannot review within 2 weeks, please return the manuscript immediately to the Editor indicated. To avoid delaying manuscripts, please notify the Editor-in-Chief and the St. Paul office when you plan to be absent from your office for 2 weeks or more.

- I. *Subject matter: This should be clearly related to plant pathology, and it is the author's duty to establish relevancy.* The article should represent significant new information. There will be no distinction, preference, or prejudice for or against so-called "basic" or "applied" articles. The distinction will be between what is trivial and what is significant, and this distinction will require judgment. Reports of disease occurrence, of enzyme production in vitro, of routine pesticide tests, of routine amino acid analyses, etc., are examples which may be unacceptable unless the author relates them directly to new concepts or to a more general or in-depth understanding of plant

disease(s). The author should display an awareness of previously published information on the same subject and relate his findings to it.

II. *Clarity and conciseness*

- A. Any part of the article not clear to the reviewer should be brought to the author's attention.
- B. Excessive wordiness is annoying to readers and an unnecessary expense to the Society. Neither a reviewer nor the editorial office can attempt to rewrite manuscripts. Reviewers might simply point out excessive wordiness, and provide the author with an example or two suggesting how sentences may be modified to eliminate extra words.
- C. The author's deductions and conclusions should be logical and clearly stated. The DISCUSSION section should not repeat the results except to introduce or clarify deductions or discussion. The author's opinions should be presented as opinions and not as facts.

III. *Tables*

- A. Is tabular material in suitable form and is it an *essential* part of the paper?
- B. Tables are expensive to print. If the information can be presented as effectively in the text, it should appear there, or be presented as a graph.
- C. Scan tables closely for irrelevant or unnecessary data.
- D. Check whatever computations you can conveniently handle. While the author is responsible for the accuracy of all figures and computations, errors do occur, and any the reviewer can detect will prevent later embarrassment.
- E. Make sure that active ingredients and chemical names are clearly specified. There should be no ambiguity in denoting the composition of mixtures and solutions.

- IV. *Please check the literature citations if at all possible.* Mark with a check those which are accurate, and indicate corrections for those that are not accurate. The form of the citations should follow PHYTOPATHOLOGY style. The author should be cognizant of published information which bears directly on his subject. While literature citations should include only those related to the subject, pertinent citations should not be omitted. Please check to

see that all literature citations in the text (and only these) are listed in LITERATURE CITED.

- V. *Illustrations.* Are illustrations satisfactory? Illustrative material that is not clear or that does not aid materially

in the presentation of the results should be noted.

- VI. *Make a specific recommendation for the manuscript.* As a matter of policy, when a reviewer recommends rejection, the manuscript will be sent to at least one other reviewer for a second opinion."