

Author's Guide for Manuscript Preparation (revised 1995)

New! Important changes to look for in these instructions are:

- new directions regarding the appropriateness of nucleotide sequencing and method-type probe and PCR papers for the journal
- new information on editorial style: The "ASM Style Manual" is now the primary source for copyediting (a sidebar shows some of the more common changes)
- new guidelines for "Common Names of Plant Diseases": APS Council recently ruled that these are the official names of diseases to be used in APS publications
- amended information on "authorship"
- updated instructions on preparation of diskette files that accompany revised manuscripts
- guidelines for citing software, databases, and on-line publications

INSTRUCTIONS FOR INITIAL SUBMISSION

The American Phytopathological Society publishes three journals, each with a prescribed scope that should be considered in determining the more appropriate journal for a manuscript. A description of the emphasis of PHYTOPATHOLOGY can be found in the "General Publication Policies" found in the front of each issue of the journal. Articles that relate primarily to the solution of specific disease problems will be more appropriate for an applied journal.

Submit one copy of the manuscript with original figures to the appropriate senior editor (see Editorial Board) and two copies with figures to The American Phytopathological Society Editorial Office, 3340 Pilot Knob Rd., St. Paul, MN 55121-2097. (A copy of the cover letter to the senior editor should accompany the copies mailed to the Editorial Office). Submit Letters to the Editor, Obituaries, and Mini-Reviews to the editor-in-chief. Submission implies nonsubmission elsewhere and (if accepted) no publication elsewhere in the same form without consent.

Authors can facilitate the review and processing of their manuscripts by reading this guide carefully and by completing the checklist that follows before they submit their papers.

Appropriateness for the journal.

Authors should look at past issues of PHYTOPATHOLOGY to verify that the paper is appropriate to the journal. The paper should fit into one of the sections of the journal: Letters to the Editor, Biochemistry and Cell Biology, Biological Control, Cytology and Histology, Disease Control and Pest Management, Disease Detection and Losses, Ecology and Epidemiology, Etiology, Genetics, Mini-reviews, Molecular Plant Pathology, Obituary, Postharvest Pathology and Mycotoxins, Resistance, Special Topics, Techniques, and Vector Relations.

Results of research published in PHYTOPATHOLOGY should be reproducible. Statement(s) to this effect should be included in the appropriate places in the text, tables, or figures. *In general, an article in which conclusions are based on unrepeatable experiments is unacceptable.*

Papers that solely report complete or partial nucleotide sequence of viral nucleic acid are not acceptable for publication unless they relate structure to function and/or demonstrate how

the sequence information may advance our understanding of the biology/pathogenesis of the virus. Papers that describe nucleotide sequence data for fungi or bacteria also are required to contain experimental documentation of the functional and evolutionary significance of the sequence.

Manuscripts focusing solely on detection or differentiation of phytopathogens using DNA-based techniques are not appropriate for PHYTOPATHOLOGY. Methods-type probe and PCR papers must meet one of the following two criteria: (i) A report of truly new techniques, or modifications that significantly enhance current techniques or the application of these methods to real-life situations, or (ii) the use of hybridization and PCR techniques to investigate interesting biological questions that contribute to the basic concepts and understanding of plant pathology. Authors are encouraged to contact any of the senior editors prior to submission of a manuscript to receive clarification concerning the suitability of their manuscript for publication in PHYTOPATHOLOGY.

Authors are encouraged to have colleagues review a manuscript before submitting it for publication. Senior editors may find the content of a submitted paper unsuitable for PHYTOPATHOLOGY and return the paper to the author without review. Each manuscript receives two simultaneous reviews. Authors may recommend individuals to review a manuscript and they also may ask that certain individuals not review a manuscript. Reasons for the request should be given in the cover letter. Additional authorities are consulted as necessary to confirm the scientific merit of any part or all of the manuscript, with due consideration for pre-publication 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
Demonstration of reproducibility

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 chair of the committee sponsoring the symposium to contact the editor-in-chief before the symposium is presented.

Mini-reviews. Mini-reviews are submitted by authors who wish to provide an incisive examination of the latest advances in a topic relevant to plant pathology. They provide a survey of the development of a subject in the previous five years. Unlike basic research articles for PHYTOPATHOLOGY—whose primary audience is specialists in the field—mini-reviews should be written for nonspecialist scientists and for graduate and undergraduate students. If you are interested in submitting a mini-review, you should discuss the topic with the editor-in-chief before you begin to write.

Authorship. Those who submit papers to PHYTOPATHOLOGY should respect the value of the research of their peers by not devaluing authorship. When papers are submitted, the names of the authors provided should meet *all* of the following criteria: (i) participated in the conception and design or analysis and interpretation of data; (ii) drafted or critically revised the manuscript for intellectual content; and (iii) will approve the final version of article to be published. These guidelines are based on those

established by the International Committee of Medical Journal Editors. In addition to the preceding criteria, each author should be willing to take public responsibility for the content of the article. Those who should *not* be considered authors are those who participated solely in the collection of the data or solely in general supervision of a research group.

PREPARING THE MANUSCRIPT

Scientific nomenclature and language.

Scientific language—measurements, specialized vocabulary, and nomenclature—is always in flux. Nevertheless, a manuscript should be prepared such that there is internal consistency and that attention is paid to current standards of usage. Where legitimate differences in language and nomenclature exist that are not specified in these instructions (see sidebar), the preferences of authors will be respected. Following is a brief survey of guidelines and references that authors can consult as they prepare their manuscripts, along with any APS Publications Board policies that may apply to usage.

The “ASM Style Manual for Journals and Books” (3) is the primary source consulted by APS for copyediting style, general scientific language, measurements, and standard abbreviations. For scientific language and measurements not covered in ASM, the “ACS Style Guide” (8) or (ASA, CSA, and SSA) “Publications Handbook and Style Manual” (1) may be helpful.

Although APS publications do not generally follow it for copyediting style, “Scientific Style and Format” (7) issued by the

Council of Biology Editors provides an excellent background on the origins of scientific terms and the governing bodies that rule on current nomenclature in a given field.

Apparatus and materials. Names of unusual proprietary materials and special apparatus should be followed by the manufacturer's name and address in parentheses (city and state or city and country outside the United States); ASM (3) has a good list of many common suppliers. It is only necessary to cite these materials by specific name if the work cannot otherwise be replicated. Trade names may be used and should be capitalized; trademark symbols should not be used and will be deleted before publication.

Bacteria. Spellings should be per “Bergey's Manual of Systemic Bacteriology” (16), the “Approved List of Bacterial Names” (22), or the lists of species validly published in the International Journal of Systemic Bacteriology (IJSB). *Note that per Bergey's style, groups below the level of subspecies should be italicized* (this varies from ASM style). Authorities are never needed when citing bacteria. Where applicable, designate strains.

Papers dealing mainly with taxonomy of bacteria, such as descriptions of new taxa, should be submitted to IJSB, but taxonomic papers that deal with classification, identification, and nomenclature below the subspecies level may be submitted to PHYTOPATHOLOGY.

Common names of plant diseases. APS has an established committee to develop listings of approved common names for plant diseases—the Committee on Standardization of Common Names for Plant Diseases. These terms are official names for use

A Quick Guide to Editorial Style

Here is a short list of frequently encountered problems. See the text of the Instructions for more complete references.

Numbers

Numerals (not spelled out numbers) for measurements, including ad hoc measurements such as drops, wells.

Commas in numbers of 4 digits or more (except for digits used as designations).

Zero in front of decimal points.

In lists where one item is multidigit, use numerals throughout.

Spell out numbers at the beginning of sentence (if number is spelled out, unit of measure should also be spelled out).

-fold: threefold, manyfold, but 10-fold

Ranges: use “to” rather than “–” except in tables.

Measurements

See ASM; following is only a very partial list of recent changes in style.

Do not abbreviate measurements in titles.

Time: second (s), minute (min), hour (h), day (day), week, month, year.

liter (spell out), but ml, μ l, etc.

Use the degree symbol with temperature (70°C)

Binomials and trinomials.

All taxa are italicized. In trinomials, always spell out species, e. g. *X. campestris* pv. *campestris*.

Provide authorities only for primary host and pathogen discussed. No authorities are needed for bacteria.

Molecular weight and daltons. This is frequently incorrect in papers.

Correct: The molecular weight of protein x is 54,000.

The relative molecular weight of protein x is 54,000.

The M_r of protein x is 54,000.

The molecular mass of protein x is 54,000 Da [or 54 kDa].

Incorrect: The molecular weight of protein x is 54,000 Da [or 54 kDa].

Enumeration. Use (i), (ii), (iii), (iv). [Previously 1), 2), 3), etc.]

Prefixes and suffixes. Generally should be closed up (e.g., postinfection, loopsful); see dictionary or style manuals for exceptions.

Compound words. When two words are used as adjectives, as a rule they are hyphenated. As terms become more common, the tendency is to drop the hyphen. If uncertain, consult the dictionary (28).

Abbreviations. Consult ASM (3), ACS (8), or the short list in this sidebar for the proper way to abbreviate common terms. Authors may coin abbreviations as they write. Spell out the term and place the abbreviation in parentheses at first use; use the abbreviation after that. Too many uncommon abbreviations make comprehension difficult for readers. Limit the use of coined abbreviations to terms used frequently or unusually long terms.

Some problem abbreviations and terms:

aa—amino acids
anti-rabbit immunoglobulin
 β or beta, not β
Bq—becquerel
Carborundum
Casamino Acids
Celite
CFU—colony-forming units
cheesecloth
chi-square test or χ^2 —not X^2
cis, *trans*
cM—centimorgan
Coomassie brilliant blue
df—degree of freedom
et al.—Roman, period
GLM—general linear model
gram negative, gram positive
Gram stain
LB broth—Luria-Bertani broth
LR white resin
MAb—monoclonal antibody
P—probability
Parafilm
phytoplasma—not MLO or mycoplasma-like organism
potato dextrose agar
ppm—parts per million
 R_f —retardation factor
V8 juice agar

in APS journals and publications. Please refer to the publication "Common Names for Plant Disease" (2), available for purchase from APS in hard copy or diskette form (call 1-800-328-7560). It can also be found in its entirety on the free public-access section of APSnet.

Chemicals and chemistry and biochemistry terms. See the "ACS Style Guide" (8) for conventions in chemistry and biochemistry. The "Merck Index" (6) and "Hawley's Chemical Dictionary" (17) are good sources for checking the spellings of chemical terms. List fungicides by their approved common or generic names. See the current issue of "Farm Chemicals Handbook" (4) or the most recent edition of "Acceptable Common Names and Chemical Names for the Ingredient Statement on Pesticide Labels" (9). Use the chemical name if a common name is not available.

Cultures. 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. In addition, papers are accepted on the condition that recombinant plasmids and bacteriophages, microbe strains, and plant variants developed in the course of the research will be available for distribution to all qualified members of the scientific community, either directly from the investigator(s) or by deposit in national or international collections.

Enzymes. Use the enzyme names recommended in the latest issue of "Enzyme Nomenclature" (13). Give the number (classification) of the enzyme at its first use (e.g., EC 1.1.75.6).

Genetics. Follow ASM style (3) for designations. Rieger et al. (21), Stenesh (23), and King and Stansfield (15) are good specialized genetics and molecular biology dictionaries.

Fungi. The preferred source for common and scientific names and authorities of fungi is "Fungi on Plants and Plant Products in the United States" (10). "Ainsworth and Bisby's Dictionary of the Fungi" (12) is another good reference. Authorities should be provided at first mention of *primary* organisms discussed.

Insects. "Common Names of Insects and Related Organisms" (24) can be used to verify insect names. Authorities should be given at first mention of *primary* organisms discussed.

Nucleotide sequences. See discussion on Databases, below.

Plants. Farr et al. (10) is a good source for spelling of common and scientific names. Other good sources are "Merriam-Webster's Collegiate Dictionary, 10th ed." (28), "A Checklist of Names for 3,000 Vascular Plants of Economic Importance" (26), and "The Plant-Book" (18). Authorities should be provided at first mention of *primary* organisms discussed. 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.

Software. Software used should be treated as proprietary material or apparatus. Give the manufacturer or developer name in parentheses with location. Software such as that produced by SAS should not be given in Literature Citations.

Statistics. Describe statistical methods with enough detail to enable the knowledgeable reader to verify the reported results. Present results with an appropriate indication of variability or measurement error (e.g., a confidence interval). When means (or medians) are followed by $\pm x$, indicate whether x refers to the standard deviation, standard error, or half the confidence interval. Try to avoid exclusive reliance on hypothesis testing such as "significant or not significant at $P = 0.05$." Instead, give the achieved significance level for statistical tests (e.g., F was significant at $P = 0.03$). Give details of randomization and blocking, as well as number of replications, blocks, or observations. Clearly distinguish between true replications and subsamples within a replication/treatment combination. Always specify the experimental

design, and indicate if the design was balanced or not. Except for simple procedures (e.g., t tests), cite an appropriate and accessible statistical text and indicate the computer program used. In general, statistical techniques should be described in the Materials and Methods section.

When a quantitative factor (e.g., temperature) is studied, it is often desirable to use regression instead of analysis of variance. When analysis of variance is used for this type of factor, orthogonal polynomials are preferable to multiple comparisons. For qualitative factors (e.g., cultivar), multiple comparisons can be used, but the specific procedure should always be indicated. Do not confuse Duncan's new multiple range test with the Waller-Duncan, Bayesian, or least significant difference test. Even when a multiple comparison procedure is used, it is desirable to specify one of the following: mean square error, standard error of the difference, or the least significant difference value (with specified P).

Whenever possible, researchers should consult with a statistician before designing an experiment and also when analyzing the results. The following articles can be consulted for more information: Johnson and Berger (14), Madden et al. (19), Swallow (25), and Gilligan (11).

Viruses. In formal taxonomic usage, virus family, subfamily, and genus terms should be capitalized and the terms printed in italic. When used in the formal sense, the name of the taxon should precede the term for the taxonomic unit, e.g., "the family *Bunyaviridae*" . . . "the genus *Tospovirus*." In vernacular use, the virus family, subfamily, genus, and species should be lowercase and not printed in italics. The name of the taxon should follow the term for the taxonomic unit, e.g., the "tospovirus genus." The name of the taxon should not include the formal suffix, e.g., "the bunyavirus family," not the "bunyaviridae family." The formal taxonomic usage is preferred when the formal family and genus names have the same root terms, e.g., "*Bromoviridae*" and "*Bromovirus*." These guidelines are derived from the Sixth Report of the International Committee on Taxonomy of Viruses (20); further information can be found there.

General editorial style.

Most of the style guides mentioned have good discussions of English, grammar, and, style. Other good general references are "The Chicago Manual of Style" (27) and "Merriam-Webster's Collegiate Dictionary" (28).

Citations. Citation should always be to the original source of publication, whether print or on-line.

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. Italicize Latin binomials, capitalize German nouns, and insert diacritical marks. List specific pages of books. Refer to the BIOSIS List of Serials (5) for accepted abbreviations of journal names. Do not abbreviate one-word titles of journals.

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. A copy of the letter from the person supplying information should be included when sub-

mitting a manuscript. To cite an article as *in press*, you must have a letter of acceptance from a journal or book editor, or have a copy of the galley proof for book chapters, bulletins, etc. Avoid excessive reference to unpublished information.

Databases. Accession numbers cited from GenBank, EMBL, and other databases for primary nucleotide or amino acid sequence data should be referenced in text, not in Literature Cited.

On-line publications. For on-line references to other sources, the original source should be cited. Sources originating on-line should be cited as "on-line." Citation of on-line material should include author(s), date, title, publication name or the sponsoring organization, and publication number or equivalent identifier, if any. Citations should *not* reference the electronic address or file-name of the material. Beginning in 1996, every article appearing in APS journals will have a unique publication number assigned to it in anticipation of on-line delivery.

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

Exact widths for same-size reproductions are 88 mm for one column and 183 mm for two columns; maximum height is 250 mm, including the caption. On figures for same-size reproduction, numbers and lettering (upper and lowercase) should be in a 10-point sans serif type such as Helvetica or Ariel; composite designations—A, B, C, etc.—should be in 18-point type.

Photographs. Submit one set of original prints for the printer. These publication-quality prints (directly from negatives) should have labeling applied directly to the print; figures with extraneous labeling should be mounted and the labeling placed on the mounting material. Two sets of prints for review should also be provided; these may be reproductions of the mounted figure. Same-size reproduction prints are preferred; they should be cropped at right angles to show only essential details; scale bars should be inserted where necessary to indicate magnification. Prints should be clear and of high quality. Poor alignments, blurred lines, or out-of-focus letters and symbols are not acceptable.

For composites, match photographs for similarity of contrast, background density, and subject content. Photographs in a composite should be mounted on cardboard, with the edges in contact; space between photographs will be inserted in printing.

Color illustrations may be used, but the cost of color reproduction must be paid by the authors. Color composite photographs must be mounted on flexible material.

At the present time, APS journals are not equipped to handle computer-generated photographic illustration files. However, some authors are providing figures prepared from image-editing software. The same ethical standards should be applied in material submitted from these programs as with reporting results of other aspects of scientific research; images should not be manipulated to show results that are not arrived at in the course of investigation.

Line drawings. Submit one copy each of line drawings as original artwork or crisp black-and-white reproductions (PMTs or photostats)—preferably prepared for same-size reproduction—and two review copies of each. Affix index marks to ordinates and abscissae. Avoid too bold lettering, numbers, and lines for coordinate axes and curves. Computer-generated laser-printed graphs and figures are acceptable.

If line drawings or graphs are to be published as a composite figure, the parts of the composite should be provided as a single illustration.

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; non-standard 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, the data may be better presented in the text. Data presented in tables should not be repeated in the text, but any information presented in a table should agree with that in the text.

Cite tables in numeric order in the manuscript.

INSTRUCTIONS FOR FINAL SUBMISSION

Electronic processing of manuscripts. Accepted manuscripts being returned for final processing should be submitted for publication on IBM-compatible or 1.4-MB Apple/Macintosh diskette. To submit, include a letter-quality printout of the manuscript and a diskette containing the corresponding final files; there should be one file for text, one for figure captions, and one for tables. Figures and tables should not be inserted as frames into the text file. The diskette will be returned with author proofs.

The file containing the article *MUST* be saved as a Microsoft Word document (preferred), a WordPerfect document, or in the Rich Text format (.rtf). Articles that cannot be saved as Microsoft Word or WordPerfect documents, or in the Rich Text format can be submitted in the ASCII format. Please include a version of the file saved in your native word processing application as well as in the ASCII format. Your software manual should have instructions for saving documents as ASCII files (sometimes called DOS files).

When saving the file for submission, prepare the manuscript as for review, omitting any line numbering, if originally used. Label the diskette with the document's complete file names, including extensions. Also indicate the format as either IBM or Apple/Macintosh and as Microsoft Word, WordPerfect, Rich Text format, or as ASCII. No other preparation is required. Manuscripts not accompanied by a diskette must be submitted as an original-generation typescript (not photocopy) on white paper. However, a \$50 per article surcharge will be assessed these manuscripts to cover costs of copy input.

If you have any questions on file transfer, please contact the Editorial Office (612/454-7250) for additional information.

Tables should be submitted as computer files. Prepare them in table format or with tabs. If a tables is provided in a "table" format, each field should be in a separate cell.

If a senior editor has requested that figures be added or revised, publication-quality figures should accompany the final submission.

Symbols used in captions should be limited to basic shapes: boxes, triangles, circles; avoid symbols that are inserted as frames or other elements that must be drawn in.

Nucleotide and amino acid sequences may be supplied as computer files in addition to the paper copy. These should be prepared at a maximum of 100 characters per line.

LITERATURE CITED

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Checklist for papers submitted to PHYTOPATHOLOGY

Content

- Significance and originality of work are shown.
- Reproducibility of results is illustrated.
- Objectives are clearly stated in introduction.
- Introduction includes a succinct evaluation of the topic, including all relevant literature citations.
- Experimental design and methodology are fully explained.
- Proper and sufficient analyses are conducted (review by qualified statistician before submission is encouraged).
- Discussion relates work to other published material and addresses strengths and weaknesses of research.
- Major conclusions are supported by results from repeated experiments. Manuscripts are reviewed critically before submission.

Format

- Double-spaced (including tables and figures), line-numbered paper 8 1/2 × 11 inches.
- First author name, page number and PHYTOPATHOLOGY in upper right corner of each page.
- Tables on numbered pages after Literature Cited section.
- Captions for figures on a separate numbered page follow tables.
- Section heading provided.
- Title. Does not exceed 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.)
- Author name(s) listed under the title.
- Affiliations (author titles optional) and addresses, acknowledgments, disclaimers, and acceptance date given in separate paragraphs beneath the author's name.
- Abstract. Reference line provided (title, authors). Limited to 200 words in one paragraph. No authorities for Latin binomials.

- Corresponding author name and E-mail address given before the abstract.
- Additional keywords. Words or phrases that are not in the title or abstract but are in the text and would be useful in index retrieval systems are listed in alphabetic order.
- Organization of text. 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; brief descriptions of experiments and trials may be given in Results. Subheadings may be used, but avoid excessive fragmentation of the text. Footnotes to the text are not permitted)
- Literature citations. References listed in alphabetic order by authors' surnames. Citations in text given by number.
- Figures. Each illustration is labeled with the figure number, first author's name, and PHYTOPATHOLOGY.
- Figures are "boxed." First letter of first word of axis is capitalized.
- Figures are prepared for same-size reproductions (88 or 183 mm wide). Consistent style and sizing is used for all figures.

Supporting material (as needed)

- Cover letter supplying the name of the corresponding author with address, phone number, fax number, and E-mail address.
- Copy of first page or letter of acceptance provided for all *in press* citations.
- Copies of personal communication verification provided.
- Permission granted for copyrighted material.
- Accession numbers obtained for nucleotide and/or amino acid sequences.
- Voucher cultures and specimens deposited in recognized collections.
- Cover letter provided giving names and addresses of potential reviewers or request with justification that certain reviewers not be used.