

## **Author Guidelines for English writers.**

### **Peer review and editing**

Professional Plant Protection – from now on PPP - is a peer-reviewed journal. All of the manuscripts will be reviewed by the Editorial Board.

Upon submission, the manuscript will be cursorily inspected in the Editorial Board for compliance with the aim and scope of the journal as well as with the author instructions.

The editorial board might reject the manuscript specifying that it might be included for publication after corrections. After the author has corrected the manuscript as the office board suggests it must be submitted again for a new revision.

After the author has submitted the final version and this has been accepted for publication, the manuscript undergoes a copyediting process. The copyeditor performs the clean-up edit. This edit occasionally generates new queries, which are sent to the author. PPP reserves the right to correct grammar, improve clarity, and impose the PPP style. Authors are responsible for content, including the spelling of personal and place names. When copyediting is complete, the issue is produced.

### **Submission and handling of manuscript**

Authors must submit manuscripts to the Editorial Office by mail or we-transfer. The mail direction to send the manuscripts is the following:

[andresares@mun-do-r.com](mailto:andresares@mun-do-r.com)

The person to keep mail contact concerning with manuscripts, is the following:

Dr. J.L. Andrés Ares

### **Revised manuscripts**

To expedite production, authors are required to submit their revised manuscripts by e-mail, accompanied by a letter containing a detailed (point-by-point) reply to the reviewers and editor's comments.

### **Manuscript preparation**

Please send by e-mail the entire manuscript, with tables, figures and annexes, in Word format as a unique file. We encourage to use .doc files instead of .docx ones, for possible incompatibility problems. Separate figure files will be required later if the manuscript is accepted.

## **Manuscript format**

Manuscripts should be written in Times New Roman 12-point font, with 1.5 line spacing. The four margins will be 2.5 cm. Section headings should be written 14-point font in bold print. All pages should be numbered consecutively, and line numbers should be printed on each page (starting with 1 on each page) to facilitate ease of reference for the reviewers. Each paragraph should begin with an indentation of 1-cm. Tables, figures and annexes must be included on separate sheets (but in the same Word document), one per page, following the References section.

**Language:** Manuscripts should be written in concise, legible English, which must be carefully reviewed by the authors for correctness of language and content. English spelling can be British or American, but it must be consistent throughout.

**Photographs:** The editorial board consider this type of material of great value for the journal. Preferably in colour must be digitalised (with a resolution above 300 ppp) and inserted in the text and the originals must be sent separately in JPG format.

**Research articles** should not be longer than 30 pages (or 8,500 words), including tables and figures. Research articles should include a front page, an abstract, up to seven keywords and the abbreviations used. The main text should include the following sections: introduction; material and methods; results; discussion; acknowledgments; references; tables and figures; and supplementary material, if any.

### ***Technical and Scientific papers.***

This journal will willingly receive manuscripts that explain experiences not based on traditional statistical methods. These manuscripts will be classed as Technical and Scientific papers. They should not be longer than 30 pages (or 8,500 words), including tables and figures. Research articles should include a front page, an abstract, up to seven keywords and the abbreviations used. The main text should include the following sections: introduction; material and methods; results; discussion; acknowledgments; references; tables and figures; and supplementary material, if any. The results may be englobed with the discussion in a new section named "results and Discussion".

**Short communications** should be no longer than 10 pages (or 3,500 words), including tables and figures. Short communications should include a front page; an abstract; up to seven keywords; abbreviations used; main text not divided into sections; acknowledgments; references; a maximum of three tables/figures; and supplementary material, if any.

**Scientific review articles** do not have page limitation or maximum number of references. They should include a front page; an abstract; up to seven keywords; abbreviations used; a variable main text; acknowledgments; references; tables/figures; and supplementary material, if any. Reviews will also be submitted to the peer-review process.

**Technical review articles** do not have page limitation or maximum number of references. They should include a front page; an abstract; up to seven keywords; abbreviations used; a variable main text; acknowledgments; tables/figures; and supplementary material, if any. Technical Reviews will also be submitted to the peer-review process.

### **Abstract, keywords, and abbreviations.**

**Abstract.** The abstract length is 250 words maximum. The style must be concise and must not contain references. Additional key words. A maximum of seven key words should be included. These should not repeat words that appear in the title.

**Abbreviations used.** Include a list of all non-standard abbreviations used in the paper and their meaning.

### **Text of a Research article.**

#### **Checklist for structure:**

We strongly recommend that the text of the article should contain the following sections:

**Introduction.** The introduction should contain sufficient background information about the work to allow it to be placed in the context of other research and to allow the reader to understand the relevance, proposed objectives and evaluation of the results.

**Material and methods.** Sufficient information should be provided to enable experiments to be repeated. For routine methods, a brief description and literature reference will be enough.

**Results.** In general, this section should not include literature references; it should only describe the results of the experiments. Interpretations of the experimental data should be reserved for the Discussion section. The explanations provided in the figure and table captions should not be repeated in the text.

**Discussion.** The discussion should not be limited to describe experimental results and drawing conclusions; it should also be analytical and interpretative and should establish an association between the results obtained and other published works. The discussion may describe conflicting opinions and the results of other authors and indicate the value of these results for future works.

**Acknowledgements.** When it is considered necessary, acknowledgements should be made to the people, centres or bodies that have collaborated or supported the carrying out of the work.

**References.** When references are cited in the text, the author's surname should be provided in parentheses, followed by a comma and the year of publication; If there are

two authors, the surnames should be followed by "&"; If there are three or more authors, include the surname of the first author followed by "et al." and a comma; When several references are cited, they should be ordered from oldest to most recent; if they are from the same year, sort them alphabetically . If there are two authors with the same surname and year of publication include the initial. The References list must be in alphabetic order by authors. In the case of several references from one author, papers that are sole authored should be presented first, followed by those with two authors and then references with three or more authors, respecting the chronological order in each case. If more than one of the articles was published in the same year, a letter should be added after the year to identify the reference. Multi-authored works should list the first ten authors followed by "et al.". Use abbreviated journal names.

**Tables and figures** should be cited consecutively in the text, numbered independently with Arabic numerals and self-explanatory. Tables should be headed by a number and title. Explanatory notes that facilitate the interpretation of the tables should be included at the bottom of the tables. Tables should have defined cells and must not be created using the space bar and/or tab keys. Figures may correspond to diagrams or photographs. The figure number and legend should be presented at the bottom of the figure.

### **Correction of proofs**

Page proofs of articles are sent to authors as PDF files. Corrected proofs should be sent to the Editorial Board within two weeks by e-mail. Proofreading occasionally generates additional queries for the author. If corrections are not received in due time, the editors reserve the right to perform the corrections that they consider most appropriate.

The Editorial Board