

# Instructions to contributors

## Scope

'Seed Science and Technology' publishes original papers in all areas of seed quality and physiology as related to seed production, harvest, processing, sampling, storage, genetic conservation, habitat regeneration, distribution and testing.

## Procedure for the submission of papers

Manuscripts must be written in English, in a language which is grammatically correct, clear and to the point. If you are not a native English speaker, you should consult an expert in order to ensure that the language is correct. Manuscripts should be submitted by e-mail to [sst@ista.ch](mailto:ssst@ista.ch). The authors will be notified if the Chief Editor decides to send a paper for review and subsequently whether or not revisions are needed.

When a paper is finally accepted and any necessary revisions made, authors are requested to submit a final version by e-mail. Suitable formats are Word and WordPerfect for PC's. Word processing systems other than those mentioned above are normally acceptable if MSDOS compatible.

When proofs are ready, a **page charge** of Swiss Francs CHF25 per printed page (maximum charge Swiss Francs CHF200) must be paid. There is an extra cost for colour printing which will also be charged to the authors. ISTA members are not subjected to page charges. Papers will only be published if payment has been received. Proofs will be forwarded by e-mail to authors for corrections. These should be restricted to printer's errors. Other substantial alterations can be undertaken only at the author's expense. Corrections must be sent to the editor within three weeks.

The lead author will receive a pdf-file of the final paper. Reprints can only be provided after special arrangement and at the author's expense.

## Instructions for full length papers

Manuscripts should be written using double-line spacing, size 12pt Times New Roman or similar font. All pages must be numbered consecutively. A shortened version of the title, for use as a **running heading**, must be inserted in the top right-hand corner of the first page. The **title** should be concise but informative, containing key words which describe the subject matter for use in abstracting systems. The **name of the author(s)** and the **full postal address** of the institution where the work was carried out should follow the title. Authors are asked to give an e-mail address where possible which should be given in parentheses after the postal address. A **summary** indicating the scope and conclusions of the paper in not more than 200 words, should be typed immediately below this. Papers describing experimental work should have the subject matter grouped under six main headings: **Introduction, Materials and Methods, Results, Discussion, Acknowledgements, References**. Main headings are printed in heavy type, secondary headings in italics. Abbreviations should be defined the first time they are used, although initial letters, without punctuation, may be used for easily recognised organisations or countries (for example ISTA, USA, FAO).

Capital letters and Roman numerals should be used in both headings and text only when essential (figure 2, not Fig. II or Figure II). Except when occurring in a series of numbers or in conjunction with a specific recognised unit of measurement, numbers from one to nine should be spelt out (8 mm, 5 g · m<sup>-2</sup>, but nine hours, three months). The percentage sign should be used in conjunction with a number (7%), but percentage should be written in full when used as a noun (percentage germination, not per cent germination or % germination). Measurements should be expressed metrically, whenever possible following the Système International d'Unités (SI) (published by OFFILIB, 48 rue Gay-Lussac, F-75005 Paris; see <http://www.bipm.org/en/si>).

Species should be described by their scientific ('Latin') names; at the first mention in the main text the full binomial and authority must be given, but subsequently the genus should be abbreviated to its initial letter and the authority omitted. Authorities are not quoted after Latin names in the title or summary. When a name has been stabilised by ISTA in the ISTA List of Stabilized Plant Names (see <http://www.ars-grin.gov/~sbmljw/istaintrod.html>), synonyms must not be used. For species not included in this list authors are advised to consult <http://www.ars-grin.gov/cgi-bin/npgs/html/index.pl>

**References** in the text should be cited by author's surname and year of publication in brackets after the statement they support. If there are more than two authors, citations should quote the surname of the first author and the words "et al.". All names should be included in the list of references. At the end of the paper, references should be listed alphabetically in the form: Name, Initials (year). Title of journal or other source, volume number, first and last page numbers. The titles of periodicals should be written without abbreviation. Titles of books must also be given in full, together with the publisher's name and the place of publication. The following are correct:

Author, A.B., Author, C.D. and Author, E.F. (1999). Title of article. *Journal Title in Full*, **00**, 123–456.

International Seed Testing Association (1999). International Rules for Seed Testing. *Seed Science and Technology*, **27**, **Supplement**, 333pp.

Author, A.B. and Author, C.D. (1999). Chapter in book. In *Book Title*, (eds. E.F. Editor and G.H. Editor), vol. 3, pp. 123–456, Publisher, City.

When a paper is cited which has been published in another language, its title may be translated. The translation should appear between square brackets, as follows:

Author, G.H. and Author, I.J. (1999). Title in another language. [Title in English]. *Journal Title in Full*, **00**, 12–34.

**Tables and figure captions** should be typed on separate sheets from the main text and numbered in separate series. Consideration should be given as to whether data is presented in tabular or graphical form; analysis of variance tables should not be submitted. **Figures** should be created in Excel, Word or PowerPoint and submitted in their original editable files (to allow font style formatting for consistency within the journal). Figures created in other programs should be submitted as high quality PDF files. Each figure may be submitted as a separate file or all figures may be inserted into a single Word (or similar) document file. Shadings should be avoided in the figures. Lettering should be kept to a minimum and should be at least 2 mm in the final print. Photographs should only be submitted if they are essential to an understanding of the paper, and may be submitted as scans.

## **Special instructions for short reports (Research Notes)**

'*Research Notes*' are appropriate for the reporting of research which might not justify a full paper but which nevertheless contains important information of potentially practical importance. For example, whilst a study of novel dormancy-breaking treatments in a series of closely related species might justify a single full length paper describing the principles and experimental basis of the work, a '*Research Note*' might report data for one particular species of economic importance.

'*Research Notes*' may also be appropriate in the case of early but scientifically rigorous experiments in a novel area, where a full length paper is not yet justified but the data warrant immediate publication because of their novelty and importance.

The format for '*Research Notes*' is as for full-length papers except for the following conditions: (1) They should be a maximum of 2000 words of text plus a maximum of two figures, tables or photographs. (2) The section headings will be: '**Summary**'; '**Experimental and Discussion**'; '**Acknowledgements**'; and '**References**'. The '**Experimental and Discussion**' section will be included as a single narrative text those elements are normally separated in full-length papers as 'Introduction', 'Materials and Methods', 'Results', and 'Discussion'.

## **Review articles**

Reviews of interest to those working in the seed sector are welcomed. The content of reviews should have a strong technical base but papers dealing with the economic, infrastructural, or legal aspects of seeds in combination with technical aspects are also published.

## **Copyright**

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