

# **Zeitschrift für Arznei- & Gewürzpflanzen**

## *Instructions for Authors*

### *1. Aims, scope, and organisation of the Zeitschrift für Arznei- & Gewürzpflanzen (Journal of Medicinal & Spice Plants)*

The Zeitschrift für Arznei- & Gewürzpflanzen (Journal of Medicinal & Spice Plants) is the central forum of the professional exchange for all players in the field of medicinal and spice plants: whether from research, teaching, agricultural and industrial production, trade, consultation or administration. Indispensable special knowledge is provided with results from research, know how and branch specific information up to date and comprehensively: botany, breeding, cultivation, processing, quality and quality management, business administration, marketing and politics. By this means, it intends to contribute to the promotion of the cultivation and to the multiple uses of these plants as medicine for human and veterinary use, spices, teas, cosmetics, as healthy and/or conserving human and animal food supplements, dyes and natural plant protection products.

To lay out the great expense of information more clearly, the articles are dedicated to different categories:

- Original scientific papers of fundamental and applied research as review articles, full original scientific papers, and scientific short communications which must comply with the *Instructions for Authors* thoroughly.
- The category Forum covers valuable progress reports and statements. The *Instructions for Authors* are also binding for these articles as far as they can be applied.
- Elements of the *Instructions for Authors* should be applied for the following categories if they are appropriate only: Calendar, Associations and organisations, Producers' co-operatives, Company portraits, Market, Regulations, Personalia, Pharmacy gardens, Plant portraits, Meetings, Dissertations and diploma theses, News from research, Book reviews.

### *2. Acceptance of articles*

Articles can be accepted for publication if their content and their organisation correspond to the *Instructions for Authors* as mentioned in this document. Positive evaluation by the reviewers in course of the peer-review is a prerequisite for acceptance by the editor. When submitting an original scientific article, the first author certifies that the manuscript presents the results of his/ her own work and that the article has not been and will not be published elsewhere and that all co-authors agree with the publication.

### *3. Manuscript preparation*

Manuscripts of original scientific papers and articles of the category Forum should be assembled as follows: Authors, title, abstract, keywords, introduction, material and methods, results, discussion, conclusions, acknowledgements, references and addresses of the authors. Full original scientific papers should not contain more than 25 000 characters; review articles should not contain more than 30 000 characters and short communications no more than 15 000 characters. Tables and figures should only be used where indispensable. The title of the article should be clear and brief. More detailed information can be given in the subtitle. Subheadings structure a text.

Short communications are identified by "Short communication" above the title. Authors, title, abstract and keywords are assembled as in original papers. The sections introduction and material and methods can be included in section results without separate headings.

The manuscripts are to be submitted in German or English language. The text must comply with the current orthography and grammar rules and are expected to be free from errors. Neither the editors nor the publisher are responsible for correcting errors.

With regard to electronic word processing, the authors should bear in mind the following points:

- the article should be written in a single font
- manual syllabification should be avoided
- the text should not contain
  - line spacings within paragraphs
  - blank spaces in front of commas, semicolons, colons, exclamation marks, question marks and quotation marks
  - indentations made by tabulators
- numbers with four or more digits should be structured as follows: 30 000, decimal places are to be separated in German manuscripts with commas and in English papers with points
- numbers from one to twelve should be written out in full, e.g. six weeks
- in front of units, blank spaces are necessary, e.g. 10 km/h, 12 °C, but: 10%

- use SI units, e.g. kg, m<sup>2</sup> or ha, but not: acres
- the horizontal and vertical lines of tables should not be visible
- footnotes, boxes, figures, picture titles and tables are to be added at the end of the article

When naming plants, animal and micro-organisms the common name must be amended by the correct botanical or zoological nomenclature in italics. 'Name of plant varieties' should be written in inverted commas.

Abbreviations should be avoided; unusual abbreviations have to be explained.

The author is expected to indicate up to six informative alphabetically arranged keywords while using only the scientific names of plants, animals and micro-organisms.

The abstract should contain ten to twenty lines and at least one sentence of it describes the following points: background/ aim of the study, material and methods, results, conclusions.

Each original scientific article has to be submitted together with the German version of the title, the abstract, the keywords, the picture titles and the table headings if written in English or an English version respectively if written in German on a separate sheet.

The following elements are to be submitted: all tables at the end of the manuscript, a list with the picture titles and the table headings; each figure is to be delivered as separate file. Tables should be laid out in a way that they can be shown in upright format on a DIN A4 page. Horizontal formats should be avoided. Headings of columns and rows as well as figure titles are to be submitted in German and English language. A double presentation of results in tables or figures should be avoided.

Figures can be submitted as laser prints, ink paintings, photo prints or slides (either unframed in foil, framed without glass or shatter-proof packed!). Digital photographs are to be submitted as files (preferably TIF or JPG format) with 300 dpi resolution.

Figures and tables are to be mentioned in the text in italics, e.g.: (*Fig. 1*), (*Tab. 1*). Their position in the text should be indicated.

#### 4. References

The reference section is to be written in alphabetical order according to the first authors names and numbered consecutively. Except for review articles, it should not contain more than 20 references. The journal titles are abbreviated. A list of abbreviations for the journal titles is available online e.g. on <http://dispatch.opac.d-nb.de/DB=1.1/>. The respective references are to be indicated in the text in round parentheses (1, 2, 3 and so on). Please indicate full journal titles when ISO conforming abbreviations are not available. Sources not generally accessible (e. g. personal communications, lectures, non-accessible proceedings e.g. not published by a publisher) are to be quoted in the text in parentheses and not in the bibliography. The bibliographic quotations are to be edited with only few exceptions to the Vancouver-Editorial-Style. For further information please use e.g. <http://www.library.uq.edu.au/training/citation/vancouv.html>.

Journal articles:

Author(s) of article (surname initials). Title of article, Journal title abbreviated Year of publication; volume number (issue number): page numbers.

1. Cancer in South Africa [editorial]. S Afr Med J 1994;84:15. (No author given)
2. Gebhardt M, Seibert H. A study about assessment methods of elderly patients. N Engl J Med 1994; 31(4):256-360. (Issue number in parentheses)
3. Matri AR. Neuropathy of diabetic neurogenic bladder. Ann Intern Med 1980;92(2 Suppl 2):316-8. (Issue with supplement)
4. Stahl E, Jork H. Chemische Rassen bei Arzneipflanzen. I. Mitteilung: Untersuchung der Kulturvarietäten europäischer Petersilienherkünfte. Arch Pharm 1964; 297:273-281. (Without issue-number)

Books and other monographs:

Author(s) of book surname initials. Title of book. Edition. Place of publication: Publisher; Year of publication.

1. Bundessortenamt. Beschreibende Sortenliste Heil- und Gewürzpflanzen 1996. Hannover: Landbuch-Verlagsgesellschaft mbH; 1996. (Organisation as author)
2. Dausser J, Colombani J, editors. Histocompatibility testing 1972. Copenhagen: Munksgaard; 1973. (Editors, compilers as authors)
3. Eisen HN. Immunology: an introduction to molecular and cellular principles of the immune response. 5th ed. New York: Harper and Row; 1974. (Personal author)
4. Kaplan SJ. Post-hospital home health care – the elderly's access and utilization [dissertation]. St. Louis: Washington Univ.; 1955 (Dissertation)

- Kimura J, Shibasaki H, editors. Recent advances in clinical neurophysiology. Proceedings of the 10<sup>th</sup> International Congress on EMG and Clinical Neurophysiology; 1955 Oct 15-19, Kyoto, Japan. Amsterdam: Elsevier; 1966. (Conference proceedings)

Chapter or article in a book:

Author(s) of chapter surname initials. Title of chapter. In: Editor(s) name, editors. Title of book. Place of publication: Publisher; Year of publication. page numbers.

- Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Reinhoff O, editors. MEDINFO 92. Proceedings of the 7<sup>th</sup> World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North Holland; 1992. p. 1561-5. (Conference paper)
- Carter J. Adverse Drug Reactions. In: Lasagnal ES editor. Dose-Response Relationships in Clinical Pharmacology. Amsterdam: Elsevier; 1989. p. 145-170. (Chapter in a book)

Newspaper article:

- Lee G. Hospitalizations tied to ozone pollution. The Washington Post 1996 Jun 21; Sect.A;3 (col. 5).

Electronic material

- Clinical dermatology illustrated [monograph on CD-ROM].
- Morse SS. Factors in the emergence of infectious diseases. Emerg Infec Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>. (Journal article in electronic format)  
Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2<sup>nd</sup> edition Version 2.0 San Diego: CMEA; 1995. (Monography in electronic format)

World Wide Web:

Please avoid - if any possible - the quotation of information sources from internet in the reference list whose long-term availability is not certain.

Author/editor surname initials. Title [online]. Year [cited year month day]. Available from: URL: - please indicate the internet address.

- High blood pressure in pregnancy [online]. 2001 [accessed 2002 Oct 21]. Available from: URL: [http://www.nhlbi.nih.gov/health/public/heart/hbp/hbp\\_preg.htm](http://www.nhlbi.nih.gov/health/public/heart/hbp/hbp_preg.htm) (No author given)
- McCook A. Pre-diabetic Condition Linked to Memory Loss [online]. 2003 [accessed 2003 Feb 7]. Available from: URL: [http://www.nlm.nih.gov/medlineplus/news/fullstory\\_11531.html](http://www.nlm.nih.gov/medlineplus/news/fullstory_11531.html) (Personal author)

## 5. Procedures

The authors submit the manuscript preferably by electronic transmission as attachment of an e-mail to the editor in chief (Dr. Heidi Heuberger, email: [ZAG@agrimedia.com](mailto:ZAG@agrimedia.com)).

### Original scientific papers

Original scientific papers and as far as necessary also articles of the category Forum are reviewed by two experts (peer review system). The authors have the opportunity to revise their manuscripts, taking into account the reviewers' comments. Afterwards, the authors deliver all the updated manuscript files as attachment of an e-mail to Dr. Heuberger. In good time before printing, the author receives a proof. If necessary, the author corrects the proof and sends it to the publisher by the agreed date together with the original manuscript and the imprimatur.

### All other articles

The final version of the files of all other articles are to be sent via e-mail to Dr. Heuberger ([ZAG@agrimedia.com](mailto:ZAG@agrimedia.com)).

After printing, setting hardcopies of the figures will be sent back to the author.

The author named first in an original scientific paper receives 5 copies of the corresponding issue of the journal free of charge which are to be shared with the co-authors. Further copies can be supplied if the said author orders them from the editor with a short explanation. Reprints will not be provided. Authors do not receive royalties when their articles are published in the journal.

## 6. Costs of additional services of the publisher

### Accelerated manuscript printing

Since the size of ZAG is limited to 48 pages per issue, authors sometimes have to wait for their contributions to be printed. The printing can be accelerated if the authors bear the costs for an extension for the following issue of ZAG. In this case the authors are asked to clarify the details with Dr. Heuberger

For a contribution of up to 8 printed pages, the costs amount to:

- EUR 517.65 with black-and-white printing
- EUR 898.45 with coloured figure printing

## 7. *Publication rights*

When submitting the manuscript, the first named author certifies that he has the sole copyright on his article including possible setting examples of pictures or other material and that the article does not affect the rights of a third party. The publisher relies on the first named author being permitted to reprint figures or tables from other articles if the latter intends to present them in his/her article and that he has the consent of all co-authors to publish the paper. The author transfers the unrestricted rights to duplicate and distribute his/her article (publishing rights) to Agrimedia GmbH, the publishing company. The articles published in the journal are protected by copyright. All rights are reserved.

## 8. *Addresses for submitting the manuscripts*

Please submit the manuscripts of all articles to the Editor-in-Chief

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