



CIHEAM

**INTERNATIONAL CENTRE FOR ADVANCED
MEDITERRANEAN AGRONOMIC STUDIES**

**MEDITERRANEAN AGRONOMIC INSTITUTE OF ZARAGOZA
IAMZ**

**GUIDELINES FOR PREPARATION
OF CAMERA-READY TYPESCRIPTS**

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CONTENTS

PREPARATION OF PRINT-OUT	1
LANGUAGE	1
FORMAT	1
LAYOUT OF THE TYPESCRIPT	1
TITLE	2
DETAILS OF THE AUTHOR	2
SUMMARIES	2
KEY WORDS	2
HEADINGS	2
GENERAL CONSIDERATIONS FOR THE STYLE OF THE TYPESCRIPT	2
CITING AND LISTING REFERENCES	3
TABLES AND ILLUSTRATIONS	4
TABLES	4
ILLUSTRATIONS	5
FIGURES	5
PHOTOGRAPHS	6
PERMISSIONS	6

The typescript that you are preparing will be published in the CIHEAM journal **Options Méditerranéennes**. Please read these guidelines carefully and follow them exactly to ensure prompt and accurate publication.

PREPARATION OF PRINT-OUT

Bear in mind that the text and illustrations you will provide us with will be printed exactly as it has been submitted (camera-ready copy). So, please send a high quality print-out typed on one side of the paper only. High quality print-outs of all illustrations should also be provided. To achieve optimal reproduction quality the contrast of text lettering must be uniform, sharp and dark over the whole page and throughout the chapter. **Please use a laser printer whenever possible.**

Prepare your text using a word-processing package (preferably MICROSOFT WORD or WORD PERFECT) and please send the disc with all files conveniently labelled. Ensure that the disc sent to us contains the latest version of your text, coinciding exactly with the print-out sent with it.

For safety reasons, always keep a copy of the typescript and disc sent to us until the publication has been completed.

LANGUAGE

Prepare the typescript in English. Check the spelling by running the spelling checking facility of your word-processor. **If English is not your mother tongue, please make sure your typescript is revised by a language expert before you submit it to IAMZ.**

FORMAT

Use only standard A4 paper (21 x 29.7 cm). The dimensions of the text should be 15.92 cm x 24.62 cm for all pages. Deviations from this text area are not acceptable. These dimensions are obtained using the following margins: upper margin = lower margin = left margin = right margin = 2.54 cm.

10 point "Arial" typefont should be used. If you cannot produce an output in Arial, choose a font from your system that is similar.

Set the first tab 0.5 cm from the left margin. Use a line spacing of 1.0. See the enclosed model for the correct separations between text and headings and for the presentation in the appropriate format of tables and figures captions.

Text pages must be produced to the maximal stipulated length. There are two exceptions to this rule: (i) do not begin a new section directly at the bottom of a page, transfer the heading to the top of the next page; (ii) you may exceed the length of the text area **by one line only** in order to complete a section of the text or paragraph.

Please do not number the pages of your chapter. Number with pencil on the reverse side of each page.

LAYOUT OF THE TYPESCRIPT

Begin with the title, name and work address of the author(s), summaries in English and French and key words.

Organize the typescript in different sections to facilitate reading and comprehension. When the text is a presentation of experimental data, use the following layout: Introduction (which should include the objectives of the study), Materials and methods, Results and discussion, Conclusions and References.

TITLE

Centre the title at the beginning of the typescript, in bold capital letters. Only in this case use a 12 point typefont.

DETAILS OF THE AUTHOR

Give the author or authors' names together with the complete addresses of their respective institutions. Please follow the style in the model enclosed exactly.

SUMMARIES

There must always be a summary of the typescript. This should be informative enough to allow the reader to identify the content and interest of the study. The number of words should never exceed 150.

Besides a summary in English, provide a summary with the same content in French. The number of words must also be less than 150.

KEY WORDS

A minimum of 4 key words (and a maximum of 7) identifying the content of the study must be indicated at the end of the summaries in English and French, as shown in the model enclosed.

HEADINGS

Do not number different sections. Use no more than three levels of headings, identifying them as in the following example:

First level (bold capital letters)	BREEDING ALLOGAMOUS SPECIES
Second level (bold small letters)	Breeding alfalfa
Third level (small letters, italics)	<i>Fibre content</i>

Leave two lines of space above and one line of space below the first and second level headings. Leave one line of space above and below the third level headings.

The following format should be used if several items are to be listed in a sentence within a paragraph:

_____ : (i) _____ ; (ii) _____ ; (iii) _____ ; and (iv) _____ .

GENERAL CONSIDERATIONS FOR THE STYLE OF THE TYPESCRIPT

Consistency of terms, units (SI), symbols and abbreviations used must be maintained throughout the typescript. Likewise, those used in the text must coincide with those of the tables and figures.

When acronyms or abbreviations are used in the typescript, write the terms out in full the first time they appear, indicating the corresponding acronym or abbreviation in brackets.

Use bold letters only in headings. In the text, use italics for latin expressions (*et al.*, *in vivo*, *vice versa*), scientific names (*Solanum tuberosum*), journals and book titles in the list of references. Italics may also be used to emphasize a word or phrase but this use of italics should be kept to a minimum. Avoid the use of footnotes.

The second part of this guide illustrates the layout to be followed regarding references, tables and illustrations. It has been drawn up according to the format requested. Please read and follow the instructions carefully.

upper margin = 2.54 cm

12 pt typefont for title

MODEL TO BE FOLLOWED BY AUTHORS IN THE PREPARATION OF CAMERA-READY TYPESCRIPTS

10 pt typefont for rest of text

bold

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3x1

3x1

SUMMARY - This text, complementary to the previous one, contains the main guidelines to be followed by the authors when citing references in the text, writing the list of references and presenting tables and figures. Format of tables and figure captions will be shown in this example. The guidelines must be followed exactly and will serve to illustrate the format the text must have when it is sent to us.

Key words: Format, references, tables, illustrations.

1x1

italics

2x1

RESUME - Ce texte, complément du précédent, présente les principales normes que les auteurs devront respecter quant à la façon de citer les références dans le texte, la confection de la liste des références et la présentation des tables et figures. Le format de présentation des légendes des figures et des tables est montré dans cet exemple. Suivez attentivement les recommandations de cette brochure, qui en plus vous servira comme exemple de format pour le texte que vous nous enverrez.

Mots-clés : *Format, références, tables, illustrations.*

italics

1x1

3x1

CITING AND LISTING REFERENCES

tab

All references cited in the text must be included in the list of references and *vice versa*. The citations made in the text must follow the system:

Laguna and Castro (1987) or (Laguna and Castro, 1987), according to the context of the sentence; (Fox *et al.*, 1986) when there are more than two authors. If there is more than one reference of the same author (or group of authors) published in the same year, these must be differentiated adding a small letter after the date (1985a), (1985b). The way to cite them in the text will be Parris (1985a) or Parris (1985a,b) when referring to both.

left margin = 2.54 cm

right margin = 2.54 cm

If several references of different authors are cited at the same time, they must be placed in chronological order (from the oldest to the most recent), those coinciding with others in the same year of publication must be placed in alphabetical order: (Solana, 1990c; Parker *et al.*, 1991; Bonner, 1992; Williams, 1992).

Personal communications should be cited in the text in the following manner: I.M. Clarins (pers. comm.) or (I.M. Clarins, pers. comm.) according to the context.

The list of references should be placed at the end of the text (but do not start a new page for this list) in the section REFERENCES, in alphabetical order by authors. If there are several references from the same author (or group of authors) they are to be placed in chronological order (from the oldest to the most recent). When preparing the list, write the references without leaving any line spaces between them. Use hanging indents for each reference to stand out clearly.

The following examples indicate the way the references are to be written. The model must be followed closely without omitting any details and respecting the letter type (normal, italics) and the punctuation marks separating each item. Abbreviate titles of periodicals according to the internationally accepted abbreviations in the World List. In case of doubt, use the full title.

lower margin = 2.54 cm

(i) Book by a single author or group of authors working together as one author
Margalef, R. (1974). *Ecología*. Omega, Barcelona.

(ii) Edited book with chapters from different authors
Hayward, M.D., Bosemark, N.O. and Romagosa, I. (eds) (1993). *Plant Breeding: Principles and Prospects*. Chapman and Hall, London.

(iii) Chapter in an edited book
Savidan, Y.H. (1983). Genetics and utilization of apomixis for the improvement of guineagrass. In *Proc. XIV Int. Grassland Congress*, Lexington, 1981, Smith, J.A. and Hays, V.W. (eds). Westview Press, Boulder, pp. 182-184.

Hanging indent

(iv) Article of a journal
Gauch, H.H. and Zobel, R.W. (1988). Predictive and postdictive success of statistical analyses of yield trials. *Theor. Appl. Genet.*, 76: 1-10.

(v) Doctoral thesis
Bos, I. (1981). *The relative efficiency of honeycomb selection and other procedures for mass selection in winter rye*. PhD Thesis, Agricultural University, Wageningen.

(vi) Report
Rexen, F. and Munck, L. (1984). *Cereal crops for industrial use in Europe*, EUR 9617 EN, Report prepared for the Commission of the European Communities, Brussels.

2x1

TABLES AND ILLUSTRATIONS

1st heading level: bold capitals

Tables

2nd heading level: bold small letters

2x1

1x1

All tables must be appropriately cited in the text in consecutive order. They are to be cited as (Table 1) or (Tables 5, 6, and 7) when more than one is cited at the same time. Tables must be inserted in the text as soon after where they have been cited as possible.

italics for emphasis

2x1

Table 1. Effect of β -glucanase application on broiler diets containing mature and immature barleys (Hesselman *et al.*, 1982; Hesselman and Aman, 1986)

indentation

Barley type	Enzyme	19 days		Intestine length (cm)	Viscosity (cSt)	% DM** of faeces 19 days
		Weight (g)	FCR*			
Immature	-	381	2.03	1.25	28.0	19.0
	+	478	1.86	1.10		22.7
Mature	-	419	2.17	1.26	7.1	20.7
	+	535	1.90	1.16		23.3

*FCR = Food conversion rate

**DM = Dry matter

2x1

Each table ought to be fully explanatory in order for it to be understood without referring to the text. Units of measurement, bibliographical references or sources should always be specified in the heading or in the different items.

Align tables to the left margin of the text. Leave two spaces above the table heading, write the heading and the table without leaving space between them, leave two spaces below the bottom line of the table. The model included should be followed exactly, using only horizontal lines of separation and not block capitals or bold letters. If the dimensions of the table are greater than those of the margins, it is to be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin.

Table 2. Role of the hybrid structure for heterosis (modified from Le Guen *et al.*, 1991)

Structure	Yield* (t ha ⁻¹)	F ₁ - Top parent		F ₁ - Mid parent	
		Yield (t ha ⁻¹)	%	Yield (t ha ⁻¹)	%
Franco-English					
29-D X S45	6.21 ^a	1.84	29.9	1.68	37.0
L6 X 6A	5.71 ^b	0.65	14.3	1.00	24.0
Franco-French					
29-D X 6A	5.45 ^b	0.48	9.6	1.05	23.9
29-E X 6A	4.67 ^c	0.85	22.4	1.04	28.6
15-A X 6A	4.66 ^c	0.37	8.3	0.60	14.8

*Values with the same letter do not differ significantly

Illustrations

Figures

3rd heading level: indented, small italics

As with the tables, all figures must be appropriately cited in the text in consecutive order. They must be cited as (Fig. 1) or (Figs 5, 6 and 7) when more than one figure is cited at the same time. Figures must be inserted as soon after where they have been cited as possible.

left alignment

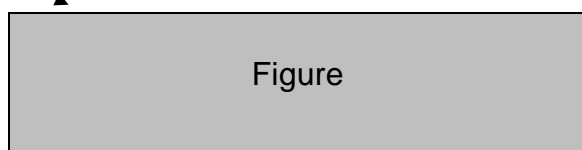


Fig. 1. Clay and gravel content in the different horizons of the soil. (A) measures taken in 1990; (B) measures taken between 1992 and 1993. Reproduced with permission from D. Sagasta, *Manual de técnicas de cultivo*; published by Alfa Pub. Inc., 1993.

indentation

Line drawings must be submitted in original form. The quality must be high, clearly drawn, in ink if by hand or well printed in the case of a computer print-out. The size of the figure should be in accordance with its content and the lettering should be proportional to the dimensions of the figure. All notations and details must be legible. Do not use block capitals or bold letters.

Providing your word processor can do so, include the figures in the text. If not, mount all illustrations directly into the text at the appropriate places using removable glue. For greater security please number with pencil on the back of each figure.

Align figures to the left margin of the text. Leave two spaces above the figure and one space below the figure, write the legend and leave two spaces below the legend. The legends should not be incorporated in the figure itself. Please follow the format indicated in the previous example.

Photographs

Only black and white photographs will be accepted. Send a good quality original, and, whenever possible, the negative of the photograph.

In order to insert the photograph in the text, follow the same procedure as with the figures.

Permissions

All Tables and illustrations which have been previously published must be suitably cited. When the production is identical, you must obtain permission for publication directly from the copyright holder, sending us a copy. Once permission has been obtained, this must appear in the figure caption or the table heading as follows: Reproduced with permission from (author), (title of publication); published by (publisher), (year).

If, as in most cases, the illustration is modified so as not to be obliged to request such permission, the source must be indicated: Modified from _____, or Source: _____.