

MANUSCRIPT PREPARATION

Length

- Manuscript should not normally exceed 20 pages, 1.5 line spacing, 12 fonts, including all relevant materials. Any submitted manuscript that is too long might be returned to the corresponding author for redrafting

We do not have yet the page limit for the following types of contributions:

- Research Notes, Brief Communications (abstracts should be included)
- Review Article (a summary or abstract are needed)
- Book Review
- Summary / Abstracts of Meetings

Typescript

The hard copy of the manuscript should be typed in 1.5 line spacing on one side of A4 or 8½" × 11" paper with 2.5 cm wide left, right, top and bottom margins. Underlining to indicate italicized type (or use of italics in the manuscript) should be restricted to genera and species names, and chemical descriptors (e.g. cis, trans etc). Do not underline any headings. Footnotes should be kept to a minimum and indicated by * or †. Do not use full stops after abbreviations unless essential for clarity. Abbreviations of chemical and other names should be defined when first mentioned in the body of the paper, unless commonly used and internationally known and accepted.

Units and Nomenclature

Units Use **SI units** in accord with the recommendations of the International Organization for Standardization (ISO). Use the form **g kg-1 etc (not %)** to specify content/composition/concentration. Use %, only to express proportional change. Note that the form g 100g-1 etc is not correct. Avoid the use of g per 100g, for example in food/feed composition; instead use g kg-1. Fertilizer rates should be presented in terms of the element applied. Further information on the ISO recommendations can be obtained from the following publication issued by the British Standards Institution, London: Specification for SI units and recommendations for the use of their multiples and of certain other units, BS 5555:1993 ISO 1000:1992.

Symbols

Write all symbols, formulae and equations with great care. Unusual symbols (including Greek lettering) should be defined in words in the left margin at the first mention.

Scientific names

Give the scientific names (with authority) for plants, animals, microorganisms, with generic names in full at the first mention, e.g. *Myzus persicae* (Sulzer). Thereafter, abbreviate them in the text, e.g. *M. persicae*; give them in full (without authority) in the headings of sections, tables, figures and key words. Where appropriate, cultivars should be specified.

Enzyme nomenclature

Identify each enzyme together with its EC number, if available, at the first mention, following the recommendations of the latest edition of Enzyme Nomenclature.

Chemical nomenclature

Use the current systematic IUPAC nomenclature throughout.

Statistical analyses

Particular care should be taken to ensure that the **appropriate** statistical analyses have been carried out. The methods used should be described concisely, yet with enough information to explain how the chosen methods have been applied to the data. The form of all experimental errors and their statistical significance must be given clearly. The statistical analyses should be used in the discussion to justify inferences made against the background of normal biological variation.

Layout

The main body of the paper should be divided into **unnumbered** sections, and each given an appropriate heading. Main headings should be on left over the text (11 fonts, **bold**). Choice of headings will depend on the content, but the following is recommended for research papers:

Title: This should be concise, short, specific and explain the nature of the work.

Title of manuscript (14 fonts, bold, like "**Agricultural production in Finland..**")

3 line space

The author (s) full name(s) (starting with forename then family, 11 fonts, **bold**).

Authors' names Each must have the customary forename in full and initials (e.g. William. B. Jain). Give the full address(es) where the work was done, and include e-mail addresses of the corresponding author and **all co-author(s)**.

To facilitate correspondence please keep the JFAE-editorial office informed of any changes to your address, e-mails and telephone or fax number

2 line space

Abstract

This must be informative yet concise, give an overview and essential information such as the purpose of the work, the data derived from it and their statistical significance, and be intelligible without reference to the paper itself. It should not normally exceed **400** words but not less than **250** words. Authors should remember that the abstract is often the only portion of a paper read, as in abstracting journals, and the use of unusual acronyms or abbreviations should be avoided.

2 line space (for the rest of the subsections)

Key words:

List the main topics incorporated in the paper, including any already given in the title. No Less than **10** keywords

Introduction

Include a clear description of the aims of the investigation (without summarizing the work itself), and a brief statement of previous relevant work with references. For review articles, indicate clearly the scope of the review such as subject areas, geographical area, or period covered in the review.

Experimental State clearly, in sufficient detail to permit the work to be repeated, the materials and methods used. Only new techniques and modifications to known methods need to be described in detail, but known methods must have adequate references. Include the name, postal town, code and country of the

supplier or manufacturer of any chemical or apparatus not in common use. Give the **statistical design (including replication)** of each experiment where appropriate.

Results

Present these concisely, using tables or illustrations for clarity; do not list the results again in the text. State clearly the form of the experimental error and the statistical significance of the results. Do not overstate the precision of the measurements. Histograms or bar charts, unless prepared carefully, are inferior to tables. Only in exceptional circumstances will both tables and illustrations based on the same dataset/measurements be accepted. The Experimental and Results sections may be combined when appropriate.

Discussion

The Results should be followed by a concise section to discuss and interpret them. Please, do not just repeat the results. A combined Results and Discussion section sometimes simplifies the presentation.

Conclusions

Do not merely repeat content of preceding sections. The Discussion and Conclusions sections cannot be merged.

Acknowledgments

Keep these to the absolute minimum.

References

Check carefully for accuracy and follow the correct style. Refer to unpublished work only in the text (William M N unpublished), (Brown C D pers comm). Indicate literature references at the appropriate place in the text using superscript numbers in the order in which they appear and a full numerical list must appear at the end of the paper, giving all authors with initials after the respective surname. Ensure that all references in the list are cited in the text and vice versa. Give the date and full title of the paper in the language in which it appeared or an accurate English translation. Abbreviate all journal titles as in Chemical Abstracts or Biological Abstracts and the annual BIOSIS List of Serials, without using full stops after abbreviation. If the journal is not included, give its title in full. Volume numbers should be bold.

Note the following style and order for citation:

An article with one or more authors

¹Hiilovaara-Teijo, M., Hannukkala, A., Griffith, M., Yu, X.-M., and Pihakaski-Maunsbach, K. 1999. Snow-mold-induced apoplastic proteins in winter rye leaves lack antifreeze activity. *Plant Physiol.* **121**: 665-674.

An article in a book

²Bradfort, M.L., Kangas, L., and Nordlund, G. 1990. Model calculations of sulfur and nitrogen deposition in Finland. In: Kauppi, P. et al. (eds.). *Acidification in Finland*. Berlin: Springer-Verlag. p. 167-197.

A book with one or more authors

³ARC 1984. The nutrient requirements of ruminant livestock. Supplement No. 1. Technical review by an Agricultural Research Council working party, Commonwealth Agricultural Bureaux, Slough, UK. 45 p.

⁴Lominadze, D.G. 1981. Cyclotrone waves in plasma. 2nd ed. Oxford: Pergamon Press. 206 p.

⁵Møller, J., Th.gersen, R., Kjeldsen, A.M., Weisbjerg, M.R., ;øgaard, K., Hvelplund, T., and

⁶Børsting, C.F. 2000. Fodermiddeltabel. Sammensætning og foderværdi af fodermidler til

⁷kvæg. Rapport 91. Århus: Landbrugets Rådgivningscenter. 52 p.

⁸Senauer, B., Asp, E., and Kinsey, J. 1991. Food trends and the changing consumer. St. Paul, MN: Eagan Press.

Conference papers

¹Petit, M., Garel, J.P., D'Hour, P., and Agabriel, J. 1995. The use of forages by the beef cow herd. In: Journet, M. et al. (eds.). Recent developments in the nutrition of herbivores. Proceedings of the Fourth International Symposium on the Nutrition of Herbivores. Paris: INRA editions. p. 473-496.

²Niskanen, M. 1990. Zinc adsorption and increase of plant zinc concentration upon zinc application in mineral soils of Finland. Transactions of the 15th World Congress of Soil Science, Acapulco, Mexico. 5b: 395-396.

When quoting patents give the name of the applicant, the year of publication, the title, the country and patent or application number, for example:

³Hilton MS and Williams ML. 1980. Method of sorting seeds. UK Patent 1777888.

Abbreviations

The International System of Units (SI) should be used. Accepted common names of the active ingredients of chemical formulations should be used in preference to trade names, and confirmed to internationally recognised codes of nomenclature. Generic and specific Latin names should be typed in italics.

Tables

Tables containing numerical data should be kept to a minimum, and should only include essential information (with the level of significant errors). All tables, graphs or photos must be inserted/placed in the body of the text. Each table should have a concise self-explanatory title, and abbreviations used should be defined directly below the tables. Full stops but not commas should be used as decimal points. When preparing tables with a word processor, please note that the tabulation key, and not the space bar, should be used to line up the columns. Table-making procedures can also be used.

Figures (drawings and photographs)

Figures should be selected bearing in mind the printed page format, allowing for the effect of a potential (less than 33%) reduction in size. Alphabetical or numerical characters should be at least 1.5 mm high in print. The figures should be consecutively numbered in Arabic numerals, and their position should be indicated in the margin. All legends to figures should be printed on the same sheet for each figure. Drawings reproduced with a high quality laser printer are preferred. Photographs, if used, should be of good contrast and printed on glossy paper. All Figures, photos or tables should be presented in the body of the text.

Please use 300 dpi to 600 dpi when scanning your photos or graphs to avoid bad printing quality. Kindly reduce the size of your file.

Where possible, illustrations should also be sent by air mail and submitted in electronic format sent by air mail (saved in CD along with the text) or sent as (email/MSword.version) . Also save each figure as a separate file, in TIFF or EPS format preferably, and include the source file. Write on the disk the software used to create the files. Use dedicated illustration packages in preference to tools such as Excel or Powerpoint.

Line drawings and figures should be in a form suitable for direct reproduction, no larger than A4 or 8½" × 11", in black ink, with stenciled lettering (avoid using dry transfer, typewritten or handwritten lettering) all in proportion to the amount of detail. Computer-drawn diagrams must be prepared on a high quality laser or ink jet printer or plotter, not on a dot matrix printer or equivalent.

Use only essential characters and insert these and any other symbols clearly; explain all symbols used, and where a key to symbols is required, please include this in the artwork itself, not in the figure legend. On graphs, include labels and units on axes. Present logarithmic scales with arithmetic numbering 0.1, 1, 10, 100 rather than -1, 0, 1, 2. Avoid unnecessarily long axes that lead to large blank spaces on graphs.

Line drawings and figures should all require the same degree of reduction and all characters must be chosen so that after reduction they are at least 1.5 mm in height. The type area of the Journal is 172 mm wide × 249 mm deep, in two columns each 81 mm wide, and the characters should therefore be large enough to be legible after reduction of the illustrations to fit the page or column width.

Photographs (halftones) should be supplied as glossy prints (four original prints of each) of good contrast, photocopies are not acceptable. Do not allow them to be damaged by paper clips, folding etc. Some loss of clarity may occur during reproduction.

Electrophoresis patterns

These are complex photographs, which often lack clarity, should not be included except to make a particular point. Where the reporting of gel electrophoresis, SDS gels, immuno-electrophoresis, isoelectric focusing etc., is essential, adhere to the following principles:

- I. a single zone requires only description in the text
- II. preferably claim homogeneity using a scan diagram
- III. preferably use a single gel to compare several tracks
- IV. when scanned diagrams are used, accurate alignment is essential

Where photographs or scanned diagrams must be used:

- I. number all zones and identify those common to more than one track
- II. give a molecular weight scale for SDS gels
- III. give experimental details and track identification in the legend

Chemical structures

Prepare these on a separate sheet as described for illustrations, and number the individual formulae with Roman numerals (I, II). All bonds, charges and free radicals should be accurately positioned. Indicate aromatic and unsaturated heterocyclic systems using double bonds. Preferably use general structures, distinguishing related compounds by substituents R1, R2 etc.

The text must be written in grammatically correct English and very well structured in both style and content. Poorly written manuscripts will not be considered for publication. However, we might assist some scientists in language check against payment.

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