Instructions to the Authors

IOBC/WPRS Bulletin, Bulletin OILB / SROP

The IOBC/WPRS Bulletin publishes papers presented during IOBC/WPRS Working Group or Study Group Meetings and the IOBC/WPRS General Assemblies, as well as Guidelines for Integrated Production etc. The papers should be addressed to the convenors of the Working Group or Commission, for the General Assembly to the Secretary General.

Languages: The papers should be written in English or French. The content should be clear, concise, and have been revised by an experienced speaker of one of these languages. If the papers are not written in English, an English translation of the title and the abstract should be included after the references.

The papers should consist of

- abstract
- keywords
- introduction
- materials and methods
- results and discussion (separated or combined)
- acknowledgements (if necessary)
- references

The Bulletins will be published by offset-printing. Therefore, compile your manuscripts in the final form as described below. In order to allow good and uniform reproduction, all manuscripts must be submitted, stored on a MS-DOS formatted disc (3.5", at least 1.44 MB), as a WORD or WORDPERFECT file. A ready-to-print-version of the manuscript as a printout of the text (including tables and figures) as delivered on disc has always to be included. Please avoid in the figures, large uniform black or grey areas, fill out the columns in a figure with a pattern.

Principal formatting of the papers:

1. Paper-format: A-4
2. Left and right margins of the text: 2,5 cm
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   This results in a printing area of 16 cm x 23,7 cm (Please, use these measures when you have other paper formats than A-4, e.g. letter or legal format)
3. Line spacing: 1
4. Font: "Times New Roman" or "Times"
5. All titles and subtitles should be flush left. Fonts as printed in the example.
6. Font of the abstract: 11 pt
7. Font of the running text: 12 pt (except titles and abstract)
8. No hyphenation in the text.
9. Make sure that the first lines of all paragraphs (except for the paragraph that follows a title) are indented with a [Tab] command (0,8 cm). Do not use spaces instead of tabs and indents. Do not repeatedly use Standard-Tabstops.
10. Layout as shown in the example (don't forget the justification of the text).
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12. Make your tables with the [Table]-function. Do not use repeated [Standard-Tab]'s or spaces.
    Legends should be mentioned above the tables and under the figures.
    Use the same font for the text and the tables. In the figures the smallest font should be 10 pt. Since the text is reduced to 78 %, fonts smaller than 10 pt become unreadable.
    Tables and figures should be centred. Small figures may be embedded in the text.
13. Scientific names of plants and animals in Italics.
14. The authors names should be typed in the normal font (not in capitals or any other face, not bold) in the text as well as in the "References".
15. Never use coloured print in figures, tables or text. To differentiate between parts of a diagram or between curves in a figure, use shading in different patterns. Make sure that the patterns can be clearly discerned from each other.
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