

Journal of Sugar Beet Research – Instructions to Authors

General:

The *Journal of Sugar Beet Research* welcomes original research articles, timely review articles, and articles of historical interest to the beet sugar industry. Authors can submit manuscripts for consideration in Word format via email to aimee@bsdf-assbt.org. Please ‘cc’ Paul Pfenninger at paul@bsdf-assbt.org. If email is not available, please submit a flash drive with a file of the manuscript to: Editorial Office, American Society of Sugar Beet Technologists, 800 Grant Street, Suite 300, Denver CO 80203. In an accompanying cover letter provide the corresponding author’s name, telephone number and email address. Submission of a manuscript for review is understood to imply that the work is original, unpublished, and not being considered for publication elsewhere and that all coauthors are aware the manuscript is being submitted to the Journal. Manuscripts must be in English. Sugarbeet (singular) or sugar beet (singular) may be used, however, be consistent throughout. Type all material double-spaced, including title, by-line, abstract, text, literature cited, figure legends and tables. The header in the upper right corner of each page should include JSBR, the author(s) names(s) and the page number. Tables should be on numbered pages after the literature cited section; legends for figures, on a separate numbered page, should follow the tables. Submit papers with lines numbered.

Format:

Consult current issues of the *Journal of Sugar Beet Research* for arrangements of heads and subheads, use of capital letters, indentations, etc. (<http://assbt-jsbr.org/>).

Title: The title should reflect the important aspects of the article as concisely as possible, preferably no more than 200 characters and spaces. A short version of the title (no more than 20 characters) should be taken from the main title for the running header of the article. All words in the title that are longer than three letters, except species names, should be capitalized. Do not include both common and scientific names of plants and other organisms in the title. When scientific names are used in the title, do not include authorities. The title may be footnoted, with the footnote giving information on joint contributions, source of funds, etc.

By-line: The by-line contains the authors’ names (first name, initial or two initials, followed by surname), under which are the authors’ addresses followed by the email address of the corresponding author.

Abstract: An abstract is required for all manuscripts. Limit abstracts to one paragraph of no more than 200 words. Indent the abstract five spaces from the left and right to set it apart from the text. Do not include both common and scientific names of plants and other organisms with the authority in the abstract. Always include the common and scientific name(s) of the organism(s) studied with the authority in the text the first time it is mentioned. Below the

abstract, after the subheading **Additional Key Words**, list words or phrases that would be useful in index retrieval systems: do not repeat words or phrases used in the title.

Text: The major sections after the introductory statements are: **MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS** and **LITERATURE CITED; RESULTS** and **DISCUSSION** may be combined. Authors may elect to include a **CONCLUSIONS** section, when appropriate. Subheadings may be used, but excessive fragmentation of the text should be avoided. Footnotes are discouraged. The scientific names of plants or other organisms, with the authority, should be provided when first mentioned in the text. Italicize Latin binomials and names of viruses. Tables and figures must be cited in numerical order. Text references should use the author - year (Jones, 1999) (Jones and Smith, 2009) system and be presented in chronological order. If there are more than two authors for a reference, the format should be (Jones et al., 1999). Separate text references with a semicolon (Jones, 1999; Smith, 2000).

Tables:

Titles should be self-explanatory and include enough information so that each table is intelligible without reference to the text or other tables. The title should summarize the information presented in the table without repeating the subheadings. Subheadings should be brief. Abbreviations are acceptable; non-standard ones should be explained in footnotes.

Two types of footnotes are used with tables: those to show statistical significance and those to give supplementary information. The * and ** always are used in this order to show statistical significance (or non-significance) at the 0.05 and 0.01 probability levels, respectively, and cannot be used for other footnotes. Lack of significance at any level usually is indicated by NS. Supplementary notes are given the following symbols in this order (do not use numbers or letters):

†, ‡, §, ¶, ††, ‡‡

These symbols should be cited just as you would read a table – from left to right and from top to bottom. When asterisks are part of a table, they precede the other notes. Within the table, numbers with the same unit and/or equal length should be centered in the column. If they are unequal, center the longest one and align the rest on the decimal point. Single-column tables should be avoided; include material in text.

Figures:

Illustrations must be of high resolution. Figures must be legible when reduced to 4 inch (102 mm) width by no more than 7 inch (190 mm) height, including caption. A scale bar should be included on the image(s) when size relationships are important. Each figure should be labeled with the figure number, author's name, and JSBR. Captions should be fully descriptive so that the illustrations are understandable when considered apart from the text. Graphs and figures are

acceptable if they are of reproduction quality and image files should be in jpg, tiff or bitmap formats. If another format is needed, the author should convert a copy into Word format, or check with the editor for other options.

Literature Cited:

All references listed must be cited in the text and must be accurate and complete. List in alphabetical order by authors' surnames; do not number. When citing multiple works by the same author, list single-authorship articles before those by several authors. Determine the sequence by alphabetizing the first author's surname and junior authors' surnames, by the year of publication (most recent last), and, if necessary, by the page numbers of articles published in the same journal. List total pages of theses and bulletins, and list specific pages of book chapters. Refer to Chemical Abstracts Service Source Index for journal abbreviations. Do not abbreviate one-word titles of journals and publications.

An example of a journal citation is:

Brewbaker, J. L., and S. K. Majumder. 1961. Cultural studies of the pollen population effect and the self-incompatibility inhibition. *Am. J. Bot.* 48:457-464.

An example of a book citation is:

Towill, L. E. 1985. Low temperature and freeze-vacuum-drying preservation of pollen. p. 171-198. *In* K. K. Kartha (ed.). *Cryopreservation of Plant Cells and Organs*. CRC Press, Inc., Boca Raton, FL.

Do not list a work in preparation, submitted but not accepted for publication, or not readily available in libraries. Cite the work parenthetically in the text: (J. J. Jones, unpublished) or (J. J. Jones, personal communication). Written permission from the person(s) cited as the source of unpublished information must be provided when the manuscript is submitted. Avoid excessive reference to unpublished information because such data cannot be evaluated by reviewers or readers.

Editorial Style:

After acceptance for publication, manuscripts are edited for style, grammar, clarity of presentation, preciseness and conciseness of statements by two or more anonymous reviewers, an Associate Editor and the Editor. Preferred spellings are according to the *Merriam-Webster Dictionary*. Helpful reference books are: *CBE Style Manual* and the *ACS Style Guide*. The metric system (e.g., Mg/ha or Mg ha⁻¹ consistent throughout) is required; alternate units may be given in parentheses after the metric. Use numerals before standard units of measurement, e.g., 1 g, 9 h; otherwise, use words for numbers one through nine and numerals for larger numbers. Non-standard abbreviations should be avoided unless they facilitate comprehension or save significant space; at first use, spell out the term and enclose the abbreviation in parentheses.

Scientific names of higher plants and organisms should be given once with the authorities following the common name at first mention in a manuscript. Italicize Latin binomials and names of viruses. The common name should be used alone thereafter. Fungicides, herbicides and insecticides should be identified at first mention in the manuscript by the approved common name, followed by the chemistry of the compound in parentheses and, if desired, by the trade name. The common name should be used thereafter in the text. Ambiguous characters, e.g., the letter O and the number 0, a prime sign and an apostrophe, the letter l and the number 1, the multiplication symbol and the letter X should be clearly identified in the left margin of the text.

Statistical methods:

The appropriate statistical procedures should be used for analyzing and summarizing data. The analysis should be consistent with the original experimental design, the treatment design, and any factors that may have affected the experiment, e.g., missing data. Field experiments should have been repeated in multiple years or environments. Similarly, greenhouse experiments should be repeated at least once (twice is better), especially when dealing with screening for resistance to pathogens and pests. Several procedures are appropriate for separating treatment means, and several uses of mean separation procedures are inappropriate. The following (from *Agronomy Journal* 75:1059) are considered inappropriate:

1. The use of multiple range tests or other pairwise procedures when treatments have an obvious structure and/or when planned single degree of freedom contrasts were built into the experiment.
2. The use of multiple range tests or other pairwise procedures to compare means from quantitative treatments such as rates of fertilizer or pesticides, plant density, seeding rates, time, or temperature ranges.
3. Comparisons of factorial treatment combinations by multiple range tests without consideration of the estimation of main effects and what numerical data represents (e.g., means of how many replicates).

Within **MATERIALS AND METHODS** define experimental designs used, number of replicates, and statistical analyses performed. Indicate in table footnotes or figure captions, what numerical data represents (e.g., means of how many replicates). In general, conclusions should be based on repeated experiments.

Review, Revision and Resubmission:

The ASSBT office will send submitted papers to the Editor. The Editor will review each paper and forward it to an Associate Editor with expertise that best fits the paper topic. The Associate Editor will review the paper and select at least two additional reviewers. Thus, each paper will be reviewed by at least four people. The Associate Editor will work with the author to assure

that appropriate revisions are incorporated into the paper. A paper may be rejected if the Associate Editor and Editor believe that observed deficiencies cannot be fixed.

After revisions, an electronic file of the paper (email, CD, or flash drive) with track changes indicated, along with a file listing the revisions done and an explanation why any suggested revisions were not done, should be sent back to the Associate Editor. Microsoft Word is the preferred format for final submission. Consult with the Associate Editor about other formats if needed. Separate files of graphs and figures should be compatible with Word. The resolution of all graphs and figures should be sufficient for clarity in the final article. CDs should be labeled with author(s) name(s), title(s) and date(s).

If the Associate Editor agrees that the revisions are adequate, then the paper will be sent to the Editor for one final review, after which the Editor will send the paper to the ASSBT office for creation of a galley proof in the official Journal format. The author will receive a copy of the galley proof for final review. The galley proof should then be returned promptly to the ASSBT office to facilitate publication in the next available issue of the Journal.

Upon recommendation of the Publications Committee, the Board of Directors of the American Society of Sugar Beet Technologists has voted to institute a page charge for publishing in the Journal of Sugar Beet Research. This charge is \$20.00 per page and applies to all published papers with the exception of invited papers.