

Instructions for the authors

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.

As a general rule, full papers should consist of

- Abstract
- Key words
- Introduction
- Materials and methods
- Results and discussion (separated or combined)
- Acknowledgements (if necessary)
- References

Exceptions to this format could arise, in agreement with the Convenor, for example in case of review papers or position papers contributed by keynote speakers.

The bulletins will be published on the website and in the webshop of IOBC-WPRS. Therefore, compile your manuscripts in the final form as described below. In order to allow good and uniform reproduction, all manuscripts must be submitted in an electronic version in MSWord.

Principal formatting of the papers:

1. Paper-format: A4
2. Left and right margins of the text: 2.5 cm
Upper margin: 3.0 cm
Lower margin: 2.5 cm
This results in a printing area of 16 cm x 23.7 cm
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: 12 pt
7. Font of the running text: 12 pt (except titles)
8. Font of the title: 16 pt, bold
9. Font of subtitles: 14 pt, bold
10. No hyphenation in the text.
11. Justification of the text.
12. 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.
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. Layout as shown in the example.

16. Do not number the pages; the page numbering is done when the bulletins are being compiled.

Tables and figures

17. Incorporate tables and figures into the manuscript. Make sure that they are not linked to a file on your own computer, which makes them disappear in the manuscript when it is sent away.
18. Two free lines have to precede and follow each figure or table.
19. 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.
In the figures and tables the smallest font should be 10 pt. Smaller fonts may become unreadable.
Tables and figures should be centred.
20. To differentiate between parts of a diagram or between curves in a figure, use clearly different colours or shading in different patterns. Make sure that the patterns as well can be clearly discerned from each other. Please avoid in the figures large uniform black or grey areas, fill out the columns in a figure with a pattern or a colour.
21. Coloured photographs are welcome, but they shouldn't require too much memory capacity (not more than 1 MB each).
22. The figures, too, should not require too much memory capacity. If they need more than 1 MB, they will often have to be downsized which may be followed by a lack of quality.

References

For journal abbreviations use the Web of Science list:

<http://cassi.cas.org/search.jsp>

If you cite authors in the text, please order them according to the date of publication, first dates first, e. g. (Erwin and Ribeiro, 1996; Kuldau and Yates, 2000; McCracken et al., 2003), or "... Erwin and Ribeiro (1996) and McCracken et al. (2003) have shown..."

For the reference list:

The references are written in Times Roman 12 pt with hanging indents by 0.8 cm in the first line. References are listed alphabetically. In the case of several references by the same author, give single-author references first, e. g. Smith (1996) before Smith *et al.* (1994), but Smith (1993) before Smith (1994). Please follow the examples given below for journal articles, book chapters and entire books and the examples in the bulletin manuscript.

Journal

McCracken, A. R., Berrie, A., Barbara, D. J., Locke, T., Cooke, L. R., Phelps, K., Swinburne, T. R., Brown, A. E., Ellerker, B. and Langrell, S. R. H. 2003. Relative significance of nursery infections and orchard inoculum in the development and spread of apple canker (*Nectria galligena*) in young orchards. *Plant Pathol.* 52: 553-566.

Note: The doi number is reserved for journals that appear only online or for papers that are published "online first" with no page numbering available at the time you submit your manuscript to IOBC-WPRS.

Book chapter

Kuldau, G. A. and Yates, I. E. 2000. Evidence for *Fusarium* endophytes in cultivated and wild plants. In: Bacon, C. W. and White, J. F. (eds.): *Microbial Endophytes*, pp. 85-117. Marcel Dekker, New York.

Book

Erwin, D. C. and Ribeiro, O. K. 1996. *Phytophthora* Diseases Worldwide. APS Press, St. Paul, USA.

URL

Beckleheimer, J. 1994. How do you cite URLs in a bibliography? [WWW document] URL <http://www.nrlssc.navy.mil/meta/bibliography.html>. Accessed 20 Apr. 2012. [font: 12 pt, indent second and following lines: 0.8 cm]

Online only Journal or “online first” article for which only a doi is available

Bardin, M., Ajouz, S., Comby, M., Lopez-Ferber, M., Graillot, B., Siegwart, M., Nicot, P. C. 2015. Is the efficacy of biological control against plant diseases likely to be more durable than that of chemical pesticides? *Front. Plant Sci.* 6: 566. doi: [10.3389/fpls.2015.00566](https://doi.org/10.3389/fpls.2015.00566)

IOBC-WPRS Bulletin

Sigsgaard, L., Vogt, H. and Weintraub, P. G. 2011. Voices from vice-presidents of the IOBC-WPRS. *IOBC-WPRS Bull.* 57: 123-456.

[note: before Volume 30, 2007, the issue number must be included, e. g. 30(1): 12-15.]