

Instructions to Authors – General Rules, Formatting, and Submission of Papers

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ABSTRACT

Some people like to add an abstract to their text, but this is left up to you. Please keep in mind that we have reserved ten pages for keynote speakers, six pages for oral presentations and two for poster presentations. Deadline for the submission is Sept. 1st, 2019.

INTRODUCTION

The Symposium Proceedings will be published in a printed and an online version. Its appearance will be determined by the quality of the submitted scripts, so the overall quality of the printed Proceedings is enhanced if the typescripts from all authors are of a uniform high standard.

Please use for your contribution the provided template with all styles and formats preset and send it, when finished, to info@reinhardsbrunn-symposium.de. Please insert illustrations into the text, but in addition send them via email in *.jpg- or *.tif(f)- format, in original size and at least 300 dpi, uncompressed to the same address.

To be on the safe side in regard to the appearance of your tables and illustrations you can additionally send us a *.pdf-Version of your contribution.

WE HAVE ONLY VERY FEW GUIDELINES CONCERNING THE FORMAT OF TEXT AND PAGES. THEREFORE, PLEASE FOLLOW THIS INSTRUCTION VERY STRICTLY, ESPECIALLY IN REGARD TO CITATIONS AND THE REFERENCE LIST.

NUMBER OF PAGES

Keynote speaker contributions: up to 10 pages

Oral presentations: up to 6 pages

Poster presentations: up to 2 pages

Please try to end up with an **even number of pages**. If you have doubts please contact us.

SUBMITTING YOUR DRAFT TYPESCRIPT

Your draft manuscript, prepared according to these instructions, or better using the provided template, should be sent to us via e-mail (as an attached Word document) to info@reinhardbrunn-symposium.de **to arrive no later than September 1st, 2019.**

LAYOUT

The following notes will provide most of the information that you need. Please follow the instructions strictly.

The **name of the presenting author** should be underlined in the line following the title.

If you have **illustrations and/or tables**, please number and label them (further details see below), and insert them into the text. In addition please send illustrations via email in *.jpg-, *.png or *.tif(f)- format, in original size and at least 300 dpi, uncompressed. Tables please place additionally at the end of the paper or attach them as an extra file to your email.

Page Setting (Margins)

We ask you to use the provided template (with the required settings), or use the following settings: **All** material (i.e. text, tables and figures) **must** fit within the margins.

Table 1: Page settings

German Program Version	English Program Version
Format <i>DIN A 4</i> (German) (in cm):	Letter Size (8,5" x 11" = 21,59 x 27,94 cm)
Seite einrichten: (Textbl.: 16,1 x 24,1 cm)	Page Setup (Type Area is 6,34" x 9,49")
Mehrere Seiten: Gegenueberlieg. Seiten	Multiple pages: Mirrored
Seitenraender:	Margins:
Oben: 2,6 cm (1,02")	Top: 0,72" (1,84 cm)
Unten: 3,0 cm (1,18")	Bottom: 0,79" (2 cm)
Innen (oder links) 2,6 cm (1,02")	Inside (or Left) 1,26" (3,19 cm)
Aussen (oder rechts): 2,3 cm (0,90")	Outside (or Right) 0,91" (2,3 cm)
Kopf und Fusszeilen:	Headers and Footers
Bitte wählen: Gerade/ungerade anders	Select <i>Different odd and even</i>
Abstand vom Seitenrand:	From edge:
Kopfzeile: 1,3 cm (0,51")	Header: 0,51" (1,3 cm)
Fusszeile: 1,7 cm (0,67")	Footer: 0,67" (1,7 cm)

Text format

Font: Text, including legends and tabular material, should be in **12 point, Times New Roman**. Large tables, and axis labels on figures, may be typed in 11 or 10 point but no smaller.

Please be aware that the papers will be printed 20% smaller than the submitted documents.

Paragraph format

Line spacing: Text must be typed with line spacing 1.2 pt.

Headings

Type all **FIRST-CATEGORY HEADINGS** in UPPER CASE BOLD. The following are those most likely to be required: ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, DISCUSSION, ACKNOWLEDGEMENTS, REFERENCES

Type any Second-Category Headings in **lower case bold**.

Type any *tertiary-category headings* in *Italics* (but avoid their use if possible).

Bullets and Numbering

If you use Bullets or Numbering, please use a 0,7 cm Hanging Indent

- 0,7 cm (0,28") Hanging Indent
- Tabset at 0,7 cm (0,28")

References in the Text

ESPECIALLY HERE WE ASK FOR YOUR SUPPORT AND TO STRICTLY FOLLOW THE GIVEN FORMAT, BECAUSE ADJUSTING THE REFERENCE LIST TAKES MOST OF THE TIME OF EDITING A PAPER.

As papers are relatively short, keep the number of references cited to a minimum. In the text, when you quote more than one source, please separate them with a semicolon

Please cite the name(s) of authors and date of publication in the text in the following formats:

- (Smith 1996) orSmith (1996).
- (Smith & Brown 1996).... orSmith & Brown (1996): Use the ampersand (&)
- (Smith 1996a; Smith 1996c; Smith 1996e): Add an additional letter (a, b, c,...) when more than one paper by the same author(s) and with the same publishing year is included and separate them with a semicolon
- (Smith et al. 1997): If there are more than two authors, please use et al.

Reference List [REFERENCES] [LITERATURE]

References should first be ordered alphabetically by the family name of the first author and second by date of publication. All references should be cited in full (i.e. including the names and initials of all authors of multiauthored papers). We have an indent of 1,25 cm (0,49") with the exception of the first line.

General

Authors' family names should be typed in lower case (exception first letter); initials behind family names: please type in capital letters without commas or periods [.] behind initials

Separate multiple authors with a semicolon [;]

Year of publication must be in parentheses (1999), followed by a full stop (period; Punkt).

Papers in Journals

Titles of papers are printed in normal type

Names of journals (which are cited in full) are printed in *italics*.

Use “normal” again for the journal volume number (Issue number, if necessary, in parentheses), followed by a comma and pagination

Willett JT; Barr WWF (1996). New pests on glasshouse cucumbers and tomatoes in England.
Horticultural Crop Intelligence 28, 12-15.

Books

Title in *Italics*, followed by a full stop (period [.]), publisher with a colon [:], and place.

Morello OE (1997). *Die Insekten Mitteleuropas*. Luther & Klein: Berlin.

Articles in Books

the Title of an article in a book is printed in normal type, followed by full stop (period [.]),

Followed by “In:”, the *Title of the book* in *italics*, a comma,

Followed by the abbreviation “ed”/“eds” and the Initials and Surname of the Editor[s],

Followed by “pp.”, the pagination, and a full stop (period [.])

Publisher with a colon [:], and place at the end.

Holt PL; Hudson MR; Grout L (1997). Chemical control of tomato pests. In: *Insect pests on horticultural crops in the UK*, eds R A Kay & W J Wood, pp. 103-119. Charter & Gall: Cambridge.

Internet Sources

Wood P (2004). *Glasshouse pests*. www.cropscience/pests/statss.co.uk (date of access dd.mm.yyyy) or DOI/URN.

FIGURES (DIAGRAMS/GRAPHICS/FOTOS/DRAWINGS) AND TABLES

Please distinguish between **Illustrations/Figures (Diagrams/Graphics/Fotos/Drawings)** on the one hand and **Tables** on the other and label and number them separately

[Figure 1, Figure 2, Figure 3 Table 1, Table 2, ...].

Please send photographs and illustrations as jpg-, png-, or tif(f)-files please in original size and at least 300dpi, uncompressed as an extra file via email.

Please consider how diagrams and figures will look after the script has been reduced to its final size (80% of the original). Please submit figures separately and indicate in text where you would like to locate figures.

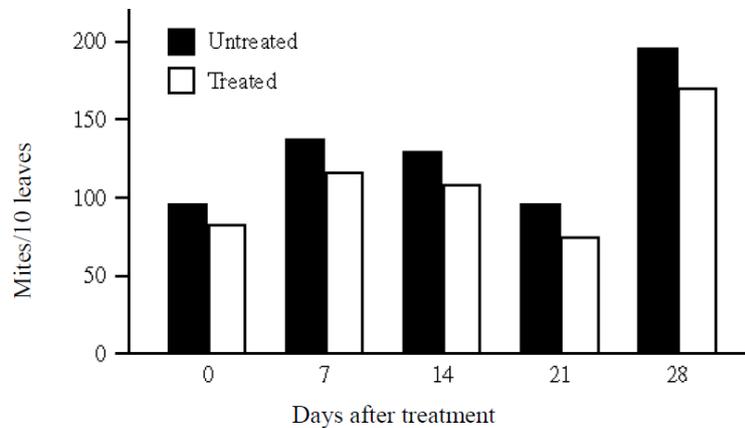


Figure 9. Effect of a post-flowering spray of tricofol on apricot rust mite adults

Tables should have horizontal lines at the top and bottom, and one line following the sub-headings (see example above). Horizontal lines within the body of the table should be included only where absolutely necessary. **Please do not use vertical lines.**

Table 4. The seasonal incidence of parasitism of *Cnephaenia infusca* by *Blastomastix rivulata* in 1995

Month	Mean no. of larvae examined per site	Overall % parasitism
May	190–251	4.1
June	270–350	71.4
July	185–198	80.2
August	98–111	68.9
September	201–309	0.8

TRADE NAMES

The Symposium is a scientific event and the overt advertising of products and services in papers is prohibited. Authors may use a trade name **once only** in a paper and **not in the title or the abstract**. At all other times, common (e.g. chemical) names must be used. If in doubt, please seek guidance from us.

ACKNOWLEDGEMENTS

Acknowledgements should be brief and to the point.

“We thank Dr H W Quill and Ms L W Grinery for technical assistance”

TERMINOLOGY WITHIN THE TEXT

When referring to organisms (e.g. a pest, a pathogen or a weed), use scientific names but without authority: e.g. “...*Thrips tabaci*.....” “.....*Phytophthora ramorum*.....” “...*Ranunculus repens*....”. At first mentioning in the text (and also, if appropriate, in the title) you may use a recognised standard English name, followed by scientific name in parentheses: e.g. “.....onion thrips (*Thrips tabaci*).....”. Please note that the brackets are not italicised. Subsequently (unless this would cause confusion), scientific names should be abbreviated: e.g. “.....*T. tabaci*.....”