INSTRUCTIONS FOR AUTHORS

Most recent revision: December 12 2012



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Editorial policy

Manuscripts submitted to PAP may not be published or submitted for publication in other journals simultaneously. The contents of the articles and concepts presented in this journal are of sole responsibility of the authors. Any citation of products and trademarks does not imply recommendation for use by the PAP or IPA.

The manuscripts submitted are initially assessed by the editors, who observe whether the works are in the scope of the journal and present merit to publication. Papers that do not meet the "Instructions for Authors" will be returned for resubmission. After this initial phase, the work is sent to at least two expert referees.

A final report is sent to the authors with indications of corrections and, if appropriate, the need of a new submission version. Authors must send, with the new version, the explanations for disagreeing with the corrections and the answers to possible questions from the editor and referees. Once accepted, the work will be sent for language editing and diagramming, the text is then sent to the authors and the editorial committee for final corrections.

Manuscripts are subject to changes in the text and figures so that they are legible and clear and the documents are in conformity with the journal's style. Authors will receive the proofs of accepted articles and are welcome to discuss the suggested changes. However, the PAP holds the right to make the final decision on the matters of style and size of figures.

Finally, the editors have the right to reject an article, even after accepted, if it becomes evident that there are serious problems with the scientific content or with violations of publication policies.

Ahead of Print

The PAP works in the Ahead of Print system, where articles are published online before print publication. This way, authors benefit from the early publication of the articles and our readers can access the accepted papers prior to print. The papers published online are definitive and receive the digital object identifier - DOI, which can be used to reference the article before the publication of the journal's complete issue.

Types of Contributions

Texts sent to the PAP shall provide features that enable them to fit into one of the following sections:

- Original Articles: works from original research.
- *Review Articles*: critical analyses on current themes. These are published by invitation of the editor.
- Research Notes: brief communications, whose immediate publications are justified, since they are unprecedented and important, but insufficient in volume to constitute a scientific article.

Preparation of Manuscripts

Submission of manuscripts will be done exclusively through the journal's website: http://www.ipa.br/pap, being filled in only by the corresponding author of the article, who will be responsible on behalf of all the other authors.

Research articles involving humans and animals must compulsorily have the approval of an institutional ethics committee at the time of submission.

The manuscript should be submitted in a text editor compatible with the .doc format (Word), A4 print size, 2.5 cm margins, numbered pages and lines, double-space, Times New Roman font, size 12. The main divisions of the text [Introduction, Methods, Results and Discussion, Conclusions, Acknowledgements (if any) and References] must be in bold uppercase. Scientific notes do not exhibit the mentioned divisions. For articles and reviews, 20 pages is maximum size, while 10 pages is the maximum for scientific notes - including tables and figures.

The article must be submitted to the editor through the online system including:

- 1. Title page in *Word* file containing:
 - a. Concise and precise title, up to 15 words, reflecting the content of the work. No subtitles, abbreviations, symbols or formulas are allowed.
 - b. Full name of the author and co-authors separated by commas, with only the first letter of the names and last names capitalized. The names should come in the order they appear in the final version and contain single numbering

- at the end of the last name referencing the institutional affiliation of each author.
- c. The institutional affiliation of each author should be numbered according to the previous item. It should contain the name of the laboratory or department, institution, city, state and country.
- d. Fellows of development agencies should indicate the type of scholarship and the institution as affiliation.
- e. Full address of the corresponding author including mailing address, e-mail, phone and fax numbers.
- 2. Manuscript in *Word* file as specified above, containing:
 - a. Title: the same as shown on the title page and the Portuguese title with same translation of the title in the language of the article.
 - b. Abstract: up to 250 words for articles and reviews and 150 words for scientific notes, abstract in the language of the article and abstract in Portuguese with same translation of the abstract.
 - c. Keywords: in the language of the article and key words in Portuguese, minimum of 3 and maximum of 6 words, separated by commas, and words not included in the title.
 - d. Citations must be submitted in ABNT format using the author-date system. When more than three authors are mentioned, the first must be followed by "et al.". Citations with less than three lines should be between double quotation marks and citations with more than three lines should be indented, highlighted in the text. Citations from unpublished data, personal communication, abstracts and forthcoming publications will not be accepted.
 - e. References should follow the ABNT format, without modifications, being presented in alphabetical order of authors' names. When more than three authors are mentioned, the first should be followed by "et al.". Examples are shown at the end of these instructions.
 - f. There should be no words in bold in the text. Quantities are expressed in the International System SI and scientific terminology should follow international conventions.
- 3. Tables and Figures:
 - a. Figures in the form of graphs must be submitted in *Excel* (*.xls*) or *Word* (*.doc*).
 - b. Figures such as photographs, images and drawings should be scanned at 300 dpi resolution in the *TIFF* format and sent separately through the journal's website indicating in the file name, last name of the author, and figure number (e.g. last name_figure1.tiff).

- c. Figures should be sent by the authors in sizes 9, 12 or 18 cm wide and the curves and edges of graphs must be 0.5 pt thick.
- d. Tables shall be submitted in *Word*, on separate pages, with horizontal lines only, following the default font and text size.
- e. Tables and color graphics should be avoided and considered as a last resource by the authors.

Examples of references:

Books

KONHNKE, H. **Soil physics**. 2nd ed. New York: MacGrow Hill, 1969. 224 p.

• Book Chapters

WARWICK, D. R. N.; LEAL, E. C. Doenças do coqueiro. In: FERREIRA, J. M. S.; FONTES, H. R. (Eds.). **Produção integrada de coco**: identificação de pragas, doenças e desordens nutricionais e fisiológicas. Aracaju: Embrapa Tabuleiros Costeiros, 2006. p. 71-80.

Journal articles

COSTA, A. F.; MIRANDA, P.; ARAÚJO, A. D. Blainvillea rhomboidea Cass., planta nativa hospedeira de Bemisia tabaci, no Agreste de Pernambuco, Brasil. **Pesquisa Agropecuária Pernambucana**, Recife, v. 3, n. 2, p. 209-213, 1979.

Theses and dissertations

BLANCO, F. F. Tolerância do pepino enxertado à salinidade em ambiente protegido e controle da salinização do solo. 1999. 104 f. Dissertação (Mestrado em Agronomia)-Escola Superior de Agricultura Luiz de Queiroz, Universidade de São Paulo, Piracicaba, 1999.

• Conferences

RIZZARDI, M. A. Conceituações e terminologias sobre rotação de culturas e adubação verde. In: REUNIÃO CENTRO-SUL DE ADUBAÇÃO VERDE E ROTAÇÃO DE CULTURAS, 4., 1993, Passo Fundo. **Anais**... Passo Fundo: EMBRAPA-CNPT, 1994. p. 28-33.

• Electronic sources

HOLMGREN, P. K.; HOLMGRE, N. H. Index herbariorum: a global directory of public herbaria and associated staff. Botanical Garden, 1998. Disponível em: http://www.sciweb.nybg.org/science2/IndexHerbariorum.asp. Acesso em: 25 jul. 2011.



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