

# Instructions to authors

## MANUSCRIPT PRESENTATION

Manuscripts in English or in French must be original contributions that have neither been published previously nor submitted elsewhere simultaneously.

Texts published in BASE are solely the responsibility of their authors.

Submissions must be made rather electronically via e-mail by sending a MS Word, ODT or RTF file in one part to: base@fsagx.ac.be.

The manuscript should be **no longer than 20 numbered pages**.

The cover page should contain:

- the title
- the abridged title (55 characters maximum)
- the first and last names of the authors with the complete postal professional address of each one (e-mail included)
- any acknowledgements.

The name of the author-correspondent to whom correspondence should be sent (manuscript for corrections, proofs, etc.) should be marked with an “\*” and his/her address should contain phone and fax numbers.

The following pages should provide:

- the titles in French and in English US
- the running head (55 characters maximum)
- the summaries in French and in English US followed by the keywords in both languages
- the main text in Times 11, double spacing
- a list of abbreviations if necessary
- the bibliography (**maximum 50 references**)
- the tables in the language of the text and numbered
- clearly identified illustrations
- titles and legends of the illustrations and of the tables in French and in English US.

All pages should be numbered.

**Not complying with these guidelines could justify the refusal of your manuscript.**

## STYLE

The text should normally be divided into introduction, material and methods, results and discussion.

Decimal numbering is used to indicate the hierarchy of these divisions and subdivisions, limited to three levels.

The authors have to respect spelling and grammatical rules.

Please follow now the rules of the “new spelling” ([www.orthographe-recommandee.info](http://www.orthographe-recommandee.info)) for the texts written in French.

### Citations

All bibliographical references cited in the text should indicate the author’s name followed by the year of publication between brackets. For more than one author, the name of the first author is followed by et al. When several references are cited together, they should be arranged chronologically and separated by “;”.  
E.g.: (Iwai et al., 1980; Binoux et al., 1988; Dordick, 1989).

### Nomenclature

When first mentioned in the text and in the abstract, all living organisms will be designated by the complete scientific name, followed by its “descriptor”. When cited for the second time in the text, the genus is abridged.

For chemical compounds, the international rules concerning nomenclature defined by the IUPAC (International Union of Pure and Applied Chemistry) (1987) are applied. However, since the scientific names of certain compounds are extremely long, the authors may add at first mention of the common name of the compound, its CAS number (Chemical Abstracts Service).

For bio-chemical compounds, the IUBMB (International Union of Bio-chemistry and Molecular Biology) (1992) recommendations should be followed, sometimes in agreement with the IUPAC. The commercial names given as well should be indicated by an “\*” and accompanied by the identification of the producer.

## Numerals

Numbers from one to ten are spelled out, except for quantities followed by an unit of measure and if numbers with one base unit (from one to nine) and numbers with two base units or more (more than nine) are written in the same sentence and designate units of the same kind. However, if a number appears at the beginning of a sentence, it must be spelled out.

Years are written in four numbers.

Reported data should include no more significant digits than the precision of the experimental methods permits it and, as a rule, the authors should conform to the guidelines of the norm ISO 31 (ISO, 1993).

## Units of measurement

The ISO 31 standards “Quantities and units” and ISO 1000 “International system of units (SI) and recommendations for derived and other units” (ISO, 1993) are applicable for physical units, equations, quantities and units of measure. Abbreviations for these units can be used. In the text, the units are spelled out except when preceded by a number, in which case the international abbreviation is used (min, h, d, g, m, J, etc.). When expressing units of measure, the negative exponent is preferred to the fraction line ( $m \cdot s^{-2}$  and not  $m/s^2$ ).

## ABSTRACTS

For all articles, summary papers included, abstracts in French and in English US are required, whatever the original language of the text. An additional abstract in another language is accepted. The abstract is limited to one paragraph of 250 to 350 words for original papers and 150 words for rapid notes and observations. It should state briefly the objectives, methods, results and their interpretation or scope of application. It should also identify the crops, or organisms involved, the products, geographical limits or other details expressed in the interpretation of the results. Do not include figures, tables or references. Avoid equations and undefined abbreviations.

*Keep in mind that the English US abstract will be included in the international databases and will therefore be of considerable value, with the title and descriptors, to potential readers.*

## DESCRIPTORS

Between six and ten descriptors are provided in both languages after the abstracts. They should express the

key issues of the article. Their role is to simplify the indexing of the article in bibliographic databases.

They should be chosen preferably within the multilingual agricultural thesaurus of the FAO, AGROVOC (FAO, 2000) (<http://www.fao.org/aims/ag-intro.htm>).

## BIBLIOGRAPHICAL REFERENCES

The presentation of the references should follow the international style established by the Harvard University in the version proposed by the Bournemouth University adapted to BASE. To apply it, please refer to the following website: <http://www.bib.fsagx.ac.be/edudoc/Metho.DOC/>, part 11.

The list of all references cited in the text is presented at the end of the manuscript, before any appendices. References should be listed in alphabetical order of first author's surname and chronologically for a given author. A single author precedes an author and a co-author.

The titles of journals are abridged according to the ISO 833 (ISO, 1974). Those containing only one word are not abridged: *Heredity*, *Endeavour*, etc.

For monographs, the following elements are mandatory: author, year, title, edition (if not the first one), location (town and country), and publisher.

The proceedings of conferences follow the same rules as monographs; they should mention the author, the year, the title, the scientific editor(s), the name and when possible, the place and date of the conference, the publisher and the pagination.

The citation of an electronic document from Internet contains the same information as a printed document in addition to the complete http address and the consultation date between brackets.

Citations of papers “in print” or “accepted” may appear in the list, but not papers “in preparation”, “submitted” or “personal communication” which could be cited in the text if judged really necessary.

Unpublished internal reports, lessons and dissertations cannot be listed in the bibliography.

### Examples

#### **Journal article:**

Lopez B., 2007. Cold scapes. *Natl Geogr.*, **212**(6), 136-154.

#### **Monograph:**

Büttner N., 2007. *L'Art des paysages*. Paris : Citadelles & Mazenod.

#### **Chapter of monograph:**

Ennos R.A., 1990. Detection and measurement of selection: genetic and ecological approaches. *In:*

Brown A.H.D., Clegg M.T., Kalher A.L. & Weir B.S., eds. *Plant population genetics, breeding, and genetic resources*. Sunderland, MA, USA: Sinauer Associates Inc., 200-214.

#### **Thesis:**

Heinesch B., 2007. *Mesure et analyse du transport advectif de CO<sub>2</sub> dans une forêt sur versant*. Thèse de doctorat: Faculté universitaire des Sciences agronomiques de Gembloux (Belgique).

#### **Conference proceeding:**

Charudattan R., 1996. Pathogens for biological control of water hyacinth. In: Charudattan R., Labrada R., Center T.D. & Kelly-Begazo C., eds. *Strategies for water hyacinth control. A report of a panel of experts meeting, 11-14 September, 1995, Fort Lauderdale, Florida*. Roma: FAO, 90-97.

#### **Internet reference:**

Diop M.B. et al., 2007. Bacteriocin producers from traditional food products. *Biotechnol. Agron. Soc. Environ.*, **11**(4), 275-281, [http://popups.ulg.ac.be/Base/document.php?id=1636,\(07/01/08\)](http://popups.ulg.ac.be/Base/document.php?id=1636,(07/01/08)).

## **ILLUSTRATIONS**

Illustrations must be supplied in the following formats: \*.JPG; \*.GIF; \*.EPS or \*.TIF, with a resolution comprised between 300 and 600 dpi. Vectorial images may be submitted in EPS format.

Drawings, graphs, flow-charts, etc. must fit into one text column (width 8.5 cm, height 18 cm maximum) or two text columns (width 17.5 cm, height 18 cm). The thickness of the axes must be at least 0.25.

The characters used are in Helvetica neue, 9 points.

The following symbols ■●□▲ are recommended. Dark shading or hatching and large black areas must be avoided. Denomination of axes must conform to the style of the text followed by the measurement units abridged and between brackets, placed parallel to the axes, at a distance in proportion to the size of the drawing and the letters and identical for all graphs.

Figures must not be encircled by a black outline nor the graphs “closed” by a black outline.

Legends in the graphs must be written in the left superior edge.

The columns of the tables should be set with the tabulation key. Texts of the tables are written in Times 10.

Illustrations and tables must be clearly numbered and referred sequentially in the text. Within the text, reference to illustrations and tables should be written

as follows: “ **Table 1** ”, “ **(Figure 5)** ” or “ as shown in **figure 5** ”. The titles and legends should be typed on a separate sheet in both languages. The legends should be explanatory and understandable without reference to the text.

Part of the reproduction cost of illustrations in color will be charged to the author. Please consult the publisher to agree on the best method of presenting this type of illustration and estimating its cost.

*Keep a copy of all your illustrations.*

## **READING COMMITTEE**

The papers are read by one or several reviewers chosen by the Editor.

To ensure fairness, authors and reviewers are anonymous (the identification of the author is restricted on the cover page that is not submitted with the text). The author-correspondent is informed of the acceptance / refusal / minor or major revision of his/her manuscript.

All authors are understood to have consented to the publication as they have received an acknowledgment of their article.

## **PROOFS**

A proof is sent by the publisher to the author-correspondent. It must be carefully corrected using the conventional typographic symbols and returned within the time limit. If necessary a second proof will be submitted to this author.

Each author receives one copy of the journal where his/her article is published. When there are more than three authors, the total number of free copies is limited to 3. The author may download the PDF file of his/her article from the website of BASE: <http://www.pressesagro.be/base/>.

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## **BIBLIOGRAPHY**

FAO, 2000. *AGROVOC. Thésaurus agricole multilingue*. Version française. 4<sup>e</sup> éd. Rome : Organisation des Nations

unies pour l'Alimentation et l'Agriculture, <http://www.fao.org/aims/ag-intro.htm>, (07/01/08).

ISO, 1974. *Documentation – Liste internationale d'abréviations de mots dans les titres de périodiques. Norme internationale ISO 833-1974 (F)*. Genève, Suisse : Organisation internationale de Normalisation.

ISO, 1993. *Recueil de normes ISO. Grandeurs et unités*. 3<sup>e</sup> éd. Genève, Suisse : Organisation internationale de Normalisation.

IUBMB, 1992. *Biochemical nomenclature and related documents*. 2<sup>nd</sup> ed. London: Portland Press.

IUPAC, 1987. *IUPAC's Compendium of chemical terminology*. Oxford, UK: Blackwell Scientific Publications.

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