

## **Guidelines for contributions to the Proceedings of the XV ISBCW**

The Proceedings will **not** be printed, but will be made available as a pdf on the <https://www.ibiocontrol.org/> website.

You will have three different options for contributions to the Proceedings of the XV ISBCW:

- 1) Short abstract as submitted during registration or updated
- 2) Extended abstract
- 3) Full paper

Please find the specifications for each option below.

### **For all submissions:**

- Deadline for submission is: **16 November 2018**.
- Manuscripts should preferably be in MS Word format
- Use: Times New Roman, 12 font, justified, double spaced, **U.S. English**
- Insert continuous line numbers (page layout – line numbers – continuous)
- Files should be given the following file name(s):
  - Surname of first author underscore first initial underscore number (if you are submitting more than one paper) underscore ISBCW
  - E.g., smith\_m\_ISBCW, or if two papers, smith\_m\_1\_ISBCW; smith\_m\_2\_ISBCW
- Please ask at least one colleague to critically read and comment on your manuscript before you submit it.
- In case English is not your first language and you are not proficient in writing English, please ask a colleague to help or use a professional, scientific editing service. Manuscripts with poor English will be returned to the author(s).
- Manuscripts will be refereed by at least two members of the scientific committee and then, if necessary, returned to the author(s) for editing.
- Please send all submissions as attachments to [ISBCW-proceedings@cabi.org](mailto:ISBCW-proceedings@cabi.org)

### **Short abstract**

You can either choose to keep the same abstract as you prepared during registration, or you can update your original abstract if, for instance, new data has become available in the meantime. Short abstracts should be less than 2000 characters (including spaces), so approximately half a print page. Short abstracts should not include any Tables, Figures or References.

### **Extended abstract**

Extended abstracts should have a maximum of 1500 words (typically 3 print pages). They may contain a maximum of 1 Table, 1 Figure and 10 References. Extended abstracts should not contain any headings or subheadings (ignore respective guidelines below). For guidance on reference formats please see “Full paper” below.

### **Full paper**

Full papers should have a maximum of 3500 words and are typically 6-7 print pages.

## **Instructions for extended abstracts and full papers**

**Title:** central justification, 16 font and bold

**Authors:** central justification, 14 font and bold

**Addresses:** left justification, 12 font. They should be complete and include an email address for the corresponding author. Use superscript numerals to link author and address if there is more than one author and the addresses are different.

**Headings:** generally use the following (only applies to full papers): Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgements, References

## **First order headings**

(space)

(those listed above; Summary, Materials and methods, etc.): center justified, bold, font 16, separate line

## **Second order headings**

(space)

left justified, bold font 14, separate line

**Third order headings** (no space between heading and text. Text begins on next line)  
Left justified, bold, italics, font 12, separate line

**Fourth order headings.** Left justified, bold, font 12 followed by a full stop (period).  
Text continues on the same line.

**Text:** normal and font 12, left justified. Indent the first line of each paragraph (0.5 cm). Do not add a line space between paragraphs.

**References:** see below.

**Abstract:** should summarize the background (context), methods, results and conclusions of the paper. Abstracts should not be longer than 250 words.

**Keywords:** immediately after the abstract, provide a maximum of 6 keywords.

**Introduction:** state the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Materials and methods:** provide sufficient details to allow the work to be reproduced by an independent researcher. Methods that are already published should be summarized and indicated by a reference. If quoting directly from a previously published method, use quotation marks and also cite the source. Any modifications to existing methods should also be described.

**Results:** results should be clear and concise.

**Discussion:** this should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions:** the main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

**Acknowledgements:** list here those individuals who provided help during the research or for proof reading the article, etc. List funding sources like: e.g. This work was supported by Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz].

**Numbers:** within the text, spell out numbers up to ten, and use numerals for 11 upwards. Always use numerals if a unit is given (e.g. 7 ml; three samples).

**Nomenclature and units:** please follow the **international system of units (SI;** <https://physics.nist.gov/cuu/Units/>). If other quantities are mentioned, give their equivalent in SI. Leave a space between the numbers and units, e.g. 56 ha, 56-78 ml.

**Scientific names:** at the first mention of a species in the Abstract, and also the first mention in the rest of the paper, give the common name followed by the complete scientific name (in italics) and author(s); e.g., alligator weed, *Alternanthera philoxeroides* (Martius) Grisebach. Thereafter, for example, use either alligator weed or *A. philoxeroides*.

**Footnotes:** please avoid.

**Tables:** put each Table on a separate sheet at the end of the manuscript. Please ensure that tables are created in Word using the table tool or created in Excel and pasted into your Word manuscript. Do not use tabs or spaces. Before each table, on a separate line, add a heading. Table headings should be concise and self-explanatory. If in doubt, more detailed table headings are better than confusing or incomplete ones. Number tables consecutively (e.g. Table 1) in accordance with their appearance in the text and place any table notes below the table body. Please avoid using vertical rules.

**Figures and photographs:** put each Figure on a separate sheet at the end of the manuscript. Please number all Figures consecutively (e.g. Figure 1) in accordance with their appearance in the text. **Each figure also has to be submitted as a separate, clearly named file** (e.g. Smith\_Figure 1).

#### *Formats*

- Figures should be saved in the program in which they are created with a minimum resolution of **800 dpi** (e.g., if created in Excel, send the .xls file).
- For photographs: supply high quality digital files (e.g. jpg or tiff). The minimum resolution should be **300 dpi** at approximate print size.

#### *General points*

- Since people might decide to print certain articles of the Proceedings, please make sure that line drawings print well in black and white. Avoid computer grey tints where possible as they do not reproduce well; stippling or cross hatching is better.
- Size the illustrations close to the desired dimensions of the published version.
- Keep text in the Figures themselves to a minimum.
- Size any lettering uniformly and use Arial or Times New Roman in your illustrations or fonts that look similar.
- Embed the used fonts if the application provides that option.

#### *Captions*

Provide a caption for each Figure and place it below the respective Figure. A caption should comprise a brief title and a description of the illustration, including an explanation of all symbols and abbreviations used. Captions should be concise and self-explanatory. If in doubt,

more detailed captions are better than confusing or incomplete ones.

*Please do not:*

- Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); these typically have a low number of pixels and limited set of colors;
- Supply files that are too low in resolution;
- Submit graphics that are disproportionately large for the content.

## References

The reference style follows the one for the Journal *Biological Control*.

*Citation in text*

Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. Citation of a reference as 'in press' implies that the item has been accepted for publication.

*Reference links*

A DOI can be used to cite and link to electronic articles where an article is in-press and full citation details are not yet known, but the article is available online. A DOI is guaranteed never to change, so you can use it as a permanent link to any electronic article. An example of a citation using DOI for an article not yet in an issue is: VanDecar, J.C., Russo, R.M., James, D.E., Ambeh, W.B., Franke M., 2003. Aseismic continuation of the Lesser Antilles slab beneath northeastern Venezuela. *J. Geophys. Res.*, <https://doi.org/10.1029/2001JB000884>. Please note the format of such citations should be in the same style as all other references in the paper.

*Web references*

As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references should be included in the reference list.

Please use the following style when preparing your references:

*Text:* All citations in the text should refer to:

1. *Single author:* the author's name (without initials, unless there is ambiguity) and the year of publication (e.g. Allan, 2000);
2. *Two authors:* both authors' names and the year of publication (e.g. Allan and Jones, 1999);
3. *Three or more authors:* first author's name followed by 'et al.' and the year of publication (e.g. Kramer et al., 2010).

Groups of references should be listed chronologically. References published in the same year should be listed alphabetically.

Example: '...several studies confirm this theory (Szczepanski, 1972; Dmoch, 1998; Buntin, 1999; Murchie et al., 1999; Ulber & Vidal, 1998; Ferguson et al., 2000).

Kramer et al. (2010) have recently shown ....'

*List:* References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same

year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication.

*Examples:*

Reference to a journal publication:

Van der Geer, J., Hanraads, J.A.J., Lupton, R.A., 2010. The art of writing a scientific article. *J. Sci. Commun.* 163, 51–59.

Reference to a book:

Strunk Jr., W., White, E.B., 2000. *The Elements of Style*, fourth ed. Longman, New York.

Reference to a chapter in an edited book:

Mettam, G.R., Adams, L.B., 2009. How to prepare an electronic version of your article. In: Jones, B.S., Smith, R.Z. (Eds.), *Introduction to the Electronic Age*. E-Publishing Inc., New York, pp. 281–304.

Reference to a conference Proceeding:

Hill, M.P., Julien, M.H., 2003. The transfer of appropriate technology; key to the successful biological control of five aquatic weeds in Africa. In: Cullen, J.M., Briese, D.T., Kriticos, D.J., Lonsdale, W.M., Morin, L., Scott, J.K. (Eds.), *Proceedings of the XI International Symposium on Biological Control of Weeds*. CSIRO Entomology, Canberra, Australia, pp. 370-374.

Reference to a website:

Cancer Research UK, 1975. Cancer statistics reports for the UK.  
<http://www.cancerresearchuk.org/aboutcancer/statistics/cancerstatsreport/> (accessed 13 March 2003).

**Journal abbreviations source:** journal names should be abbreviated according to the [List of Title Word Abbreviations](#).

Manuscripts that do not follow these instructions will be returned to authors with a request to resubmit in the required format!

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### *Useful information*

- A useful tool for requesting permissions is this website: <http://www.stm-assoc.org/permissions-guidelines/>. If a publisher is on this list, you can use up to 3 figures (including tables) from a journal article or book chapter (but not more than 5 figures from a whole book or journal issue/edition) for free. In some cases, you won’t need to request permission – if this is the case, there will be a tick in the ‘Notification not required (‘automatic’ process)’ column. There are some exceptions of types of figures not included, but these are listed, so please check the list carefully.
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