

STYLE MANUAL FOR
***THE JOURNAL OF AGRICULTURE
OF THE UNIVERSITY OF PUERTO RICO***
(JAUPR)

STYLE MANUAL FOR *THE JOURNAL OF AGRICULTURE OF THE UNIVERSITY OF PUERTO RICO (JAUPR)*

Issued by the Agricultural Experiment Station of the University of Puerto Rico
Mayagüez Campus for the publication of papers and research notes, in English or
Spanish by staff members or others, dealing with scientific agriculture in Puerto Rico
and elsewhere in the Caribbean Basin and Latin America.

1. **Title:** Begin with a significant word or phrase (i.e., eliminate words such as “study,” “effects of”); be specific; mention contribution of research. Try to limit number of characters to 80 or fewer, including spaces. Include calls for footnote 1 (date of submission) and 2 (acknowledgments).
2. **Authors:** Authors’ full names --first name and last name-- must appear on title page below title, each author with call for footnote identification. If both last names are used, join them with hyphen, e.g., Ismael Pérez-Rodríguez. In a research note, note or germplasm and cultivar release the authors’ names appear exactly as in a full paper.
3. **Abstract:** Explain in one paragraph, no longer than 200 words, importance of the work, objective, scope and procedures. Emphasize results and conclusions. An informative abstract is preferable to a merely descriptive one. Preferably do not use acronyms; if you do explain them. Make no references. Use no calls for footnotes.
4. **Key words:** Furnish key words in English — no more than five — for computer retrieval and abstract indexes. Follows Abstract.
5. **‘Resumen’:** Each paper in English must be accompanied by its own abstract in English plus an abstract (‘resumen’) in Spanish, with its title in Spanish, and followed with **‘Palabras clave’** (key words) in Spanish. This ‘resumen’ should not exceed 250 words. It follows key words section. For a paper in Spanish, the author must submit an English language abstract (with title in English), which follows ‘resumen’.
6. **Introduction:** Explain scope of problem. Present the main point early in the

introduction. Explain objectives, focus, and justification for present work in the context of previous research.

7. **Materials and Methods:** The author must include in the Materials and Methods section, along with specifications of all materials and names of all methods and techniques, information with regard to the design of the experiment and the statistical methods used for the analysis of the data. The information should be presented in a way that allows other scientists to judge the validity of the study and allows them to use it as a basis for further experiments. The plot size, sample size, number of replications, statistical design, the environmental variables (field or laboratory conditions) and a measure of the precision achieved should be reported. References should be cited for all non-standard experimental designs.

8. **Results:** Write scrupulously what was found. A good results section with clear tables and figures saves discussion space.

9. **Discussion:** Highlight major findings and relate them first to the objectives of the work and then to previous research. Analyze implications of results. Include conclusions in the discussion. Write conclusions in last paragraph of discussion section on the basis of results. Indicate significance of conclusions; indicate future work needed on the basis of conclusions. In **JAUPR**, results and discussion are usually combined.

10. **Literature Cited:** In **JAUPR** manuscripts, this section appears immediately after the Results and Discussion section, before tables, figures, and captions for figures on their separate sheets. Verify that all literature listed has been cited. Only literature already published or accepted for publication appears in a reference list. In the text of manuscripts as well as in research notes, notes and germplasm and cultivar releases, **JAUPR** uses the name-and-date system, also called the Harvard system —author, year, e.g., (O’Hallorans et al., 1993).

11. **Footnotes:** May be submitted on a separate page. Footnote 1 should read “Manuscript

submitted to Editorial Board on *day-month-year* (e.g., 1 June 1999).” Acknowledgments (optional) appear in footnote 2. These may include funding information, lab personnel, and other help. Footnotes 3 and following are for identification of authors. State position, institution and address of each author separately.

GENERAL INSTRUCTIONS

FORMAT

—Type the manuscript on high quality paper that measures 8 1/2 by 11 inches. Use a letter quality printer.

—Number pages.

—Double-space everything, including abstract, resúmen, all text, reference citations, tables, footnotes, and figure captions. All captions must be typed, in numerical order, on a separate sheet. They should not appear on the mounting paper with the figures themselves. Identify figures on the back with author’s name and illustration number.

—For text, leave a one-inch margin on all sides. Figures and tables can have wider margins. Do not justify the right margin.

—Do not separate paragraphs in the body of the manuscript with blank lines. Indent each paragraph.

—Sections of the manuscript with primary headings are Abstract; Resúmen (with title in Spanish); Introduction; Materials and Methods; Results and Discussion; and Literature Cited. Headings should be centered, typed in capital letters.

—Tables and figures, one per page, should be numbered consecutively, as cited in the text, with Arabic numerals. In tables and figures, footnotes should be indicated by

superscript numbers beginning with 1 in each table or figure. The caption goes above the table. For table footnotes, use only numbers. Do not call out tables and figures in Materials and Methods section except to illustrate unusual equipment or procedures. Tables with three columns or fewer, and fewer than six rows, become in-text tabulations (with no caption or number).

—Give the scientific name and author of a pest, plant or organism at first mention in the text.

—In addresses, use two-letter post office abbreviations throughout the manuscript for states; however, spell out the state name when it stands alone.

—Submit original manuscript plus three copies. An electronic version must accompany final version.

—References and calls for reference in both full papers and research notes: Add a Literature Cited section, in which last names of senior authors appear alphabetically. References are first arranged according to authors' names (single names taking priority over multiple authors, then arranged alphabetically according to the last names of the other authors). When all authors are the same, the most recent publications are listed first. Repeat all authors' names in subsequent entry(ies). Note position of initials of second author.

LITERATURE CITED

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De Gois, V.A. and J. Cal-Vidal, 1986. Water sorption characteristics of freeze dried papaya in powdered and granular forms. *Can. Inst. Food Sci. Technol. J.* 19(1): 7-11.

DeMan, J.M., 1982. Principles of Food Chemistry. The AVI Publishing Company, Inc., Westport, Conn.

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Voigt, P.W. and E.C. Bashaw, 1976. Facultative apomix in *Eragrosis curvula*. *Crop Sci.* 16(6): 803-806.

Voigt, P.W. and E.C. Bashaw, 1972. Apomixis and sexuality in *Fragrostis curvula*. *Crop Sci.* 12(6): 843-847.

STYLE

—Do not italicize common Latin words or phrases (e.g., i.e., sensu, ad libitum, in vitro).

—Use acronyms for phrases, terms or insect names only after spelling out the words at first use. Abbreviations for specialized equipment or techniques, such as gas liquid chromatography, can be used but must be spelled out at first mention in the text. Example: “gas liquid chromatography (GLC).”

—Use American English spelling throughout. Follow Webster’s Ninth New Collegiate Dictionary or equivalent. Follow dictionary rules for closing prefixes and suffixes and for

hyphenating at the end of a line.

—Preferably spell out “versus,” or if you use the abbreviation “vs.” always follow it with a period.

—Always spell out and capitalize the words “Figure,” “Figures,” “Table” and “Tables.”

—Within parentheses use a semicolon to separate different types of citations (Figure 4; Table 2).

—The abbreviation “var” (for varieties) refers to botanical varieties and is not considered appropriate for cultivars (cv). The terms cultivar and variety are synonymous for cultivated plants, but the term cultivar is preferred.

—Use no space between numerals and symbol for degrees Celsius. Leave one space between the symbol ° and C (20° C). But for 20 to 38 °C, degree symbol is adjacent to °C.

—Use slash only after a measurement unit (kg/ha or kg/plant) but use per as in “plants per hectare.”

—Use time abbreviations with numerals (See Appendix A.): 15 y; 20 s; 14 d; 40 h.

—Write out cardinal and ordinal numbers one (first) through nine (ninth) unless the number is followed by a unit of measurement abbreviated. Examples: four replications, second instar, 3 mm, 35 sites, 6 y, 1 mo, one-inch margin.

—Write dates in this format: day, month, year; e.g., 1 December 1999. (No comma needed).

—Always precede any number less than one with a zero: e.g., 0.97. When a number is 1,000 or greater, separate hundreds from thousands with a comma.

—Use SI units. Refer to le Systeme International d'Unités for all measurements and units (Appendix B).

—Capitalize the letter L to abbreviate liter when accompanied by numeral. (See Appendix A.)

—Use % only with numerals, close to numeral; e.g., 50%. Otherwise, use the word percentage; e.g., percentage of defoliation.

—Do not repeat symbols or units of measure in a series. For example, it is correct to write “30, 10, and 60%, respectively.” Write 15 to 20 percent when the two percentages are so mentioned.

—Do not use apostrophes to designate plurals of abbreviation, e.g., LCs, not LC's.

—The correct style for reporting active ingredients in pesticides and herbicides is ai, e.g., 4 kg ai/ha.

—Use accepted common names for pesticides. Avoid using trade names. Specify the formulation of pesticide, e.g., Endosulfan 50 WP. If using trade name is unavoidable, use JAUPR waiver in a footnote.

—Generally use lower case for every word except proper nouns. Even in English language titles, capitalize only the first word, except for genus or any other proper noun. If it is necessary to use a trade name, it should be capitalized and spelled out as specified by trademark owner.

GRAMMAR AND WORD USE

—Preferably use action verb rather than abstract noun. Instead of saying, “Determination of pH values was performed...” say, “The pH values were determined with ...”

—Write clear simple sentences; 35 to 40 words should be maximum length.

—Do not string nouns together to form adjectives (e.g., instead of saying “adult sheep muscle protein iron,” write “protein iron found in muscle tissue of sheep.”

—Avoid redundancy: “Instar” implies the larval stage; therefore, phrases such as “third-instar larvae” are redundant. Use “third instars” instead.

—Use “compared with” instead of “compared to”; do not use “insure” to mean “ensure” or “effect” to mean “affect.”

—In the phrase “et al.” do not place a period after the Latin word “et”; however, the abbreviation “al.” must be followed by a period.

—Avoid jargon.

—Use the simple rather than the pompous term: Instead of “prior to” use “before”; instead of “employ” use “use”; instead of “usage” use “use.” Instead of the abbreviation “ca.” use “about” or “approximately” with a number written as a word and the symbol \pm with a numeral. Do not use words that begin with “pre-” or “post-” when “before” and “after” can be used.

Unpublished Information

If unpublished data are from all of the authors of the manuscript, cite as “(unpublished data).” If the source of the data is one or more of the authors, but not all, cite as “(J.L.R., unpublished data)” or “(J.L.R. & R.L.E., unpublished data).” If unpublished data originate from someone other than one of the authors, spell out the person’s name and give affiliation. Example: (J.L. Robertson, U.S. Forest Service, Berkeley, CA, personal

communication). Obtain a letter from this person granting permission to cite unpublished data and include it with the manuscript when first submitted. Without this letter, any citation of another person's unpublished work or observations might violate copyright law and cannot be included in the manuscript.

Note: Always consult instructions to contributors on inside back cover of the latest edition of **JAUPR** before preparing a manuscript for publication. Once the technical editor receives manuscripts, they are referred to the appropriate associate editor. Final acceptance or rejection is a prerogative of the editorial board of the **JAUPR**. The editorial board is composed of the technical editor in charge of the Publications Office, four or more associate editors, the director for research and the associate dean of the Agricultural Experiment Station-University of Puerto Rico.

APPENDIX A

Abbreviations

List of the most common abbreviations acceptable in manuscripts to be published in **JAUPR**.

ai	active ingredient
am	morning
Abstr	abstract
Agric	agricultural or agriculture
Agron	agronomy
Am	American
Apr	April
Aug	August
avg	average
C	Celsius
CEC	cation exchange capacity
cm	centimeter
cmol	centimole
Conf	conference
Congr	congress
conserv	conservation
Counc	council
cv	cultivar
d	day
Dec	December
Dept	department
Ed(s)	editor(s), edition
Eq	equation

EPA	Environmental Protection Agency
Exp	experiment
Feb	February
g	gram
Gov	government
h	hour
ha	hectare
Inst	institute
Int	international
J	journal
Jan	January
kg	kilogram
km	kilometer
L	liter
m	meter
min	minute
mL	milliliter
mm	millimeter
mo	month
Mpa	megapascal
Natl	national
no.	number
Nov	November
NS	not significant
Oct	October
Pa	pascal
PI	plant introduction
pm	afternoon
pp	pages
Publ	publication, publisher(s)

Rep	report
Res	research
s	second
Sci	science
Sept	September
Serv	service
Soc	society
Spec	special (usually special publication)
Stn	station
t	ton (metric ton)
Univ	university or universidad
USA	United States of America
USDA	United States Department of Agriculture
UV	ultraviolet
Vol	volume
vs.	versus
wk	week
y	year

Abbreviations Used in Statistics

r	correlation coefficient
R	multiple correlation coefficient
r^2	coefficient of determination (simple regression)
R^2	coefficient of determination (multiple regression)
CV	coefficient of variation
df	degrees of freedom
SE	standard error
SD	standard deviation
LSD	least significant difference

s ²	variance
b	regression coefficient
F	variance ratio (F-test)

APPENDIX B

Measurements and Units

Report all measurements in SI units or SI-derived units. Use slash (/) rather than exponents (-) or dot (·); e.g., kg/ha. (English units may follow in parentheses only if they are of direct practical importance).

MEASUREMENT	SYSTEME INTERNATIONAL	
1. Length	meter kilometer millimeter micron	m km mm µm
2. Area	hectare square meter square kilometer square millimeter	ha m ² km ² mm ²
3. Volume	cubic meter liter milliliter	m ³ L mL
4. Mass	gram kilogram tonne (1,000 kg)	g kg t
5. Yield and rate	kilogram per hectare kilogram per cubic meter liter per hectare tonne per hectare meter per second	kg/ha kg/m ³ L/ha t/ha m/s
6. Pressure	Pascal	Pa

	megaPascal	Mpa
7. Temperature	Celsius Kelvin	C K
8. Water Measurement	cubic meter hectare - centimeters	m ³ ha-cm
9. Concentration	centimole per kilogram gram per kilogram milligram per kilogram	cmol/kg g/kg mg/kg

Instructions to Contributors

1. Send manuscript to:
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Jardín Botánico Sur
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San Juan, Puerto Rico 00926-1118
2. Submit only manuscripts not previously published or submitted for publication elsewhere. Manuscripts must convey only unpublished data. Number pages in upper right hand corner.
3. Type double spacing on 8 ½ x 11 inch paper. Set 1-inch margins.
4. Include original and three copies of the text and all exhibits.
5. Include an abstract no longer than 200 words; also write a “resumen” in Spanish no longer than 250 words. Provide a Spanish version of the title for the “resumen” or an English version of the title for abstract if paper is in Spanish.
6. Number illustrations in consecutive Arabic numbers. Set captions above the tables. Set captions for figures (photographs, drawings, diagrams) and footnotes on a separate sheet. Photographs must be large glossy prints with good contrast. Identify figures on the back with author’s name and illustration number.
7. List and number references alphabetically. Refer to them in the text by author’s last name and year. When there are three or more authors, mention only the first in the text, substituting et al. for the other names. Include titles or references. Date must follow the author’s name.
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