Guide for Authors (last updated: FD; 12.03.16)

Contents

Introduction

This guide is designed to help produce the best chapter for your readers. We hope it provides useful guidance. There is no need to read it all at once. We suggest you start with Parts 1 and 2, and then consult the other Parts as you need to. There is a separate guide on submitting your chapter on the ScholarOne platform.

Part 1 General

We suggest you read both Parts 1 and 2 when you are considering the contract for your chapter.

1 Who are our readers and want do they need?

Our target readers are agricultural scientists. This group includes researchers (typically tenured staff with doctorates) conducting postgraduate research primarily in departments of agricultural or animal science in universities. We are also targeting agricultural scientists working within non-university research organisations, including government agencies and R&D departments in commercial companies providing products and services to the agricultural sector. Typical specialisms include: agronomy, crop physiology, soil science, entomology, agricultural microbiology or biotechnology, animal and horticultural science.

The biggest single challenge these and other researchers say they face is information overload. As the number of journal articles and other research outputs continues to grow, and as research becomes ever more specialised, it is becoming ever more difficult to keep up with the volume of research and identify the key trends. Researchers are finding it harder, for example, to conduct effective literature searches in identifying new directions for research, leading to potential duplication of effort.

To make the problem worse, there is a growing demand for more coordinated research and, as a result, for more collaboration between specialisms, departments and centres around the world. This increases the need for researchers to be aware of key trends in research beyond their own specialism so that they can work effectively with colleagues in neighbouring disciplines.

We want to help researchers to meet this challenge. What researchers need are authoritative subject experts like you to guide them through your subject i.e. the key themes to look out for and the key research to take account of. This means we would like you to put together the equivalent of a review article which surveys existing research and puts it into context. Whilst research continues to evolve, our experience is that a good review chapter will continue to provide a standard widely-cited point of reference for many years. We hope you will share our aspiration to help your colleagues and the research process in this way.

2 How can we support agriculture?

In addition to helping agricultural scientists keep up with trends in research, we also want to play our part in what this research is trying to achieve: making agriculture more sustainable. Agriculture faces a huge challenge to increase yields to feed a growing population. However, it must do so in the context of increasing competition for water, land and labour resources as well as the constantly evolving threat from pests and diseases. It must also adapt to potentially more extreme weather conditions associated with climate change whilst minimising its environmental impact. Finally, it needs to address problems of poverty, poor nutrition and insecurity for smallholder farmers in the developing world, including the important role of women in agriculture.

High-quality research is critical to meeting these challenges. In addition to summarising key research trends to help your colleagues, we hope you can use your chapter to pick out the practical ways you believe research in your subject can help solve the challenges agriculture faces in becoming more sustainable, whether more intensive systems in the developed world or smallholder systems in the developing world. We hope you will share our emphasis on how research can be translated into practical outcomes for farmers.

3 What does this mean for your chapter?

Feedback from readers suggests a target length for chapters of between 5000 and 9,000 words of text, excluding figures, tables and references.

We would suggest the following basic structure as a starting point for your chapter. Typical standard section headings in a chapter include (with guidance on suggested length where appropriate):

- Introduction: what are the key issues/challenges in your subject? (e.g. 500 words)
- Sections on how each key issue/challenge is being addressed (with reviews of the key research)
- Case study: case study (or studies) of how research has been used to improve cultivation in practice (e.g. for particular crops/animals in particular countries or regions) (e.g. 1000 words)
- Summary: how research can contribute to enhanced and sustainable crop production (e.g. how it can contribute to improving productivity/yields, supporting more sustainable cultivation, or improve smallholder security) (e.g. 500 words)
- Future trends in research (e.g. 500 words)
- Where to look for further information (e.g. 500 words)
- References

The case study and summary need only focus on your own experience. If your experience is on a particular crop in a particular location with a particular type of cultivation, it is OK to focus on that experience. It is important to note that these section headings listed are designed as a starting point for discussion. We welcome your comments and changes to improve the chapter in ways that will help readers. If you have any questions about what to cover, please get in touch.

Your readers will welcome your summarising a wide range of research in your review chapter. Please feel free to include as many references as you think are worth discussing. In the online version of your chapter we will bring these references to life by providing active links from references in the text to the full reference citation in the References section. From there we will link the citation in the References section to the where the full text of the article itself can be found. This will allow readers to follow up the research that is of most interest to them.

A particularly valuable section in each chapter will be 'Where to look for further information'. This will help researchers, after they have read your chapter, to find their own way around a subject. As an expert in your field, you will know the best places to look for information. Guidance can include:

- Any good introductions to the subject for non-specialists (e.g. a good review article or textbook you could recommend which can help someone new to the subject to get started)
- Any seminal articles or books you could identify which have shaped the subject
- Any key societies, professional organisations or other websites worth visiting to keep up to date with trends
- Any key journals or conferences (e.g. key conferences held regularly every year or few years)

- Any major international research projects (e.g. CGIAR programs) you think readers should keep an eye on
- Which you think are the top 5 or so research centres readers can investigate e.g. for possible collaboration as well as to keep up with research trends

In these ways, we hope your chapter will become a standard, widely-cited point of reference for readers.

We welcome the inclusion of figures and tables to support the text. We do not have a particular limit on the number of figures or tables. We suggest you aim to include 10 figures or tables as a rule, but can accommodate more where they are the best way of conveying key information for a chapter.

Part 2 Getting started with your chapter

We suggest you read Part 2 before you start planning your chapter.

4 Delivery dates and contracts

A key issue is agreeing a realistic schedule which you feel confident of meeting. We typically suggest 4-6 months for contributors to write chapters. However, it is much better for us to agree a date with you for delivering a chapter which you feel able to commit to, even if this means a longer schedule. If you feel you need longer, please let us know. We will send you periodic reminders about the agreed delivery date for your first draft.

We recognise that many chapters are written by more than one author. We are happy for you to bring in co-authors at any stage. Only one contributor needs to formally confirm acceptance of our invitation to write a chapter, as long as any co-authors you add subsequently understand and agree to our contractual terms.

We attach our standard contractual terms when you agree to write the chapter. These are supplied for reference. Please note that we will not ask you to agree to a contract until you submit your chapter.

5 How we will publish your chapter

In a modern digital environment, we have the flexibility to publish chapters in a range of formats to suit individual customer needs. This includes publication of chapters in books (in both print and electronic formats), as part of a broader database of information on agricultural science or as standalone products for rent or purchase. This flexibility gives customers the opportunity to access and read your chapter in the way that best suits them and helps to ensure we can disseminate your chapter as widely as possible to fellow researchers.

We will arrange copyediting and typesetting of each chapter as soon as we have the final draft after completion of the peer review process. As noted earlier, we plan to make individual chapters available for sale or rent as they complete the production process. Providing you deliver your chapter according to the schedule you agree with us at the contract stage, and it is approved by the editor, we will also include it in the overall collection of chapters. Where chapters are significantly delayed beyond the original date agreed, we will still expect to publish them as standalone products after appropriate peer review and approval. However, we cannot guarantee they will also form part of the final collection of chapters if this means significantly delaying the editor, the other chapter authors and the collection as a whole. Such a delay would be unfair to fellow authors. This underlines the importance of agreeing a realistic delivery date at the contract stage.

Part 3 Taking you through the production process

This part of our guide gives you an overview of the production process for your chapter and explains our key requirements. We suggest you consult this part of the guide once the chapter is contracted and you ready to start writing. You can then refer to it as required as you move through each stage of the process.

6 The writing process

To protect editors from what can be a significant amount of administrative, we have agreed with our editors that we will be responsible for managing all the chapter authors on the editor's behalf. This means that we will be your main point of contact. Our experience is that this works best for everyone in managing these projects successfully. We will keep in touch with you regularly to monitor progress with your chapter. We will keep you informed of progress with the book and pass on any correspondence between you and the editor.

We would ask you keep us informed of any changes (e.g. to your delivery schedule) you might discuss direct with the editor of your book. If, at any time in the writing process, you think you may need longer to complete the chapter, please let us know immediately.

The key stages in the writing process are:

- Delivery of you first draft
- Peer review
- Delivery of your final draft

In planning the writing of your chapter, the following recommendations from the experience of previous chapter authors might be helpful:

- Give yourself deadlines for completing a rough first draft of each main section
- Aim to have a complete draft of the text (with all the sections in draft form) a month before you need to deliver your first draft; this will give you time for final adjustments, such as tracking down missing reference details
- If you need to clear permission for figures, tables etc., it is best to start the process straight away rather than leave it to the end. Once you decide to use a figure, clear permission then. At the very least, it is best to apply for permission for copyright material at least a month before you need to send in your first draft. If permission is not given, or too high a fee is required, you may have to remove the figure and amend the text

Your first draft should include the full text and references. If you are planning to include any figures and tables, we ask you to include as many of these as you can to allow the editor to review your contribution effectively.

7 Peer review and final drafts

We will ask you to use the ScholarOne system to submit your first draft. Developed by Thomson Reuters, you may already be familiar with ScholarOne since it is used by many of the world's leading journals to manage submission and review of journal articles. We have a separate guide to ScholarOne which we will send you. We also use ScholarOne to manage the peer review process. We recognise the importance to contributors of prompt peer review. Once we receive your first draft, we will ask the editor to complete the peer review of your contribution within one month. We will let you know of any changes to this schedule.

We would ask you to agree to provide a complete revised draft of your contribution within one month of receiving the editor's review. The final draft should also be submitted on ScholarOne and should include the full text together with a complete set of references as well as all figures, tables and their accompanying captions you wish to include in the contribution. Later sections in this guide explain what we need in more detail. If this is helpful, we provide a quick checklist of what we need which you can use to identify if you've covered everything.

Before we take you through the production process, it is worth emphasising one key thing. Some authors assume the most helpful approach is to format their chapter so that it looks as close as possible to a final published chapter as it might look in a book. Please **don't** do this. We need your material (particularly the text) in as simple a form as possible. This is why, for example, we ask for the text in Word with minimum formatting. The last thing our production colleagues want to do is remove all the formatting you may have spent a lot of time adding. Please keep it simple.

8 The production process and publication

Once we've received your final draft, we will give it a final quality check before it is sent on to our production partner. We look particularly at the presentation of chapter in such areas as:

- Chapter title
- Authorship
- Abstract and key words
- Contents list
- Section headings in the chapter
- Style and language quality
- Other issues (e.g. missing material)

These aspects of a chapter can be critical for a chapter's discoverability by potential readers as well as how they perceive its quality and relevance. As an example, a clear and comprehensive set of main section headings for a chapter can be critical to how users find chapters and assess their scope and value, as well as the ease with which they can find their way around the chapter itself. If we have any queries or changes, we will discuss them with you.

Once any final queries have been resolved, the next step will be to pass it on to our production partner Deanta (website: http://deantaglobal.com/). Deanta will be responsible for copyediting and typesetting your chapter to produce the final version for publication. They will contact you directly about the production process for your chapter.

The first step is manuscript assessment and, in particular, whether your chapter is complete:

- Is the text complete?
- Have all the references been supplied?
- Are all the figures included; and are they in the right format?
- Have all the tables been supplied?
- Are there captions for each figure and table and is it clear where they should appear in the text?
- Is there written permission to use any material from sources that you want to include in the chapter (e.g. a figure you want to re-use from a published book or journal article)?

If anything is missing, it may have to be deleted from the chapter at this stage if the production process is not to be delayed. This may include figures or other copyright material for which permission has not been cleared. Once the production process starts there will not be time to make

more than minor changes. In addition to causing delay and extra cost, late changes increase the risk of making mistakes which damage the quality of your chapter. In most cases we will have to proceed without them.

The next process is copyediting. The copyeditor will check that your chapter is complete and consistent for our readers. Key issues are:

- Are all the key statements in the text supported by references?
- Does each reference in the text match up to the full reference in the reference section?
- Are all the reference details complete?
- Do references to figures or tables in the text correspond to the figures and tables supplied?
- Is there a caption for each figure or table?

If anything is missing or does not match, the copyeditor will contact you with a list of queries. It is important that you respond to these within the deadline given if production of your chapter is not to be delayed. If queries are not dealt with, we may need to remove material which is incomplete (e.g. a figure reference in the text without the corresponding figure).

Once any queries are resolved, the chapter will be typeset. Typesetters turn your manuscript into the published final version you see, for example, in a printed book. Typically, this involves taking your text, stripping out your formatting, and then flowing the text into the page layout appropriate for each final, printed page. Figures and tables are prepared separately and then positioned on the relevant page and the text arranged round them. The typesetter will always try to position a figure or table as close as possible to where is first referred to in the text. This, however, may not always be possible e.g. where you refer to a number of figures or tables one after another.

The typesetter produces a page proof of your chapter. This is a version as it is meant to appear e.g. in the final, printed book. The proof will be sent to you to check. It is important to keep to the schedule given for reading and checking the proof of your chapter. It is also important to be aware that the purpose of the proof stage is to check we have set your original text correctly. It is not to make last-minute changes or updates to the text. Since they cause unnecessary cost and delay, these changes usually have to be ignored.

Once the proof has been checked and any corrections made, the final version will be approved and the chapter will be published online. We will do this as soon as the chapter is ready. In addition, once all the relevant chapters are completed, they will be assembled and then turned into the relevant book. The timing of publication of a book will depend on how soon your fellow contributors deliver their chapters.

Please note, since we can host material online, there may be supplementary material you have which we could include alongside your chapter (e.g. data sets, image banks). If you want to include any additional material of this kind, let us know.

Part 4 How to present your chapter

We suggest you read this Part before you start writing and then refer to it as necessary. To start with, please remember to supply your text in Microsoft Word. This is the easiest format for typesetters. Please avoid using other formats.

9 Preparing the text

Title and authorship:

- Your chapter should include the agreed chapter title and the authors' names and affiliations e.g.: David Smith, University of Cambridge, UK
- Please list authors' in the order you want them presented in the final version of the chapter.

What each page should look like:

- Keep formatting of the text to a minimum. You should avoid trying to format or design the text so that it looks like a published chapter. Keep things simple.
- As an example, there is no need to justify text to the right margin. Please also avoid running heads
- Avoid footnotes wherever possible. Readers prefer everything to be in the main text.
- If you need to use symbols, please try to use the 'Symbols' option in Word. This will mean the symbol won't be lost once your chapter goes through the typesetting process.
- Please do paginate the text, since it will be easier to identify which page is which.

Paragraphs:

- Readers find it very hard to read text if there are either a few very long paragraphs or a series of very short paragraphs. We suggest paragraphs of around 70-100 words each.
- Please leave a one-line space between paragraphs: this makes it much easier to distinguish between paragraphs. There is no need to indent the first line of paragraphs.

Section headings:

- A good section heading structure makes a chapter much easier for readers to follow
- We suggest one main section heading every 4-5 pages
- It is easiest if section headings are numbered e.g. 1 Introduction, 2 Plant physiology, 3 Plant growth etc.
- Please avoid having more than three levels of heading. More than this is very hard for readers to follow. If possible keep to just two levels of heading i.e. headings and sub-headings. As an example: 1 Introduction; 1.1 Key themes in plant research; 1.2 What this chapter covers, " Plant physiology etc.

10 Preparing metadata for your chapter

Metadata is information which describes what your chapter is about. It can be as simple as a good chapter title. Good quality metadata can make your chapter much easier for readers to find.

- Chapter title: we will suggest a chapter title which is comprehensive and self-sufficient. If you want to change it, please keep all the key terms in. Remember that each chapter will be published initially on its own so its title needs to tell readers all they need to know about what the chapter covers.
- Author names and affiliations: since readers often assess the likely quality of a chapter by looking at the authorship, it is important to have complete details of all the authors names and affiliations e.g. David Smith, University of Cambridge, UK.

- Author contact details: readers value the ability to contact an author. Providing authors have no objection, we will include an e-mail address for a corresponding author for each chapter. Please include a contact e-mail address at the beginning of your chapter.
- Abstract: please include an abstract at the beginning of your chapter. Keep abstracts to a maximum of 150 words. We suggest an abstract starts with 1-3 sentences (50 words max) on the importance of the topic addressed by the chapter. The rest of the abstract (100 words max) should summarise the main sections or themes in the chapter.
- Key words: please include a list of key words with your abstract. We suggest around 5 key words which best describe the topics the chapter covers.
- Contents: a contents list (with the main section headings in the chapter) at the beginning of the chapter will help readers to find the chapter and then to navigate their way around the text more easily.

11 Preparing references

It is important that any important statements you make in the text are supported by appropriate references. Readers will want to see the evidence on which you base a statement. They may also want to follow up a reference so they can assess the evidence for themselves or because the source is particularly relevant to their own research. Please do not cite sites such as Wikipedia where information may not be accurate. Since they may not be reliable, they cannot support what you say in your chapter and can even undermine readers' confidence in the chapter.

Wherever possible, please use the Harvard system for references. We recommend you refer to sources in the text as follows:

- Format: surname of lead author plus date of publication.
- Example: 'Smith (2015) has argued…' or '…, as suggested by a number of authors (Smith, 2015; Jones, 2010; Carter, 2005).'

Please use the following guidelines in presenting the full details of the sources you quote in the text:

- Include all the reference details in a final section at the end of the chapter clearly titled 'References'.
- List references in alphabetical order by the author's surname.
- If you have several publications by the same author, list them chronologically with the earlier dated reference first (e.g. the reference for Smith 2010, followed by Smith 2015).

Books:
- Format: author surname and initial; publication year; book title; publisher.
- Example: Smith, R. (2015), *An introduction to plant breeding*, Cambridge University Press.

Journal articles:
- Format: author surname(s) and initial(s); publication year; journal article title; name of journal; volume and issue number; page numbers.
- Example: Smith R. and Jones, B. (2010), 'Recent advances in plant breeding', *J. Agric. Science*, 22(5), 1-20.

Anonymous publications (e.g. government reports or legislation; including where you accessed this information through the Internet))

- Format: anon.; publication year; title of publication; source details. If accessed by a website, add relevant URL and date you accessed the site.
- Example: Anon. (2002), 'Food contact regulations', *US Federal Register*, 70(8), 30-50, http://usgov/federalregister/2002/70/ (accessed 4 January 2015).

If you need further guidance on formatting references, please let us know.

12 Preparing figures and tables

- Please ensure the text includes a reference to a figure you plan to include e.g. 'Fig. 1 shows…' or '…(see Fig. 1).' Figures or tables are of limited use if they are not mentioned in the text.
- It is OK to include figures and tables in the text if you want to. This can make it easier to identify where you would like them to appear in the chapter. Please ensure each figure or table is accompanied by a figure caption so it is clear which figure or table it is
- It is important, however, to be aware that figures appearing in a Word document have poor resolution. Microsoft Word is not able to support high resolution. If a figure is complex (e.g. a photograph), almost all the useful detail will be lost in the final, published text
- If you want to include photographs or complex drawings (e.g. with very fine detail), whether or not you include a version in the text, you must send a separate version in the right high resolution format. Common formats are jpeg and tif. Good images need a resolution of at least 300 dpi.
- Please remember that supplying figures in the right format is essential if they are to be included. If figures are too poor quality to be publishable, we will have to delete them if we are to maintain the level of quality readers expect
- It is OK to submit colour images if you prefer. Figures will be reproduced in colour in the electronic version of your chapter. However, please note they may be reproduced in black and white in the printed version of any book in which your chapter appears. Wherever possible, please ensure a figure will work in black and white as well as colour (e.g. lines on a graph are identified by symbols as well by colour so they can still be distinguished in black and white).

13 Saving and sending your material

To make it easier for both you and us to keep track of material, we suggest you supply the following files for your chapter:

- One file for the text and references
- Separate files for each figure and table
- One file for figure captions
- One file for table captions

We suggest the following approach to file-naming. Include the following in the file name:
- Chapter number
- Author surname
- Status: first or final
- Date saved
- Type of material e.g. text or figure

An example might be: **Ch1.Smith.first.text.27.2.16**

Using this approach, we can both see at a glance what each file contains. Use these file names when submitting your files to ScholarOne.

Part 5 Permissions

14 Clearing permission to use previously published material in your chapter

This section covers your use of any previously published material in your chapter (e.g. a figure or table from a journal article or book). Clearing permissions for any copyright material you want to use is your responsibility as author. Since we will dealing with many hundreds of chapter authors, we are not in a position to clear permissions on behalf of authors. If you want to use any material which has been published before, you will need to clear permission. This includes figures, tables and any text you may wish to quote.

If your chapter is to be made open access, you should consider **not** including any copyright material from third-parties (such as figures or tables). Most copyright holders set limits on the use of their material which are incompatible with the freedom granted by most open access licences to users to share, disseminate and adapt open access material. If they are willing to provide permission at all, copyright holders will require you to negotiate separate agreements which may well be a lengthy and expensive process.

The principle of copyright is to protect the way an author presents something. Facts or ideas in themselves are typically not copyrighted. However, text written by an author or a figure she/he has created to explain an idea will be protected. This means it is not acceptable to copy and paste text from someone else's work even if the information in the text is widely available. Some authors believe they can adapt a figure so that copyright clearance is not required. However, if the adapted figure includes clearly identifiable features from the original, permission will be required. Since authors put significant effort in creating text or figures to explain something more clearly, it is only fair their work should be protected. Please note that you should also avoid copying and pasting text from your own previously published work. In many cases (e.g. submitting articles to many journals) you will have assigned copyright to the journal publisher who may then require their approval to re-use material.

15 When is permission not required?

Copyright currently lasts 70 years from the year the author died, or 70 years from publication if copyright is held by the publisher.

To support research and avoid unnecessary administration, the Association of Scientific, Technical and Medical (STM) Publishers has agreed guidelines to allow authors to use copyright material without paying a fee or, in some cases, needing to request permission. The guidelines include the following:

- Text: single quotations of up to 400 words from a single journal article
- Figures or tables: up to 3 figures or tables (i.e. a total of 3 items in all) from a single journal article

An up-to-date list of publishers supporting these arrangements and details of exempt material can be found at: www.stm-assoc.org/permissions-guidelines/ It is important you check terms and conditions carefully before using material.

If you want to reproduce material from an open access journal article, please remember that open access material is protected by a user license which determines how it can used. There are various types of license with differing limits. Please read the relevant license carefully.

Whether or not you need to clear permission, you should always acknowledge the source of any copyright material you use.

16 How to clear permission

You will need some basic information about the material for which you need to clear permission:

- Details such as figure number and caption
- The source from which it is taken: author, journal article/chapter title, title of book or journal from which it is taken, volume or edition number, publisher and publication date

You may need to supply details about publication of your chapter (e.g. anticipated publication date). Please ask us for any publication details you need. We can also supply a standard form to use if you want this.

To make the process of clearing permission easier, many publishers use 'Rightslink', a website created by the Copyright Clearance Center. This provides an automated copyright clearance service and can be a good starting point.

We require the following rights: the right to re-use the material in both print and electronic versions of the chapter, in all languages, throughout the world, in this and any future versions of the chapter, including revisions, translations or derivative works.

If permission is given, you may be required to include some sort of acknowledgement. This wording can be added to the relevant figure or table caption.

It is important to be able to provide proof that permission has been given. You may need to scan permissions documentation and send it to us. If so, please ensure the file is clearly labelled e.g. 'Ch1.Smith.final.fig1.permission'.

Appendix: checklist of what we need

This checklist covers our key requirements.

Text:
- Have you supplied the text in Word?
- Is the text paginated
- Have you included the chapter title and author details?
- Have you prepared an abstract, key words and contents list for the chapter?
- Are all the references complete?

Figures and tables:
- Have you supplied complex figures (e.g. photographs) as separate tif. or jpeg files clearly labelled to show which figures they are?
- Have you supplied captions for each figure and table?

Permissions:
- Have you cleared permission for any copyright material you want to use in your chapter?
- Have you sent us written copies of all permissions?