



Guides for Authors :: Information Pack (2021-01-01)

Content

1. General Information
2. Types of papers description
3. Copyright, licenses & rights
4. Manuscript preparation
 - a. Articles structure
 - b. Text formating and styles
 - c. Data in articles
 - d. References
5. Manuscript submission
6. Peer-review & quality control process

1 General Information

Journal Title	Acta fytotechnica et zootechnica
Abbreviation	<i>Acta fytotechn zootechn</i>
Publisher	Slovak University of Agriculture in Nitra, Slovakia
Corporate Author	Faculty of Agrobiolgy and Food Resurces
URL	http://www.acta.fapz.uniag.sk
Periodicity	4 issues per volume/year
ISSN	1336-9245

Note: Since the January 1, 2013 is journal published online only. Until the 2013 was published in print and online forms. Print ISSN: 1335-258X. Articles are assigned DOI.

Language	English. Authors should write text in correct academic English (British usage is accepted, but not a mixture of American and British).
Types of Journal Papers	Original Papers, Short Communications, Reviews
Indexing	DOAJ, SHERPA/ROMEO, Scopus, Index Copernicus

Aims & scope

Acta fytotechnica et zootechnica is a peer-reviewed, open access journal, covering a wide range of subjects in biological sciences. Journal focuses on presentation of regional, national and international current science results in plant and animal nutrition, genetics, breeding, animal health and welfare, agronomy and soil science, in particular:

- agrochemistry and plant nutrition
- botany, plant physiology, genetics, breeding, protection
- crop production, grass ecosystems and forages
- pedology, soil and environmental sciences
- precision agriculture
- sustainable agriculture
- zoology, animal genetics and breeding biology
- animal husbandry, nutrition and special husbandry
- animal health and veterinary sciences
- human nutrition

Publishing an articles in the Acta fytotechnica et zootechnica is free, under the the Open Access policy. Publishing open access makes published documents/papers immediately and permanently available online for everyone and worldwide. Articles in the Acta fytotechnica et zootechnica are freely available and all articles published on journal website will be immediately and permanently free for everyone to read and download.

Authors of articles confirms that submitted manuscript is in compliance with the journal publishing ethics policy.

Since the Slovak University of Agriculture (as the Publisher) is the member of Crossref, the scientific journal Acta fytotechnica et zootechnica assigns journal articles by DOI. The Digital Object Identifier (DOI) should be use to cite and link to electronic documents. This identifier consists of a unique alpha-numeric character string which is assigned to a document by the publisher upon the initial electronic publication. The assigned DOI never changes.

Charges & Fees

Articles are published without article submission and aticle processing charges. For end-users are published papers free of charge.

Peer review

Blind review (independent reviewers). Before manuscript submission, make sure that manuscript is written according to these guidelines.

Screening of plagiarism

All manuscripts are checked by the Crossref service Similarity Check (iThenticate software).

2 Types of the Journal papers

Scientific journal Acta fytotechnica et zootechnica now accepts *Original Papers*, *Short Communications* and *Reviews*. All types of accepted papers are peer-reviewed.

Original Paper

Original papers as primary research articles containing results of original research and manuscript should not be previously published or under consideration elsewhere. Original papers must not exceed 7,500 words (line spacing – single) including title, abstract, main text

and references.

Short Communication

Brief style of article (<5,000 words) aims to provide a venue for high-quality, hypothesis-driven, self-contained pieces of original research. The articles should not be preliminary reports/incremental studies but should augment the area of knowledge. The author can inform the scientific community about their innovative research into a certain scientific problem. Articles may be opinionated and challenge existing theories and/or propose new theories or concepts based on existing research.

Reviews

This type of article (literature reviews or systematic reviews) give an overview of existing literature in a field, often identifying specific problems or issues and analysing information from available published work on the topic with a balanced perspective. Review must not exceed 2,500 words (line spacing – single).

3 Licenses & Copyright and Rights

For open access is defined by the user license **Creative Commons Attribution (CC BY)**, recently the Journal articles are licensed under a Creative Commons Attribution 4.0 International License.

Lets others distribute and copy the article, create extracts, abstracts, and other revised versions, adaptations or derivative works of or from an article (such as a translation), include in a collective work (such as an anthology), text or data mine the article, even for commercial purposes, as long as they credit the author(s), do not represent the author as endorsing their adaptation of the article, and do not modify the article in such a way as to damage the author's honor or reputation. Each author have adequate rights to reuse your work. Authors may re-use of published data and illustrations without any restrictions other than those mandated by scientific ethical practices (credit must be given and modifications must be noted). Authors may use the final published version in e-repositories, in teaching duties, or in course packs.

4 Manuscript Preparation

Papers published in the Acta fytotechnica et zootechnica uses conventional format of scientific papers based on IMRAD structure – IMRAD refers to the standard structure of the body of scientific manuscripts.

a. Articles structure

Original Papers

Title	Required
Author names and affiliation, corresponding author	Required
Abstract	Required
Keywords	Required
Main Text	Required
Introduction	Required
Material and Methods	Required

Results and Discussion	Required
Conclusions	Required
Acknowledgements	Optional, if applicable
References	Required

Short Communications and Reviews

Title	Required
Author names and affiliation, corresponding author	Required
Abstract	Required
Keywords	Required
Main Text (Structured)	Required
Acknowledgements	Optional, if applicable
References	Required

b. Text formatting and styles

Title

Clearly expressing the content of the article. Informative. Max. 60 characters (include spaces). Write manuscript title using lowercase letters except for the first letter of the title and words that start with uppercase letter.

Author Names and Affiliation

Rule for name(s): Name Surname, Name Surname, Name Surname Indicate all affiliations with a lower-case superscript letter immediately after the author's name. Affiliation is not full postal address, indicates affiliation to an institution. Rule: English name in decreasing order (i. e. University, Faculty/ Institute, Department/Centre...), country. Contact details should be kept up to date, ORCID identifier is appropriate. Corresponding author must be identified by asterisk (*). Valid e-mail is required. Provide the full postal address of each affiliation, including the country name. Authors name should be written without titles.

Abstracts

Informative. Whole text of abstract as one paragraph and must not exceed 200-250 words. Abstract states clearly and concisely what is dealt with in the paper. It is a concise statement of the questions, general procedure, basic findings, and main conclusions of the paper. Must be described goals, materials, methods and results of research. Abstract is an independent, autonomous part of the text. As structure for abstract preparing is IMRAD model required, too.

Keywords

Maximum 5 keywords in logical order. Do not use sentences, but words/customary phrases only.

Main Text

Italic, bold, bold italic, or underline should not be used for emphasis.

Introduction Introduction should be brief, clearly and briefly states the objectives and research background of the study, hypothesis or purpose of research. Introduction provides detailed survey of literature related to research theme, too.

Material and Methods The main purposes are to describe, and sometimes defend, the experimental design and to provide sufficient detail so that a competent worker can repeat the study. Describes what kind(s) of research methods were used and how the study was constructed or implemented.

Results This part of work collates and summarizes the data collected and calculates totals or trends, statistically significant findings, etc., should be concise and clear.

Discussion/Conclusions

Author(s) discusses applications or implications of the results.

References

Limits on number of references: limit of 30 references for original papers, 20 ones for short communications and 50 references for reviews.

c. Data in articles

Math formulae/ Equations

Math equations should be prepared as editable text and not as images. Present simple formulae in line with normal text where possible and use the solidus (/) instead of a horizontal line for small fractional terms, e.g., X/Y. In principle, variables are to be presented in italics. Any equations have to be displayed separately from the text (if referred to explicitly in the text). Equations should be run in to paragraphed text if at all possible.

Illustrations (tables, figures)

Each illustration has a caption. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used. The caption for a figure appears below the graphic; for a table, above.

Figures and tables must be provided in portrait orientation and must be clear and legible (both color and grayscale pictures interpretation).

Tables

Tables should be prepared as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Is there a standard: to left justify text and right justify numeric values. In principle, variables are to be presented in italics. Caption: above the table. The data presented in tables do not duplicate results described elsewhere in the article. Please avoid using vertical rules. In case, that data in tables are re-utilized by author, primary source must be cited in text. Tables must be consecutively numbered in the order of their first citation and appearance in the text.

Table example

Table example (table name in Arial 10, single line space, left alignment, spacing after 6 pt) (text in table Arial 10, single line space). The number of characters after the decimal point must be the same and the numbers must be aligned by the decimal point (or in right).

Table 1 Text, text, text, text, text

column	column	column	column
line	1.00	3.00	5.00
line	2.00	4.00	6.00

Abbreviations (in Arial 9, single space, left alignment, spacing before 6pt)

Figures

In academic/scientific text all image types (graphs, photos, draws...) are figures. Continuous numbering is required. Caption: below the graphics. Graphs are inserted in text as images, not as generated objects (from Microsoft Excel). In case, that image object is re-utilized by author, primary source must be cited in text and reference must be included in list of

references. Figures must be consecutively numbered in the order of their first citation and appearance in the text. Recommended type: vector graphics. Minimal resolution: 300dpi and more. Colours: RBG, Greyscale. In principle, variables are to be presented in italics.

Figure example

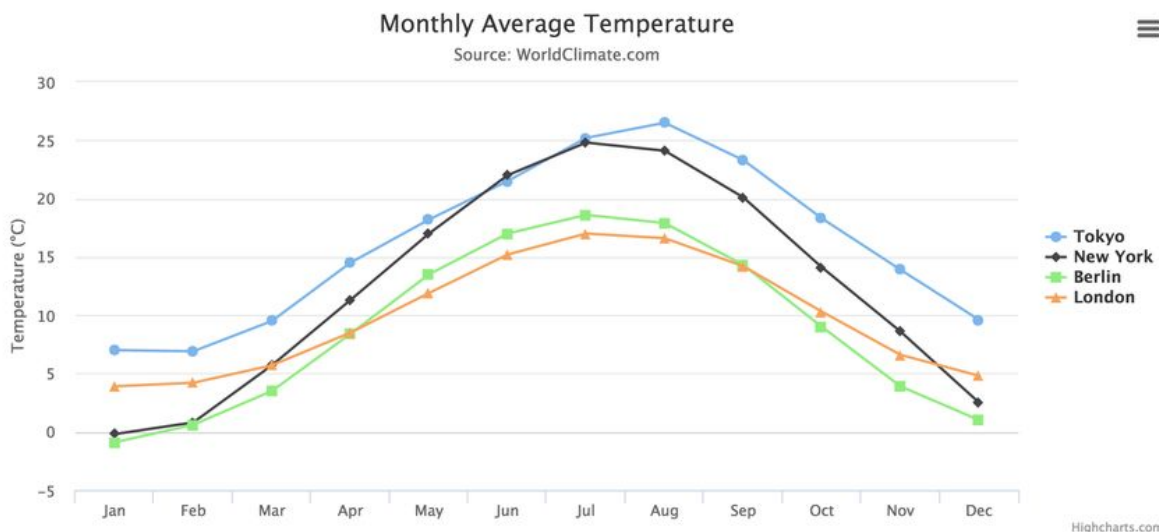
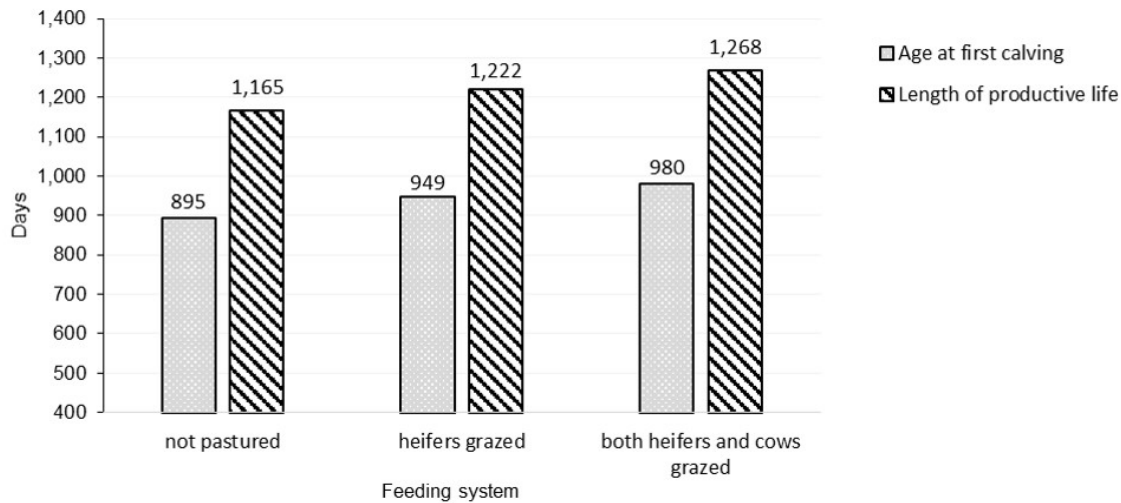


Figure X Monthly Average Temperature in selected world capitals (Source: WorldClimate.com)

Nomenclature and scientific names

Botanical names must conform to the International Code of Nomenclature for algae, fungi, and plants (ICN) and, if it concerns a plant cultigen, the additional cultivar and/or Group epithets must conform to the International Code of Nomenclature for Cultivated Plants. Animal names must conform to the International Code of Zoological Nomenclature (ICZN or ICZN Code). Scientific names: use italic font face. Common names: use normal font face.

Units and measurements, quantities, symbols

For units use the international system of units (SI) derived or arbitrary units.

Define abbreviations the first time they are used in text. For individual math symbols, Greek

letters, and other special characters: insert as a symbols. In the expression for the value of a quantity, the unit symbol is placed after the numerical value and a space is left (one “hard space” (Ctrl+Shift+Space) between numbers and unit symbols) between the numerical value and the unit symbol.

Symbols representing physical quantities (or variables) are italic, but symbols representing units, or labels, are roman. Sometimes there may seem to be doubt as to whether a symbol represents a quantity or has some other meaning (such as a label): a good general rule is that quantities, or variables, can be given a value, but labels cannot. Vectors, tensors and matrices are usually denoted using a bold-face (heavy) font, but they should still be italic since they are still quantities. Symbols for mathematical operators are roman. Some symbols are also sometimes used to represent physical quantities: then of course they should be italic, to distinguish them from the corresponding mathematical operator.

d. In-text and reference list citations

Required system for resources referencing: Harvard System of Referencing (HSR). Harvard Referencing System is known as the Author and Date system and there are two parts: the author and the date are referred to in the main text of manuscript (paper, article, book...).

For in-text citations and reference list is the **APA** (American Psychological Association) Style, based on the sixth edition (2009) of the Publication Manual, required.

All of the resources referred to in the main text/ all in-text references used are included in the reference list. If there are multiple works by the same author these are ordered by date, if the works are in the same year they are ordered alphabetically by the title and are allocated a letter (a,b,c etc) after the date.

All references must be written in English (please, see details in How to...).

Limits on number of references: limit of 30 references for original papers, 20 ones for short communications and 50 references for reviews.

In-text citations

In-text citations should be prepared in documentary-note style (Autor, Year OR Author, Year, Page/s).

In-text citation examples

- 1 author: ... as Bulla (2000) compared... OR ... as some authors compared (Bulla, 2000)...
- 2 – 3 authors: ... as Bulla and Chrenek (2000) compared... OR ... as some authors compared (Bulla & Chrenek, 2000)...
- 3 authors: ... as Bulla et al. (2000) compared... OR ... as some authors compared (Bulla et al., 2000)...
- Unknown author: the first three words of the title of source should be used – ... (Analytical methods textbook, 2000)... OR ... (Analytical methods textbook..., 2000)...
- Groups/organizations/corporates: the full name of the group or acronym must be used ... (Food and Agriculture Organization, 2010)... OR ... (FAO, 2000)...
- Citing a secondary sources: original author and date should be stated first followed by ‘as cited in’ followed by the author and date of the secondary source: ...Bulla (2000) as cited in Chrenek (2015)... OR ... (Bulla, 2000, as cited in Chrenek, 2015)...

Reference list/Reference list citations

Reference list (complete list of all the citations used in text, bibliography) has to be sorted alphabetically (be first author/person primarily responsible for the intellectual content).

If there is no author/person primarily responsible for the intellectual content, list alphabetically according/sorting to the title. In the case of two or more references by the same author, then list them in order of publication date with the oldest work first. Do not use the expression “anonymous” or “anonymous author“, use the title of the resource.

Referencing examples

- Books

Book – one author

Surname, Initials. (Year). *Title* Edition (if not the 1st). Publisher

Cook, T. (2010). *How do they do it?* Kober.

Book – two or three authors

Surname, Initials., & Surname, Initials. (Year). *Title* (Edition – if not the 1st). Publisher.

White, M. C., & Black, T. (2010). *My favourite colours*. Small House Publishing.

OR

White, M. C., Grey, Ch., & Black, T. (2011). *My favourite colours*. 2. ed. Small House Publishing.

Book – more than three authors

Surname, Initials. et al. (Year). *Title* (Edition – if not the 1st). Publisher.

White, M. C. et al. (2012). *Climate change: life or death?* 2. ed. Green Point Publish.

Chapter in book, Book with editor(s)

Author(s). (Year). Title of chapter. In Authors/Editors (Ed./Eds.), *Book title*. Publisher (pages).

Tuckman, A. (1999). Labour, skills and training. In R. Levitt et al. (Eds.), *The Reorganised National Health Service* (6. ed.). Stanley Thornes (pp. 135–155).

E-book (without or with DOIs)

Surname, Initials. (Year). *Title*. Place of publication: Publisher. URL

Schafer, J. (1922). *A history of agriculture in Wisconsin*. State Historical Society of Wisconsin. <http://digital.library.wisc.edu/1711.dl/WI.HistAgSchaf>

OR with DOIs (as active link)

Surname, Initials. (Year). *Title*. Publisher. <https://doi.org/...>

Health, J. B. et al. (2018). *Handbook of Research Methods in Health Social Sciences*. Singapore: Springer Nature Singapore Pte Ltd. <https://doi.org/10.1007/978-981-10-2779-6>

- Web site

Author(s). (Year). *Title*. Publisher/Contributor. Retrieved Date from URL

FAO. (2013). *Food security to be at center of Africa development agenda*. FAO. <http://www.fao.org/news/story/en/item/176894/icode>

- Journals

Surname, Initials. (Year). Title of article. *Title of journal*, vol.(no.), pages range.

OR

Surname, Initials, & Surname, Initials. (Year). Title of article. *Title of journal*, vol.(no.), pages range.

Varga, L. (2010). Effect of topdressing with nitrogen and boron on the yield and quality of rapeseed. *Acta Universitatis Agriculturae et Silviculturae Mendelianae Brunensis*, 58(5), 391–398.

Varga, L., & Holec, P. (2010). Effect of topdressing with nitrogen and boron on the yield and quality of rapeseed. *Acta Universitatis Agriculturae et Silviculturae Mendelianae Brunensis*, 58(5), 391–398.

Varga, L. et al. (2010). Effect of topdressing with nitrogen and boron on the yield and quality of rapeseed. *Acta Universitatis Agriculturae et Silviculturae Mendelianae Brunensis*, 58(5), 391–398.

Icker, M., & Berger, S. (2012). Unexpected multiplet patterns induced by the Haupt-effect. *Journal of magnetic resonance*, 219(1), 1–3. <http://www.jmr.org/17689k254.pdf> **OR**

Icker, M., & Berger, S. (2012). Unexpected multiplet patterns induced by the Haupt-effect. *Journal of magnetic resonance*, 219(1), 1–3. <https://doi.org/10.1016/j.jmr.2012.03.021>

- Translated resource in references

Surname, Initials. (Year). Original title [Translated title]. In *Source*. Publisher (pages range).

Tobiašová, E. (2006). Kvantita a kvalita pôdnej organickej hmoty v rôznych systémoch pestovania plodín [Quantity and quality of soil organic matter in different crop farming systems]. In B. Šarapatka, & M. Bednář (eds.), *Pedogenesis and soil quality changes in terms of natural and anthropic affected area: proceeding from 11th pedological days*. Kouty the Desna, Palacky University, Czech Society of Soil Science. Palacky University (pp. 359-363).

For more information & examples:

Americal Psychological Association. (2020). *APA Style: Reference Examples*. Retrieved December 1, 2020 from <https://apastyle.apa.org/style-grammar-guidelines/references/examples> **OR**

Americal Psychological Association. (2020). *APA Style: References*. Retrieved December 1, 2020 from <https://apastyle.apa.org/style-grammar-guidelines/references/index>

Recommendation:

The bibliography software package/citation manager when preparing the manuscript is recommended.

5 Manuscript submission

Manuscripts are submitted online in required formal structure (article template available at the Journal website is for illustrative purposes meaning only). *More details: Articles structure & Text formatting and styles.*

Online submission system guides author's stepwise through the process of entering article details and uploading your files. Editable files (e.g., DOC, RTF) are required for reviewing process. All correspondence, including notification of the Editor's decision and requests for revision, is sent by e-mail. We recommend that you add an ORCID to your personal profile, if possible (My Account – Edit My Profile – ORCID iD).

6 Peer-review & quality control

Peer-review process – blind review, independent reviewers. Before manuscript submission, make sure that manuscript is written according to these guidelines.

Control quality – at first, manuscripts are checked by iThenticate plagiarism detection software. If the conditions of publication ethics policy and originality have been met, they will be sent to the reviewers. Plagiarism score < 10%: submitted manuscript will be accepted for reviewing without the need for revision; 11 – 20 %: manuscript requires minor changes for it to be accepted; 21 – 35 %: manuscript requires major revisions for it to be accepted for reviewing; > 35 %: manuscript will be rejected. Similarity will be evaluated according to the part of the work in which it is located. Reasonable similarity with published resources will be accepted in the review/introduction and methods, none in the results, partial in the discussion.

Corresponding authors will receive an e-mail with reviewer requirements. Corrected manuscript should be submitted via online system as soon possible. Submitted manuscripts for publication are single-blind peer-reviewed: reviewers are aware of the identity of the authors, but authors are unaware of the identity of reviewers.

Manuscripts that do not meet the criteria listed in these guides will be rejected.