

INSTRUCTIONS TO AUTHORS

Papers of 4 or 6 pages must be in English (British spelling). English will be revised by a proofreader, but **authors are strongly urged to have their manuscripts reviewed linguistically prior to submittance**. Contributions should be sent electronically to flavoure@eria.ee

Papers are considered by referees before acceptance.

The manuscript should strictly followed the instructions provided below. To do it the best, using the **EXAMPLE (available here: <http://www.flavoure-project.eu/projects/flavoure/events/flavoure-conference/instructions-to-authors>) as a template is highly recommended.**

Structure

Title, Authors (first name, surname), Authors' place of work with full address and e-mail(s) (each on a separate line), Abstract (up to 250 words), Key words (in alphabetic order), Introduction, Materials and methods, Results and discussion, Conclusions, Acknowledgements, References. In case of publications of specific type (e.g. review articles) different structure replacing the headings from materials and methods to conclusions is accepted.

Layout, page size and font

- The file should be prepared using **Microsoft Word 97** or a later version; rtf format will be accepted, too.
- Set page size to **B5 Envelope (17.6 × 25 cm)**, all margins at 2 cm
- Use single line spacing and **justify** the text
- Use font Times New Roman, point size for the title of article **14 (Bold)**, author's names **12**, authors addresses and core text **11**; for Abstract, Key words, References and tables use point size 10
- Use **indent 0.8 cm (do not use tab or spaces instead)** including hanging indent in references
- Do not use page numbering
- Use uppercase, **bold** and centred for first order headings, one empty line before and after
- Use sentence case, **bold** and left align without indent for second order headings (if needed), one empty line before and not interspace after
- Use **bold** to emphasis some word or concept in the text, do not use italic for it
- Use *italics* for Latin biological names, mathematical variables and statistical terms (e.g., *t*-test, $n = 193$, $P > 0.05$) only. In the references use *italics* for

journal, proceedings or book title.

- Use single (‘.....’) instead of double quotation marks (“.....”)

Tables

- All tables must be referred to in the text (Table 1; Tables 1, 3, Tables 2–3) before the table itself
- For tables use font Times New Roman, regular, 10 points (table heading is 11 pt.)
- Form tables using Word’s Table – Insert – Table
- Do not use vertical lines as dividers, only **horizontal** lines are allowed; use lines 1pt to divide table header from up and down and lines ½ pt for others; inside table area lines are suggested to use only for separating different groups of data
- Column and row headings should start with an initial capital
- Leave one empty line before and after the table and 6 points between the table heading and table

Figures

- Use only black and white or greyscale for figures
- Use font **Arial** within the figures, and **font size similar to the regular/ordinary text in the case of final figure size**
- Do not use surrounding frames for figures
- All figures must be referred to in the text (Fig. 1; Fig. 1A; Figs 1, 3; Figs 1–3) before figure itself
- Leave one empty line before and after the figure and 6 points before the figure and its caption
- Using EXCEL for creating figures, make sure that **thickness of the axes lines is not set for the thinnest** (EXCEL may use it by default)

Equations

- Use Microsoft Equation for equation design
- Centre the equation and align right the equation number in parenthesis
- Use space 6 points before and after the equation

References

- **Within the text**

In case of **two** authors, use **&**. In case of more than two authors, provide first author “et al.”

Smith & Jones (1996); (Smith & Jones, 1996)
Brown et al. (1997); (Brown et al., 1997)
Adams (1998); (Adams, 1998)

When referring to more than one publication, separate the references by semicolon and arrange them using the following keys: 1. year of publication (ascending), 2. alphabetical order for the same year of publication:

(Smith & Jones, 1996; Brown et al., 1997; Adams, 1998; Smith, 1998)

- **In the list of references**

The titles of books and papers published in languages using not Latin alphabet should be replaced by an English translation, with an explanatory note at the end, e.g., (in Russian, English abstr.).

- **For whole books**

Name(s) and initials of the author(s). Year of publication. Title of the book (*in italics*). Publisher, place of publication, number of pages.

Tritton, D.Y. 1988. *Physical Fluid Dynamics*. Clarendon Press, Oxford, 350 pp.

Shiyatov, S.G. 1986. *Dendrochronology of the Upper Timberline in the Urals*. Nauka, Moskva, 350 pp. (in Russian).

- **For articles in a journal**

Name(s) and initials of the author(s), year of publication, title of the article, abbreviated journal title (*in italic*), volume (*in bold*), page numbers.

Karube, I. & Tamiyra, M.Y. 1987. Biosensors for environmental control. *Pure Appl. Chem.* **59**, 545–554.

Frey, R. 1958. Zur Kenntnis der Diptera brachycera p.p. der Kapverdischen Inseln. *Commentat.Biol.* **18**(4), 1–61.

Danielyan, S.G. & Nabaldiyan, K.M. 1971. The causal agents of meloids in bees. *Veterinariya* **8**, 64–65 (in Russian).

- **For articles in collections:**

Name(s) and initials of the author(s). Year of publication. Title of the article. Name(s) and initials of the editor(s) (preceded by **In:**), title of the collection (*in italics*), publisher, place of publication, page numbers:

Yurtsev, B.A., Tolmachev, A.I. & Rebristaya, O.V. 1978. The floristic delimitation and subdivisions of the Arctic. In: Yurtsev, B.A. (ed.), *The Arctic Floristic Region*. Nauka, Leningrad, pp. 9–104 (in Russian).

- **For article in conference proceedings:**

Name(s) and initials of the author(s). Year of publication. Title of the article Name(s) and initials of the editor(s) (preceded by **In:**), proceedings name (*in italics*), conference name place and date, publisher, place of publishing, page numbers:

Ritchie, M.E. & Olf, H. 1999. Herbivore diversity and plant dynamics: compensatory and additive effects. In: Olf, H., Brown, V.K. & Drent R.H. (eds), *Herbivores between plants*

and predators. The 38th Symposium of the British Ecological Society, London, 1997, Blackwell Science, Oxford, UK, pp. 175–204.

- **For conference proceedings:**

Name(s) and initials of editor(s). Year of publication. Proceedings name (*in italics*), conference name place and date, publisher, place of publishing. Number of pages.

Lillak, R., Viiralt, R., Linke, A., Geherman, V. (Eds). 2005. *Integrating efficient grassland farming and biodiversity*. Proceedings of the 13th International Occasional Symposium of the European Grassland Federation, Tartu, Estonia, 29–31 August 2005. Est. Grassland Federation, Tartu, 666 pp.

- **References to an article from Internet:**

Name(s) and initials of the author(s). Year of publication. Title of the article. Internet address. Date of citing.

Lillak, R. 2008. From Science to Practice – Pilot Project of Extention. Available at http://www.eria.ee/public/files/Summary_2008_RL.pdf (Cited at 29.01.2011).

- **Reference to an homepage:**

ERIA homepage, 29.01.2011. <http://www.eria.ee/index.php?page=3>

.....

Please note

Use ‘.’ (not ‘,’) for decimal point: 0.6 ± 0.2

Use a ‘comma’ for thousands – 1,230.4 (one thousand two hundred and thirty and four tenths)

Use ‘–’ (not ‘-’) and without space: pp. 27–36, 1998–2000, 4–6 min, 3–5 kg

With spaces: 5 h, 5 kg, 5 m, 5 °C, C : D = 0.6 ± 0.2, $p < 0.05$, $r = -0.86$

Without space: 55°, 5% (not 55 °, 5 %)

Use ‘kg ha⁻¹’ (not ‘kg/ha’)

Use degree sign ‘°’ (Unicode(16) = 00B0, DEGREE SIGN): 5 °C (not 5 °C)

Use minus sign ‘-’ (Unicode(16) = 2212, MINUS SIGN) in negative numbers: -1 (not hyphen -1 or en-dash –1) Minus sign does not separate from the number at line-feed.

The **EXAMPLE** (available here: <http://www.flavoure-project.eu/projects/flavoure/events/flavoure-conference/instructions-to-authors>) is designed as a template with appropriate styles and formats. Using it makes paper writing as well as its further editing easier.