

## GUIDELINES FOR PREPARATION AND SUBMISSION OF PAPERS

**H**orticultura Brasileira is the official journal of the Brazilian Association for Horticultural Science. Horticultura Brasileira publishes papers on vegetable crops, medicinal and condimental herbs, and ornamental plants that represent a significant contribution to the scientific and technological development in the use of these plants. Horticultura Brasileira appears quarterly and publishes only in English, although it accepts submissions also in Portuguese or Spanish.

Papers are eligible for publication if the first author is member of the Brazilian Association for Horticultural Science (ABH) or affiliated to a National Horticultural Association which ABH has a Reciprocity Agreement with, having its annual fee paid in any of these situations. In case first author does not fill these conditions, papers may be still submitted. In this case, authors are requested to pay the Full Processing Fee as soon as the manuscript is accepted for reviewing.

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Horticultura Brasileira has the following sections:

**Cover paper:** address topics of current interest that, upon invitation from the Editorial Board, illustrates the cover of the journal;

**Invited paper:** address topics of

current interest, invited by the Editorial Board;

**Letter to the Editor:** sent by authors' initiative to the Editorial Board, addressing a subject of general interest. The Editorial Board makes a preliminary assessment and may accept or reject it, as well as submit it to the reviewing process;

**Research:** paper describing an original study, carried out under strict scientific methods. The reproducibility of studies should be clearly demonstrated;

**Scientific Communication:** communication or scientific note, reporting original field or laboratory observations or results coming from less complex experiments, but still carried out under strict scientific methods. The reproducibility of studies should be clearly demonstrated;

**New Cultivar:** communications or note reporting recent cultivar and germplasm release. It must include information on origin, description, seed (propagation material) availability, general information and comparative data.

### Manuscript submission

Prepare your text in Word® or compatible software, in 1.5 space, font Calibri Light 12 points, and number pages and lines. Add images, figures, tables, and charts at the end of your text and make a single file. Format the document for A4 page, 3-cm margins. Low-resolution images, below 600 Kb, are not accepted for publication. The file must not exceed 30,000 characters, including spaces. Use the online submission system (<http://www.horticulturabrasileira.com.br/editor/index.php/HB>). If further information is needed, please follow the instructions available online, contact the Editorial Board or refer to recently released issues.

A paper will be eligible for the reviewing process if:

- It is in full compliance with these guidelines;

- It falls into the journal scope and presents a technical-scientific standard compatible with Horticultura Brasileira;

- It is accompanied by a written description of the relevance of the work (importance and distinctiveness in relation to the existing literature), not longer than ten lines. Insert the text in the field "Comments to the Editor", available online;

- It is accompanied by a written specification of each author's individual contribution to the paper (consult the headline Authorship below). Include the text in the submission metadata, in the field BioStatement, available online;

- It is accompanied by the nomination of at least two persons (name, address, email and phone), from institutions other than those authors are affiliated to, who can act as peer reviewers. Insert the text in the field "Comments to the Editor", available online;

When accepted for reviewing, the corresponding author will receive an e-mail with instructions for paying the processing fee (R\$ 110.00; US\$ 50.00; E\$ 50.00) when first author is affiliated to ABH or sister associations and has no debts with it, or the Full Processing Fee (R\$ 450.00; US\$ 180.00; E\$ 170.00), when first author is not affiliated. Before entering the reviewing process, all co-authors must have expressed their agreement-on-publishing. Processing fees are not refundable.

### Paper Structure

Authors should refer to the Guidelines for Style & Format, available in [www.horticulturabrasileira.com.br](http://www.horticulturabrasileira.com.br)

### The reviewing process

The Editorial Board carries out a preliminary evaluation of the manuscripts, looking at adherence to the journal scope and publication guidelines, scientific and/or technical relevance, and

command of language. The Editorial Board decision (eligible, not eligible) is uploaded in the submission system. If modifications are needed, authors may submit a new version. If the manuscript is adequate for reviewing, authors are requested to pay either the Processing Fee. Following, the manuscript is evaluated by at least two peer reviewers. As soon as we have two reviews, the manuscript is forwarded to the Scientific Editor. The Scientific Editor can either (1) recommend for publication, (2) ask for modifications or (3) do not recommend for publication. In situations 1 and 3, the manuscript is forwarded to the Associate Editor, who holds the responsibility for the final decision. In situation 2, the manuscript is returned to author(s), who produce a new version and upload it in the submission system. The Scientific Editor checks the new version and recommend it or not for publication. In both cases, the new version is evaluated by the Associate Editor, for the final decision.

No modifications are incorporated to the manuscript without authors' approval. Once the paper is accepted, an electronic copy of the formatted version is sent to the correspondent author who should make any necessary corrections and send it back within 48 hours. In this stage, extensive corrections in format and content are not accepted. Alterations, additions, deletions and editing imply in a new examination of the manuscript by the Editorial Board. Authors are held responsible for any errors and omissions present in the text

that has been returned to the Editorial Board.

#### **Authorship**

To define the manuscript authors, consider the following criteria, based on <http://www.biomedcentral.com/about/editorialpolicies#Authorship>:

Authors are those who participated intensively in the work and therefore can take public responsibility for the manuscript contents.

Authors are those who have made **substantial contributions** to the work conception, design of experiments or gathering, analysis and interpretation of data. Authors are also those who were made **substantial intellectual contributions in writing** the manuscript or changed it decisively during the reviewing process.

The simple collection of data; transference of genotypes, seeds or other inputs; discussion about the experiments and/or results; as well as the general supervision or funding of the research group, alone, does not justify authorship and should be included in the **Acknowledgements**.

#### **The publishing idiom**

All submissions received as of August 2016 will be published in English when approved. Nevertheless, manuscripts can continue being submitted also in Portuguese or Spanish. In these cases, when the paper is in its final version, approved for publication, authors can either produce a translated version or authorize the Editorial Board to forward the manuscript to translating.

If the translated version provided by authors does not match the language standard required for publication, the Editorial board will redirect the text for specialized reviewing. All costs related to translating and idiomatic reviewing are charged to authors.

#### **Page charge**

Horticultura Brasileira charges R\$ 50.00; US\$ 15.00 or E\$ 15.00 per page, plus US\$ 20.00 or E\$ 20.00 for covering the fees of international money transference.

#### **Color Printing**

Horticultura Brasileira charges R\$ 600.00; US\$ 200.00 or E\$ 190.00 per page printed in colors, plus US\$ 20.00 or E\$ 20.00 for covering the fees of international money transference.

#### **Other Information**

Change in address, affiliation to the Brazilian Association for Horticultural Science (ABH), and payment of fees related to ABH should be addressed to:

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