Instructions to Authors of Manuscripts for *Crop Management*

**Manuscript Preparation**

Microsoft Word for Windows is the preferred file format for text. Prepare the manuscript for review, omitting any line numbering. Each table should be placed on a separate page following the references. Prepare tables using the table function in the word processing program with one data field per cell. Captions for figures should be provided in a list at the end of the text, following the references and tables. Double-space the entire document (including tables), and use a 12 point font.

Illustration files should not be merged, embedded, or linked to the text file, but kept completely separate; figure numbers placed within the body of the text will be used to determine the placement of illustrations. Appropriate formats for figures are JPEG, TIFF, or Photoshop (PSD) files. See the Illustration section of the Style Manual for *Crop Management* for more information.

File names for text files should be the last name of the corresponding author and the appropriate extension (e.g., Smith.doc). File names for all illustrations should be corresponding author name, followed by the appropriate figure number and the appropriate extension, (e.g., Smith1.jpg, Smith2.gif, Smith3.tif).

Before submitting a manuscript, please see the Style Manual and complete the Author Checklist (see next page).

**Publication Fees**

**Research Articles and Briefs**

Peer-reviewed manuscripts are $150 for full articles and $100 for briefs.

**Proceedings Articles**

Articles submitted as part of symposium or other proceedings are $400 per article. These fees are intended to defray the additional costs of processing multiple papers through the production phase at once, tracking those papers as a unit, and producing and maintaining the proceedings website.

**Submission Procedure**

Articles for *Crop Management* should be submitted through Manuscript Central (mc.manuscriptcentral.com/plantmanagement). Perspectives and Letters should be emailed directly to the journal Editor.

**Article Types**

All articles are subjected to peer review except Perspectives and Letters, which are published at the discretion of the Editor. All authors are strongly encouraged to have their manuscripts critically reviewed by colleagues prior to submission. Reviews and Management Guides are often solicited by the Editor and authors should contact the Editor before preparing these types of articles.

Below are the general instructions for individual categories of article published in the journal. More specific instructions for units, citations, etc., are presented in the Style Manual.

Manuscripts from symposia at professional society or industry-sponsored meetings may be submitted for publication. Symposium organizers should contact the journal editor before the symposium is presented to make arrangements for submissions. Manuscripts from symposia are subject to the same review process applied to other articles.

*Crop Management* publishes the following types of manuscripts:

**Reviews**

Reviews are peer-reviewed articles that summarize and analyze a topic of importance to the journal’s subject matter area for those who are not specialists. Readers should be able to learn what is known and what questions remain unresolved about the subject. Reviews should be documented with appropriate references and be no longer than 3,500 words in length, not including the References.

Reviews should include an introduction to the problem or issue including why the topic is of interest to those involved with the journal’s subject area and a discussion of the issues or new information as it relates to crop management. The body of the review may be subdivided using
short clauses that describe the major idea or ideas being discussed. Reviews should cite suitable references to document statements that are not considered general knowledge and also provide a list of printed and/or electronic resources for further information. Authors are encouraged to include figures, concise tables, and color photographs to document or substantiate statements and increase reader interest.

Authors of Reviews should also prepare a 4 to 5 sentence (200 word maximum) summary of the article and present it in the email message or cover letter at the time of submission. The summary should describe the contents of the article, and suggest the ways in which the article would benefit the readership of the journal.

Topics for Reviews in *Crop Management* may include analysis of issues that impact agriculture production, the agriculture industry, the environment, or society including public policy debate, legislation, research or technology transfer efforts and priorities, or cultural practices (or principles) related to crop management and production. *Crop Management* Reviews may also include “success stories” that describe the successful implementation of new knowledge to crop production.

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**Author Checklist**

- Double-spaced (including tables), 12 point font.
- Manuscript has not been published previously or simultaneously submitted elsewhere.
- Manuscript has been critically reviewed by colleagues.
- Formatted as Microsoft Word for Windows, or other acceptable format.
- File names for text files are the last name of the corresponding author plus the appropriate extension (e.g., Smith.doc).
- File names for all illustrations are the last name and figure number followed by the appropriate extension, e.g., Smith1.jpg, Smith2.gif, Smith3.tif.
- Consistent style and acceptable sizes are used for all figures and tables.
- Articles will be submitted via the correct Manuscript Central system.
- Diagnostic Guides follow the format outlined in Instructions to Authors.
- Briefs do not exceed 700 words excluding author names, affiliations, “References,” etc.
- Authors listed under the title with full names and affiliation including department, institution, or company, and location.
- All references are listed in alphabetical order by authors’ surnames, and cited in the text by surname and year.
- Double-checked the accuracy of each citation and that each is cited in the text.
- Cite tables in numeric order in the body of the manuscript; explain any nonstandard abbreviations in table footnotes.
- Captions for figures are listed following “References” and tables.
- Title does not exceed 100 characters and spaces, and contains a verb, if possible.
- Abstract is a maximum of 250 words in one paragraph.
- For Research articles and Reviews, acknowledgments are provided after the text, before the “References.”

*For Research Articles:*

- Article is not subdivided using “Introduction, Materials & Methods, Results, and Discussion”, but instead uses short clauses that are specifically descriptive of the experiments conducted.
- Introduction includes a succinct evaluation of the topic, including all relevant literature citations.
- Objectives are clearly stated in introduction.
- Significance and originality of work are shown.
- Reproducibility of results is illustrated.
- Experimental design and methodology are fully explained.
- Proper and sufficient statistical analyses are conducted (review by qualified statistician before submission is encouraged).
- Discussion relates work to other published material and addresses strengths and weaknesses of research.
- Major conclusions are supported by results from repeated experiments.
- Manuscripts are reviewed critically before submission.
Research

Research articles should describe work that represents a significant advance in the understanding of a particular issue and that leads to practical solutions to existing problems. The work described must not have been published before (except in the form of an abstract or as part of a published lecture, review, or thesis) and must be original. Data reported in the journals must be from scientifically valid, replicated plots or observations and subjected to appropriate statistical analysis. Contributors are strongly encouraged to combine data from related experiments in similar regions or environments in order to broaden the inference space for the work.

Research articles are no longer than 3,000 words including table headings and figure captions, but not including the References. All manuscripts must be presented in terms meaningful to both a multidisciplinary audience of scientists and educated, non-specialist, lay readers. Technical jargon should be avoided where possible and technical terminology should be defined at its first occurrence in the text.

Research articles should contain the following parts:

Abstract: The abstract should consist of a maximum of 250 words that provide an informal summary of the main points of the article and why the research results should be viewed as important.

Introduction: One to three paragraphs that describe the problem and the reasons for conducting the research. Authors should establish the context of their research at the beginning of the article and discuss the significance of their findings for plant management practices.

Body: This section should describe specific experiments, how they were conducted, and the results of these experiments. Articles should not be subdivided using the more formal journal style of “Introduction, Materials & Methods, Results, and Discussion,” but should instead be subdivided using short clauses describing the particular experiment or series of experiments. Conclusions and recommendations resulting from the work should be discussed together in the final section of the article. Conclusions should interpret results in terms of practical recommendations.

Methods should be described only in enough detail that the reader can understand and evaluate the results and conclusions and duplicate the work if so desired. If the experiment includes two or more trials, (e.g., in the form of random locations or environments), then the trials should be discussed separately only if the statistical analysis indicates that separate analyses are more appropriate. The conclusions and recommendations resulting from the trials can be summarized as a whole. All tables and figures should be cited in numerical order.

Briefs

Briefs are short peer-reviewed scientific reports that report new findings and recommendations relevant to any aspect of the journal’s subject matter area. These include any topics appropriate to other areas of the same journal except that they are shorter by nature. Briefs provide a repository of science-based findings that are important to advisers, growers, diagnosticians, research, regulatory officials, other practitioners, and the public. Briefs are intended to stand alone and do not include preliminary reports of work that will later be presented in full-length papers. Briefs are not abstracts and must not duplicate abstracts published or submitted elsewhere. Briefs are limited to 700 words including title, author names, and affiliations, and excluding the References.

The title of a Brief should clearly identify the topic presented, the common name of the plant involved, if well known (otherwise the scientific name), and the relevant geographic location. When appropriate, scientific names should be used in the body if not already given in the title. Briefs should include observations and general methods but omit tables, footnotes, and acknowledgments. The significance of the report should be clearly stated and a brief interpretation, prognostication, or statement of implications is desirable. Up to four high-quality color photographs may be included to illustrate relevant aspects of the brief. Briefs should have no more than four references. References must be published journal articles or material from books (not proceedings or “in press” material).

Management Guides

Crop Management accepts new and unique management guides for practicing professionals. Management guides are intended to expand and update the knowledge base of crop or forage producers, industry representatives, grazingland managers, conservationists, Extension specialists, county agents, consultants, and other adult educators.

Submissions should include a thorough consideration of current research findings and contain the most recent recommendations and best management practices available. Authors should provide an explanation of the science and logic behind recommendations or best management practices. Management guides should also include background information so that readers unfamiliar with the information are able to understand the topic. Management guides should be written in lay language but using the style guidelines for other articles in Crop Management. Guides should represent large geographical areas and be of interest to crop professionals across the United States.
Perspectives

_Crop Management_ publishes Perspectives that discuss problems of general interest to its readers, such as recent developments in research, legislation, and public policy, and express opinions concerning the resulting impact on the subject matter area of the journal. Perspectives representing alternative or opposing points of view will frequently be solicited and presented simultaneously. The editors reserve the right to reject or accept Perspectives for publication and to edit them for clarity and conciseness. The opinions published in the Perspectives section reflect the views of the authors and are not necessarily the views of the journal’s editorial board or the publisher. Perspectives should be no longer than 1000 words.

Letters to the Editor

_Crop Management_ publishes Letters to the Editor that pertain to material published in the journals. Letters may correct errors, provide supporting or differing points of view, clarification, or information to supplement material already published. In cases where numerous responses are received on a particular topic, letters will be selected to reflect a range of opinions. Authors of the articles addressed usually will be given an opportunity to reply. The reply should be concise and respond directly to the issues raised. Letters are typically no longer than 300 words in length and are evaluated for appropriateness before publication. The editors reserve the right to reject or accept letters for publication and to edit letters for clarity and conciseness.

Symposium Proceedings

All symposium manuscripts considered for the journal are submitted, peer-reviewed, and revised before the symposium is published. We require that one member of the symposium act as overall organizer to make sure that: (1) every speaker agrees to submit a manuscript before the symposium; (2) manuscripts are submitted on time (within a short time-frame following the actual symposium); (3) revisions are made in a timely manner following peer-review; (4) the organizer prepares an introduction to the symposium that sets the context for readers so they understand why the symposium is important; and (5) the organizer will be responsible for enforcing agreed-upon deadlines.

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