# POWER ON YOUR PLATE
# Document preparation guidelines

# GENERAL INFORMATION

All **oral** presenters, including **invited** and **keynote** speakers, **must submit** a manuscript. If this is not agreed to by the author(s), the work can be presented as a **poster** instead. The manuscript should be submitted **by the deadline set by the convener** in order to avoid unnecessary delay in the reviewing process.

**Submission** of a manuscript implies: **that the work described has not been published before** (except as an abstract or as part of a published lecture, review or thesis); that it is not under consideration for publication elsewhere; that its publication has been approved by all co-authors, if any, as well as - tacitly or explicitly - by the responsible authorities at the institution where the work was carried out.

The author warrants that his/her contribution is **original** and that he/she has **full power** to make this grant. The author signs for and accepts responsibility for releasing this material on behalf of any and all co-authors.

An author may self-archive an **author-created** version of his/her article on his/her own website. He/she may also deposit **that** version on his/her institution's and funder's (funder-designated) repository at the funder's request or as a result of a legal obligation, including his/her final version.

All summit verbal and poster presentations are eligible for publication in the proceedings if a suitable manuscript is prepared according to these guidelines and submitted on time. The manuscript will be reviewed by the Scientific Committee prior to publication.

## Length of the printed paper

Manuscripts should be as concise as possible. As a general rule the maximum recommended length of an **invited paper is 16 pages** and a **submitted oral or poster paper is 8 pages**, including figures and tables. An average page of text will contain about 500 words. Manuscript reviewers will cut unnecessary information and will advise on the number of pages each manuscript should have taking into account its content and characteristics.

Submit as a **Microsoft Word .docx** file.

## Language

Manuscripts should be in English.

## Spelling

British or American spelling is acceptable, provided the usage is uniform within each paper. Latin words or phrases are in *italics*, with the exception of very common expressions such as "i.e.," "e.g.," "et al.," "in vitro," "ex vitro" and "etc." The expression "etc." for "and so forth" should be used only with series, such as 1, 2, 3, etc.

## Paper size and margins

*Size:* A4 size, portrait.

*Margins:* Enter the following margin settings in the "page set-up" of your word processing software: top: 2.7 cm (1.06"); bottom: 3.5 cm (1.38"); left: 2.8 cm (1.10"); right: 2.9 cm (1.14").

## Font and type size

*Font:* Cambria
*Title:* 18 point, bold
*Text:* 11 point with line spacing of 12 point
*References:* 9 point
*Tables:* Use font Arial Narrow 11 point for table headings and body; Arial Narrow 9 point for table footnotes.

When italic typeface is required use italic type, do not underline.

Do not underline titles or subheadings.

## Line spacing and indentations

The final text should have line spacing of exactly 12 pt. Text should be "**justified**".

First lines of all paragraphs should have a 1 cm indentation. Do not include blank lines between paragraphs within a section.

## Headings ranks and format

Papers contain one to four headings, all aligned at the left hand margin, as follows:

### HEADING RANK ONE

Use **boldface** and all capital letters. Use a space before this rank but subsequent paragraph(s) continue without a space. Subsequent paragraphs within this section are indented without spaces between paragraphs. Headings such as **INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, ACKNOWLEDGEMENTS** are **RANK ONE** headings. Do not use a period after this heading.

### Heading rank two

This heading subdivides **RANK ONE** headings, thus there must be at least two or more **Rank two** subheads. Titles are **boldface** and "sentence case". **Rank two** headings are separated by a space above the heading as in **RANK ONE** headings. No period after **Rank two** headings. The paragraph starts on the first line after the **Rank two** heading and is indented.

### 1. Heading rank three.

This heading may be used to divide **Rank two** headings. Initiate this heading with Arabic numerals (1, 2, 3, etc.) with numbers and title in **boldface** and in "sentence case". The subheading ends with a period in **boldface**. **Rank three** headings are separated by a space above the heading as in **RANK ONE** headings. The paragraph starts on the first line after the **Rank three** heading and is indented.

#### *Heading rank four.*

This heading subdividing **Rank three** headings will be used rarely. Align left and end with a period. The font is *italic*, non-boldface, "sentence case". *Rank four* headings are separated by a space above the heading as in **RANK ONE** headings. The paragraph starts on the first line after the *Rank four* heading and is indented.

## Units

Use the metric system exclusively. Use abbreviation L for liter, mL for milliliter, µL for microliter and t for tonne (metric ton). SI units can be used where appropriate.

## Plant names

Scientific names are to be included for all plant species and are to be in italic font except for the abbreviations "var.", "subsp.", "f.", etc. which indicate rank at infraspecific level (e.g., *Cedrus libani* subsp. *atlantica*, *Phytophthora parasitica* var. *nicotianae*).

Author citation should only be used when helpful for historical or taxonomic reasons, and then it should only be used when the name is first mentioned in the body of the text (do not use author citation in the abstract or title). Author names are to be abbreviated in accordance with the international standard provided by Brummitt, R.K. & Powell, C.E., "Authors of Plant Names", Royal Botanic Gardens, Kew 1992. An on-line updated version of this work may be consulted via http://www.ipni.org/index.html.

Common names may be used for well-known plants once the scientific name has been provided (e.g., apple, pear, potato, rose, tomato).

Cultivated varieties which are the product of selection and/or breeding are to be referred to as "cultivars" and not "varieties". The part of a name that denotes the cultivar should be placed within single quotation marks.  The abbreviation "cv." is not to be used within a name (e.g., *Malus × domestica* 'Golden Delicious', not *Malus × domestica* cv. Golden Delicious).

If indicating hybrid status, the multiplication symbol should be used before the name of the genus or the species as appropriate (e.g., ×*Cupressocyparis leylandii*, *Mentha* ×*piperita*), or within the formula denoting the hybrid (e.g., *Mentha aquatica* × *M. spicata*). If the multiplication symbol is not available in your font set, use the letter "x" in lower case, but leave a space between it and the word to which it should be applied (e.g., x *Cupressocyparis leylandii*, *Mentha* x *piperita*). Neither the multiplication symbol nor the letter "x" are to be in italics.

Use the multiplication symbol "×" to indicate a cross such as "red × yellow" and for the term "by" in measurements (2×4 cm). Use italic *n* and *x* when indicating sporophytic or basic chromosome number (e.g., $2n=4x=48$).


# ORGANIZATION OF A RESEARCH PAPER


## Title

Use "sentence case" except for proper names, genus names, etc.  Do not include authorities for binomials in titles. Keep titles as concise as possible. Binomials will be in *italics*.


## Author bylines

The byline under the title includes the name of author(s) (without titles) and affiliations. The given name of authors should be listed by initials. Initials are followed by a period. If two initials are listed, do not include a space between them but provide a space before the family name. The family name is always presented after the given name, even for those countries that use a different sequence (Spanish names are alphabetized by the paternal family name). Accents should be kept in names so as not to violate their spelling rules. If there are two authors, separate the author name by "and" e.g. A.B. Smith and C.D. Jones; three authors would be A.B. Smith, C.D Jones and E.F. Brown.

The affiliation or address of author(s) is included below the name(s) in font size 9 pt. The address of the

author may be in the language of the country, but spell out the country name in English. E-mail addresses can be added as footnotes using superscript letters a, b, c, etc.

Write the affiliation of authors as follows:

A.B. Smith[1], C.D Jones[1,2] and E.F. Brown[3]
[1]Institute xxx, City, Country; [2]Center xxx, University xxx, City, Country; [3]Department xxx, Faculty xxx, University xxx, City, Country.

## Abstract

Use a **Rank two** heading for **Abstract**. An abstract in English, limited to 250 words in a single paragraph, is **required in all cases**. Indent the first line of the abstract (1 cm). The abstract should contain a concise but comprehensive statement of the problem and results.

## Keywords

This is a **Rank two** heading followed by colon in **boldface** (**Keywords:** apple, pear). List five to seven key words **not used** in the title. Remember that electronic search engines focus on Title and Keywords. The second line of keywords is a hanging indent (2 cm).

## Introduction

This should include a statement of the problem, a brief survey of previous work, and the scope and purpose of the investigation. References to previous work should be included.

## Materials and methods (experimental procedures)

This section should be included in papers describing experiments but may not be required in review papers. Describe concisely the plant materials, the growing technique, methods used, and lay-out of experiments. Include the name of all chemicals and compounds. An indication of the statistical methods used to analyze data should be included.

## Results and discussion

This is the heart of the paper. The section(s) may either be presented as a single section or divided into separate **Results** and **Discussion** sections. If separate, describe experimental results in the **Results** section and reserve interpretations, speculations, and conclusions for the **Discussion** section.

## Conclusion

At the end of the paper attempt to answer questions formulated in the introduction and conclude with a summary of results and an assessment of future research or prospects.

### Acknowledgements

This is reserved for journal paper numbers, source of funding, and name of the project, if required. Acknowledgement of help from colleagues or professional associates is appropriate but avoid acknowledgement of routine secretarial help or family members.

### Literature cited

Please go to **PubMed** (https://www.ncbi.nlm.nih.gov/pubmed/) and **CrossRef** (http://www.crossref.org/) to check your references.

Make sure all references in the **Literature cited** section are cited in the text of the article.

## CITATIONS

### Format

Citations to references in the text are listed chronologically surrounded by parentheses with the following format: (Peters, 2013; Jones and Smith, 2014; Brown et al., 2015a, b). Note: "et al." is used for three or more authors; letters a, b, etc. are used if there are two authors with the same name that have published in the same year.

Citations to personal communications include the initials and surname of the person and are only to be included within the text, **not** in the Literature cited section. The date is optional. Thus: (A.B. Peters, pers. comm.) or (A.B. Peters, pers. comm., 2013).

Title **Literature cited** should be **boldface** and "sentence case". Literature cited should only include references used in the paper.

List the authors in alphabetical order, letter by letter, and in chronological order for publications of the same author(s). Do not use an issue number if the journal uses consecutive numbers for each volume. In all cases the initials follow the family name. Initials are followed by a period. If two initials are listed, do not include a space between them. Use "and" after the penultimate author. If there are more than 10 authors in a publication, only list the first 10 and include et al. thereafter. Publication year should be surrounded by parentheses, followed by a period.

References should be formatted according to ***Cell* journal style**. This style is available on all bibliographic management and formatting software like EndNote, ProCite, Papers, Zotero, Mendeley, and others. Use commas and write volume and page numbers as shown in the following formats:

*Journal paper:*

Bergstrand, K.-J., Asp, H., Larsson Jönsson, E.H., and Schüssler, H.K. (2015). Plant developmental consequences of lighting from above or below in the production of poinsettia. Europ. J. Hort. Sci. *80* (*2*), 51–55 http://dx.doi.org/10.17660/eJHS.2015/80.2.1.

Goodrich, J.K., Waters, J.L., Poole, A.C., Sutter, J.L., Koren, O., Blekhman, R., Beaumont, M., Van Treuren, W., Knight, R., Bell, J.T., et al. (2014). Human genetics shape the gut microbiome. Cell *159* (*4*), 789–799 http://dx.doi.org/10.1016/j.cell.2014.09.053.

Guo, Y., Gao, Y., Shi, Y., Ruan, L., and Zhang, Q. (2015). New members of the *Iridaceae* family: interspecific hybridization between *Iris dichotoma* and *I. domestica*. Acta Hortic. *1087*, 325–331 http://dx.doi.org/10.17660/ActaHortic.2015.1087.42.

Jossen, R., Kodde, V.J., Willems, L.A., Ligterink, W., Van der Plas, L.H., and Hilhorst, H.W. (2010). Germinator: a software package for high-throughput scoring and curve fitting of *Arabidopsis* seed germination. Plant J. *62* (*1*), 148–159 http://dx.doi.org/10.1111/ j.1365-313X.2009.04116.x.

*Book:*

Avanzato, D., McGranahan, G.H., Vahdati, K., Botu, M., Iannamico, L., and Van Assche, J., eds. (2014). Following Walnut Footprints (*Juglans regia* L.): Cultivation and Culture, Folklore and History, Traditions and Uses. Scripta Horticulturae 17 (International Society for Horticultural Science and International Nut & Dried Fruit Council), pp. 442.

Castilla, N. (2012). Greenhouse Technology and Management, 2$_{nd}$ edn (Wallingford, Oxfordshire, UK: CABI Publishing), pp. 360.

Sansavini, S., Costa, G., Gucci, R., Inglese, P., Ramina, A., and Xiloyannis, C., eds. (2012). Arboricoltura Generale (Bologna, Italy: Pàtron Editore), pp. 536.

*Chapter in book:*

Biggs, A.R., and Stensvand, A. (2014). Apple scab. In Compendium of Apple and Pear Diseases and Pests, 2nd edn.,

T.B. Sutton, H.S. Aldwinckle, A.M. Agnello, and J.F. Walgenbach, eds. (St. Paul, MN, USA: APS Press), p. 8–11.

*Chapter in conference proceedings:*

Padulosi, S., and Dulloo, M.E. (2012). Towards a viable system for monitoring agrobiodiversity on farm: a proposed new approach for red listing of cultivated plant species. Paper presented at: International Conference on On Farm Conservation of Neglected and Underutilized Species (Frankfurt, Germany: Bioversity International).

*Website:*

Food and Agriculture Organization (FAO). (2015). www.fao.org.

## Abbreviations

Do not abbreviate single word journals. Do not abbreviate states or provinces of countries. On first usage, spell out in full names of institutions, followed by the acronym in parentheses. When in doubt, do not abbreviate.

# TABLES AND FIGURES

Tables and figures must be embedded in the article. Place captions directly above each table and below each figure. Number consecutively with Arabic numbers, and aligned to the full width of the page. Thus, Table 1, Table 2, etc. and Figure 1, Figure 2, etc. If the table or figure is not original, give the source at the end of the caption, e.g. Source: Jones et al. (2001).

## Tables

Create tables using the MS Word table editor, **not** by using tab stops or spaces. Do not insert a table as a figure or an Excel file.

Use tables sparingly. Captions of tables go above the table. The size of the table should not exceed the standard page width and length, but tables may be placed portrait or landscape format. Solid lines are used in the heading and in the bottom of the table but are to be avoided in the body. Place all headings to the center of their column, except for the left column that should be aligned left. The units of the data must be indicated in parentheses in the table headings. If table footnotes are needed, use superscript Arabic numbers 1, 2, 3, etc. The sources of tables should be in the caption.

Font: Use Arial Narrow 11 point for table heading and body, and Arial Narrow 9 point for table footnotes.

Tables should include four parts: 1) caption, 2) masthead, 3) body, and 4) footnotes.

1) **Caption.** The caption should be understandable without recourse to the paper itself. The caption has only the first word capitalized (except for proper names, genus names, etc.) and ends in a period. Text after the table number should be vertically aligned (see sample article). The caption may be more than a single sentence. The source of the table, if necessary to include, is indicated in the caption.
2) **Masthead.** In general, tables are best read up and down. Each column of the table must be explained by a masthead heading. The masthead is enclosed top and bottom by two lines extending to the each edge of the table. Horizontal lines within the masthead can be used to separate groups under a common heading. The units of each column need to be clearly

indicated, e.g., No. fruit; Fruit wt. (g); Harvest index (%). Masthead headings should be vertically centered in the masthead cell.

3) **Body.** Avoid internal lines in the body of the table. Center values under the masthead heading. Use rounding to avoid unwarranted precision. Means may be separated by using lower case letters (5% significance) or upper case letters (1% significance). Indicate statistical tests and significance by footnotes, preferably superscript 1, 2, 3, etc. [If letters are used, start at the end of the alphabet (z, y, x, etc.).] The body of the table is enclosed in a line.

4) **Footnotes.** Footnotes go underneath the body of the table. Put each footnote on a separate line.

## Figures

Captions of figures go underneath the figure.

Insert graphic objects (photo, graphs, drawings) in your MS Word file that are clear, sharp, and at high resolution (at least 300 dpi). Most common file formats are: .jpg, .eps, .tiff or .psd or original Adobe Illustrator (.ai or .eps) files. Graphic objects originally created in PowerPoint or Excel must be saved in one of the file formats noted above.

Figures, graphs and drawings may be printed in black and white, not color, in the proceedings. Make sure colored figures, graphs and drawings are clear when printed in black and white. Figures, graphs and drawings will be available in full color in the PDF version of the proceedings.

**Do not use** the MS Word feature of text boxes to add captions, arrows, letters, or other text or objects to show in your figures, graphs or images because text boxes may shift around while editing the article. Instead, you should embed and hard-code any text or objects directly into the image, figure, graph or picture file before inserting it in your MS Word manuscript.

# POSTERS

## Size
o   90 cm wide x 120 cm high

## Poster structure
o   Title
o   Authors and affiliations. Speaker's name should be underlined
o   Introduction (background, motivation, purpose of research)
o   Materials and Methods (assign scientific name for your materials)
o   Results
o   Discussion
o   Conclusion and future plan
o   Reference, acknowledgments, URL

## Appearance
o   Font size of body text should be easily legible by someone standing up to 2 m away and up to 5 m for the main title.
o   Avoid long lines of text and too-small fonts that are difficult to read.
o   Separate each part by columns to facilitate viewers' comprehension.
o   Assigning headings for each logical block or enclosing them with a box will help viewers

understand the logical flow.

- o Use a clean, simple design with no more than two fonts; bold and italic can provide variation.
- o Ensure photos are sharp and clear when the poster is at full size.

## Display

- o Posters will be on display throughout the summit and will be discussed during specific poster sessions.
- o All speakers are asked to be present in front of your poster during the poster session.
- o All posters should be removed after the poster session ends; please do not remove the poster before that. Posters remaining after the summit closes will be discarded.