

Guidelines for authors

Scope of the Journal

The *Journal of Organic Systems* is an open source, peer-reviewed journal. The scope of the Journal is described in the Journal's "Statement of Policy". Peer-reviewed papers already accepted for publication or already published elsewhere (including the Internet) will not be accepted by the Editors.

General preparation of the manuscript

Authors should not submit manuscripts that exceed 25 manuscript-pages (about 5,000 words). Authors are strongly encouraged to submit short manuscripts that are just as well-documented and present the information clearly.

Tables and Figures are to be inserted at the appropriate position in the body of the text. Captions should be placed immediately beneath Tables and above Figures (graphs, diagrams, pictures).

Manuscripts should conform to internationally recognised codes of nomenclature and measurement. Trade names that have been cited in the manuscript should be acknowledged as to their origin, but their use should not constitute product endorsement.

Manuscript format

Authors are to prepare their manuscripts with standard word processing software using the following format. The margins should be 2cm on all four sides.

**TITLE – TIMES NEW ROMAN - 18PT PLAIN, CENTRED,
SINGLE LINE SPACING, 14PT SPACING AFTER**

Author, A.^{1*}, Author, B.² and Author, C.³ – Arial 12 pt plain, centred

¹ Author A's address

² Author B's address

³ Author C's address

* Telephone: xxx, Email: xxx (corresponding author)

Main headings: Arial 12pt bold, left aligned, single line spacing, 4pt spacing before and after

Sub headings: Arial 10pt bold, left aligned, single line spacing, 4pt spacing before and after

Normal (Body text): Arial 10pt, justified, single line spacing, with a blank line between paragraphs

- Bullet point – Arial plain, left aligned

Figure 1. – Caption text: Arial 10pt bold, left aligned, placed immediately under the Figure

Table 1. – Caption text: Arial 10pt bold, left aligned, placed immediately above the Table

References cited - Arial 10 pt, justified, 0.5cm hanging indent, single line spacing

Title and Authors

The **Title** should be short and informative. Names and addresses of each author and any co-authors one of whom is to be identified as a contact-person for post-publication purposes.

Abstract and Keywords

A well-worded **Abstract** of up to 200 words is required. Up to 6 keywords may be provided. Do not include words that occur in the title or abstract. Abstracts and keywords serve at least two major purposes, (1) they highlight the major results and conclusions of the work being reported, and (2) they are used by international abstracting services to alert readers about recent publications in relevant categories.

Introduction

The **Introduction** should clearly and fully set the scene as to why the research or review was conducted, including existing knowledge about the topic, gaps in the knowledge and the aims of the work being reported. The careful use of recent, relevant references is essential.

Materials and Methods

The **Methods** section should fully describe and give a detailed account of the procedures involved in the work being reported. This includes any statistical procedures used in data processing.

Results

The **Results** relate only to the study or review being reported.

Discussion

The **Discussion** should not be a rewording of the Results section. This section should be an attempt to interpret the significance of the Results in light of existing (scientific, practical, etc.) knowledge. The careful use of relevant references is important for placing the new Results in context. This may usefully lead to a statement of what the authors have concluded.

Acknowledgments

Optionally, include acknowledgements of assistance from organizations, institutions, and named persons directly involved.

References

The manuscript should have a complete list of references cited in the text, including any Internet citations. The list should be arranged in alphabetical (then chronological) order. Please follow international standards for the Harvard System of formatting references: http://libweb.anglia.ac.uk/guides/new_harvard.php or <http://ilp.anu.edu.au/citations/harvard/harvard.pdf>. An EndNote style file (ENS) is available upon request.

Citations in the text should follow the Harvard System (Author-Date style), e.g. (Yang 2004, Jones 2009).

Book

Williams, H.T & Walters, M.M. 2009. Food Safety Guidelines. New Zealand Food Safety Authority, Auckland.

Book chapter or Conference paper

Blake, G.R. & Hartge, K.H. 1986. Bulk density. In: Klute, A. (ed.) Methods of Soil Analysis, Part I. Agronomy Society of America, Madison, Wisconsin. pp. 363-376.

Edited book or Conference proceedings

Schmidt, F.G., Becker, D.A. & Simmons, S.W. (eds.) 2008. Proceedings of the 9th International Soil Science Conference, 4-7 July 2008, University of Honolulu, Hawaii. International Soil Science Society, Rome.

Journal article

Jefferson, B., Collins, E., & Davis M.P. 2005. Greenhouse evaluation of seed and drench treatments. Journal of Horticulture, 169(2): 293-299.

Webpage

Williams, H.T & Walters, M.M. 2010. Food Safety Guidelines. New Zealand Food Safety Authority. www.nzfsa.govt.nz (Viewed: 23 April, 2010).

Reviewing policy

All authors identified by name as co-authors are expected to have jointly agreed to submission of the manuscript. They are responsible for the correctness in presentation of the text, references and citation, and any tables and illustrations. Authors should endeavour to have their manuscript reviewed "in-house" before submission to the Editors. Manuscripts can be forwarded directly to the Editors at editor@organic-systems.org as a Word file and will be acknowledged specifying its date of receipt.

Submitted papers will then normally be sent to at least two reviewers for constructive and confidential appraisal in order to meet an acceptable standard of publication. Normally the turn around-review time shall not exceed two months.

The Editors will then formally inform the author(s) whether the manuscript (1) has been accepted for publication without change, (2) is acceptable for publication with minor changes, (3) may be acceptable for publication after major changes, or (4) is unacceptable for publication in the Journal. The manuscript, along with any ancillary material originally submitted, will then be returned to the author(s), together with appropriate notes, comments and suggestions provided by the reviewers. Using this method, individual reviewers may choose to identify themselves to the author(s).