

AMERICAN SOCIETY OF SUGAR CANE TECHNOLOGISTS
EDITORIAL POLICY

Nature of papers to be published:

Papers submitted must represent a significant technological or scientific contribution. Papers will be limited to the production and processing of sugarcane, or to subjects logically related. Authors may submit papers that represent a review, a new approach to field or factory problems, or new knowledge gained through experimentation. Papers promoting machinery or commercial products will not be acceptable.

Frequency of publication:

The Journal will appear at least once a year. At the direction of the Joint Executive Committee, the Journal may appear more frequently. Contributed papers not presented at a meeting may be reviewed, edited, and published if the editorial criteria are met.

Editorial Committee:

The Editorial Committee shall be composed of the Managing Editor, Technical Editor for the Agricultural Section, and Technical Editor for the Manufacturing Section. The Editorial Committee shall regulate the Journal content and assure its quality. It is charged with the authority necessary to achieve these goals. The Editorial Committee shall determine broad policy. Each editor will serve for three years; and may at the Joint Executive Committee's discretion, serve beyond the expiration of his or her term.

Handling of manuscripts:

Four copies of each manuscript (double spaced, Times New Roman (TT) 12 pt typed pages of 8 1/2" x 11" dimension with numbered pages and one (1) inch margins) are initially submitted to the Managing Editor. Manuscripts received by the Managing

Editor will be assigned a registration number determined serially by the date of receipt. The Managing Editor writes to the one who submitted the paper to inform the author of the receipt of the paper and the registration number which must be used in all correspondence regarding it.

The Technical Editors obtain at least two reviews for each paper from qualified persons. The identities of reviewers must not be revealed to each other nor to the author during the review process. Instructions sent with the papers emphasize the necessity for promptness as well as thoroughness in making the review. Page charges will be assessed for the entire manuscript for non-members. Members will be assessed for those pages in excess of ten (10) double spaced Times New Roman (TT) 12 pt typed pages of 8 1/2" x 11" dimension with one (1) inch margins.

When a paper is returned by reviewers, the Technical Editor evaluates the paper and the recommendations of the reviewers. If major revisions are recommended, the Technical Editor sends the paper to the author for this purpose, along with anonymous copies of reviewers' recommendations. When the paper is returned to the Technical Editor, he/she will judge the adequacy of the revision and may send the paper back to any reviewer for further review. When the paper has been revised satisfactorily, it is sent to the Managing Editor for publishing. A paper sent to its author for revision and held more than 6 months will be given a new date of receipt when returned. This date will determine the priority of publication of the paper.

A paper rejected by one reviewer may be sent to additional reviewers until two reviewers either accept or reject the paper. If a paper is judged by two or more reviewers as not acceptable for the Journal, the Technical Editor returns it to the author along with a summary of the reasons given by the reviewers for the rejection. The registration form for the paper is filled out and returned to the Managing Editor along with copies of the reviewers' statements and a copy of the Technical Editor's transmittal letter to the author. The names of all reviewers must be shown on the registration form transmitted to the Managing Editor.

If the paper as received is recommended by two reviewers for publication in the Journal, it is read by the Technical Editor to correct typographical, grammatical, and style errors and to improve the writing where this seems possible and appropriate, with special care not to change the meaning. The paper is then sent by the Technical Editor to the Managing Editor who notifies the authors of the acceptance of the paper and of the probable dates of publication. At this time, the Managing Editor will request a final version in hardcopy and on diskette in WordPerfect format from the corresponding author.

Preparation of papers for publication:

Papers sent by the Technical Editor to the Managing Editor are prepared for printing according to their dates of original submittal and final approval and according to the space available in the next issue of the Journal.

The paper is printed in the proper form for reproduction, and proofs are sent to the authors for final review. When the proofs are returned, all necessary corrections are made prior to reproduction. The author will be notified at the appropriate time to order reprints at cost.

Any drawings and photographs for the figures in the paper are "scaled" according to their dimensions, the size of lettering, and other factors. They are then sent to the printer for camera work. Proofs of the illustrations are sent to the authors. Any changes requested at this stage would be expensive and authors will be expected to pay the cost of such changes.

Reprinting in trade journals has the approval of the Editorial Committee provided: a) no article is reprinted before being accepted by the Journal; b) credit is given all authors, the author's institutions, and the ASSCT; and c) permission of all authors has been obtained. Summaries, condensations, or portions may be printed in advance of Journal publication provided the approval of the Editorial Committee has been obtained.

RULES FOR PREPARING PAPERS TO BE PRINTED IN THE JOURNAL OF THE AMERICAN SOCIETY OF SUGAR CANE TECHNOLOGISTS

Format

Unless the nature of the manuscript prevents, it should include the following sections in the order listed: ABSTRACT, INTRODUCTION, MATERIALS and METHODS, RESULTS, DISCUSSION (OR RESULTS AND DISCUSSION), CONCLUSIONS, ACKNOWLEDGMENTS, and REFERENCES. Not all the sections listed above will be included in each paper, but each section should have an appropriate heading that is centered on the page with all letters capitalized. Scientific names shall be italicized.

All material (including tables and figures) shall be submitted on 82 X 11 inch paper with one inch margins on all sides. If using WordPerfect, set the bottom margin at 0.5 inches. This will set the page number at 0.5 inches and the final line of text at 1 inch from the bottom margin. Exactness in reproduction can be insured if electronic copies of the final versions of manuscripts are submitted. Authors are encouraged to contact the managing editor for specifics regarding software and formatting software to achieve ease of electronic transfer.

Authorship

Name of the authors, institution or organization with which they are associated, and their locations should follow the title of the paper.

Abstract

The abstract should be placed at the beginning of the manuscript, immediately following the author's name, organization and location.

Tables

Number the tables consecutively and refer to them in the text as Table 1, Table 2, etc. Each table must have a heading or caption. Capitalize only the initial word and proper names in table headings. Headings and text of tables should be single spaced. Use TAB function rather than SPACE BAR to separate columns of a table.

Figures

Number the figures consecutively and refer to them in the text as Figure 1, Figure 2, etc. Each figure must have a legend. Figures must be of sufficient quality to reproduce legibly.

Drawings & Photographs

Drawings and photographs must be provided separately from the text of the manuscript and identified on the back of each. Type figure numbers and legends on separate pieces of paper with proper identification. Drawings and photographs should be of sufficient quality that they will reproduce legibly.

Reference Citations

The heading for the literature cited should be REFERENCES. References should be arranged such that the literature cited will be numbered consecutively and placed in alphabetical order according to the surname of the senior author. In the text, references to literature cited should be made by name of author(s) and year of publication from list of references. Do not use capital letters in the titles of such articles except in initial words and proper names, but capitalize words in the titles of the periodicals or books.

Format Example

ITCHGRASS (*ROTTBOELLIA COCHINCHINENSIS*) CONTROL
IN SUGARCANE WITH POSTEMERGENCE HERBICIDES

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ABSTRACT

INTRODUCTION

MATERIALS AND METHODS

RESULTS AND DISCUSSION

Table 1. Visual itchgrass control and sugarcane injury as influenced by over-the-top herbicide application at Maringouin and Thibodaux, LA, 1989.

CONCLUSIONS

ACKNOWLEDGMENTS

REFERENCES

GUIDELINES FOR PREPARING PAPERS FOR JOURNAL OF ASSCT

The following guidelines for WordPerfect software are intended to facilitate the production of this journal. Authors are strongly encouraged to prepare their final manuscripts with WordPerfect 6.0 or a later version for Windows. Please contact the Managing Editor if you will not use one of those software packages.

Paper & Margins: All material (including tables and figures) shall be submitted on 82 X 11 inch paper with one inch margins on all sides. To achieve this with WordPerfect, set the top, left, and right margins at one inch. However, set the bottom margin at 0.5 inches. This will place the page number at 0.5 inches and the final line of text at one inch.

Fonts: Submit your document in the Times New Roman (TT) 12pt font. If you do not have this font, contact the Managing Editor.

Alignment: Choose the full alignment option to prepare your manuscript. The use of SPACE BAR for alignment is not acceptable. As a general rule SPACE BAR should only be used for space between words and limited other uses. Do not use space bar to indent paragraphs, align and indent columns, or create tables.

Do not use hard returns at the end of sentences within a paragraph. Hard returns are to be used when ending paragraphs or producing a short line.

Place tables and figures within the text where you wish them to appear. Otherwise, all tables and figures will appear after your References section.

Styles: *Italicize* scientific names. Do not use underline.

Tables: Use Tab stops and the Graphics line draw option when constructing tables. Avoid the space bar to separate columns (see alignment). All lines should begin with the left most symbol in their left most column and should end with the right most symbol in their right most column.

Citations: When producing Literature Citations, use the indent feature to produce text as below.

1. Smith, I. M., H. P. Jones, C. W. Doe, 1991. The use of multidiscipline approaches to control rodent populations in plants. *Journal of American Society of Plant Management*. 10:383-394.