

# Authors Guidelines

## ORNAMENTAL HORTICULTURE (Ornam. Hort.) (REVISTA BRASILEIRA DE HORTICULTURA ORNAMENTAL)

The journal is published in four annual editions by the Brazilian Society of Ornamental Horticulture (SPFPO) and is intended for the publication of scientific and technical papers in the areas of floriculture, ornamental plants, urban trees, and landscaping, by members of the national and international scientific community. Articles may be submitted and published in Portuguese, but the authors are invited and encouraged to publish in English. All articles submitted to Ornamental Horticulture (Revista Brasileira de Horticultura Ornamental) should not have been submitted and or published simultaneously, in whole or in part, in another scientific journal or periodical.

All concepts, information, and data presented in the article are the entire responsibility of the author(s).

**Cost of publication:** None.

### PREPARATION OF ARTICLES

The article must be typed in Microsoft Word for Windows (version 98, 2000, 2003, or XP), in A4 size (21cm x 29.7 cm), double-spaced, font: Times New Roman, size 12, with a 2.5 cm margin, and 2.5 cm for both the header and footer. All pages, as well as lines, must be numbered. Each work must not exceed **20 pages**. The authors should be clear and concise, avoiding redundancy and unnecessary citations.

Along with the article, a cover letter must be addressed to OH's Editor in Chief requesting the article's publication. This letter must be signed by all authors with the concurrence of all authors and a statement that they are aware that upon acceptance of the article for publication, publishers acquire broad and exclusive rights to the article for all languages and countries. **When submitting the article, the cover letter should be attached in the "Additional Documents" field.** - Any inclusion, exclusion, or alteration in the order of the authors must be made by means of a letter signed by all authors (including the excluded author).

### TYPES OF ARTICLES

In terms of content, works may be presented in the form of:

#### - **Scientific article:**

An article reporting an original study, related to research results, submitted to the Editorial Committee. The format must follow the journal's standards for Article Preparation.

#### - **Technical Article**

An article containing technical information, usually not based on research. It may present instructions on the use of techniques for a certain purpose and case studies. The format is free, but should be similar to the structure used for scientific articles, containing a Title, Abstract in English and Portuguese, Keywords in English and Portuguese, and References.

#### - **Review article:**

A text prepared on a topic of current interest, at the request of the Editorial Committee. The format is free, but should be similar to the structure used for scientific articles, containing a Title, Abstract in English and Portuguese, Keywords in English and Portuguese, and References.

#### - **Articles describing varieties and/or cultivars:**

An announcement reporting the registration or release of new varieties and/or cultivars. In terms of format, it should include the following: Abstract and Keywords in English and Portuguese, Introduction (optional), Origin, Morphological description, Adaptability (climate tolerance, regional tolerance, pest tolerance), Growing conditions (soil, growth rate, sunshine/shade tolerance), Performance (productivity data and comparison with commercial cultivars), Propagation, Uses, Availability (if protected, registered and addresses of laboratories and/or nursery suppliers), and References.

### ARTICLE PREPARATION

**a.** Articles should begin with the title of the work. Full name and postal address of the authors' place of work, should be inserted as metadata in the word processing program.

#### **b. Structure**

- The structure of **scientific articles** is comprised of Title, Abstract, and Keywords in both English and Portuguese. Must contain: 1. Introduction; 2. Material and Methods; 3. Results and Discussion (may be separated); 4. Conclusion(s); Acknowledgments; Authors Contributions, References.

- Articles written in English must contain Title, Abstract, and Keywords in both English and Portuguese.

#### **Notes:**

- Title: must be concise and present the article general idea. **We recommend not using scientific nomenclature in the title.** Exceptions are made for species that do not have an established common name.

- Authors: the authors' names should be presented after the title, continuously and centered. They should be written in full, with only the initials capitalized. After each name, use a number to signal their address in a footnote.

In the footnote, the authors must be identified by numbers, indicating: Institution//Department//City-State//Country. Following the name of a corresponding author, "Corresponding author" must be written, along with his/her e-mail address.

- English Abstract: Must present, in a single paragraph, the following parts: introduction, objective, methodology,

results, and conclusion. Articles published in English must also present the abstract in Portuguese.

- Portuguese Abstract: Must be a faithful version of the Portuguese text.
- Keywords: 4 to 5, must not repeat words from the title of the work. We suggest that the first keyword be the scientific name of the species studied.
- Footnote: **Do not** indicate the origin of the work, if it is part of a thesis, dissertation, etc. The funding source should be presented in the Acknowledgments.
- Introduction: Present the information that guided the work, always using current references. At the end, indicate the work's objective.
- Material and Methods: Avoid placing location (city, university, research institute, etc.) where the work was carried out. This information should only be displayed when it is fundamental to the discussion of results
- Results and Discussion: May be presented together or separately.
- Conclusion(s): May appear in text or bullets. In this case, use hyphens.
- Acknowledgments: Mention the source of the work's funding, or particular acknowledgments, if applicable.
- Authors contributions: Cite the author using the initials and inform the contribution of each one.
- References: see Item g.

### c. Figures e Tables

- Figures and Tables should be used only to illustrate specific points or to record data, and should be numbered consecutively, but separately. The location of tables and figures in the text should be given in parentheses, for example (Table X).
- Tables and figures will be prepared on separate pages. Graphs, drawings, maps, photographs, and photomicrographs are considered figures.
- Photos should be saved as a **"JPEG" with a minimum resolution of 300 dpi**, and sent in separate files.
- Graphics should be saved as a **"JPEG"** and also sent in separate files.
- Tables should have a concise and explanatory title. Use only horizontal lines to separate the header from the content and at the end of the table.
- Figures should be prepared using **Times New Roman, size 10, without bold; without a text box and grouped.**
- **Please indicate, in the text, the position where the figures and tables should be inserted.**
- **We recommended not providing tables of results of statistical analyses**

### d. Chemical and mathematical formulas and symbols

- Chemical formulas must be written on a single line and must obey the nomenclature adopted by the Chemical Society (J. Chem. Soc. 1939, p. 1067).
- **Chemical Formulas and Symbols** must be made on a processor that allows formatting for the *Win'designer* program (e.g.: MathType, Equation), without any loss of their original forms.

### e. Trade names

Do not use product trade names, but rather their technical name and/or active ingredient.

### f. Footnotes:

Avoid footnotes as much as possible. If it is necessary the use, they must be numbered.

### g. References

#### g.1 General Guidelines

- References in the text must be presented as follows: Souza and Barbosa (2012) or (SOUZA and BARBOSA, 2012). When there are three (3) or more authors, the reference must be shortened (SOUZA et al., 2013) or Souza et al. (2013).
- If there is more than one citation in the same text, the authors must be presented in ascending chronological order, e.g., Souza (2006), Pereira (2008), Araújo (2009) and Barbosa (2011); or: (SOUZA, 2006; PEREIRA, 2008; ARAÚJO, 2009; BARBOSA, 2008).
- The list of References, at the end of the text, must be presented alphabetically by author. When there is more than one article from the same author(s) in the same year, indicate 2013a, 2013b etc. The order of items in each reference must be based on the standards of the Brazilian National Standards Organization NBR6023/2002. **The accuracy of the references contained on the list and the correct citation in the text are the full responsibility of the article's author(s).**
- **When available, include the DOI.**
- **No citations from theses and dissertations, abstracts, series, technical bulletins, circulars, or mimeographed documents will be accepted.**
- All authors of the scientific document (source) must be presented.
- The journal name must be described in full; it must not be abbreviated.
- We recommend using single spacing for the lines and double spacing for the references.
- Do not use quotes by other authors (e.g., "quoted by..."). Always present the original reference.

#### g.2 How to prepare the References:

##### - Books

AUTHOR.//Title: subtitle.// Edition. City of publication: Publisher, year of publication. Total page n. of volumes.  
PAIVA, P.D.O.; ALMEIDA, E.F.A. **Produção de Flores de Corte**. Lavras:Editora UFLA, 2013. 678p. vol.1

##### - Book chapter

CHAPTERAUTHOR.//Chapter title. In: AUTHOR OR EDITOR.//Book title. City of publication: Publisher, year. First-last page.

OLIVEIRA, A.R.O.; HEYNEMANN, C.B.; NIEMEYER, M.L. A construção da paisagem do jardim Botânico do Rio de Janeiro no século XIX. CARNEIRO, A.R.S.; BERTRUY, R.P. **Jardins Históricos brasileiros e mexicanos**. Recife: Editora Universitária – UFRPE, 2009. p.101-139.

**Same author**

In: \_\_\_\_\_ . Ecology. New York: John Wiley & Sons, 1986. p. 210-240.

**- Journals**

**AUTHOR.//Article title.//Journal title, volume, number, First-last page, year. DOI, when available.**

BARBOSA, J. G., KAMPF, A. N., MARTINEZ, H. E. P.; KOLLER, O. C.; BOHNEM, H. Chryanthemum cultivation in expanded clay- I: Effect of the nitrogen-potassium ratio in the nutrient solution. **Journal of Plant Nutrition**, v.23, n.9, p.1327-1337, 2000.

LANDGRAF, P. R. C.; PAIVA, P. D. O. Produção de flores cortadas no estado de Minas Gerais. **Ciência e Agrotecnologia**, v.33, n.1 p.120-126, 2009. DOI:http://dx.doi.org/10.1590/S1413-70542009000100017

**- Dissertation and thesis:**

Do not use citations from dissertations or theses.

**- Works from conferences or other events:**

Do not use citations from papers and abstracts published in conference proceedings and other events.

**- Electronic documents:**

Works consulted *online* are referenced according to the specific standards for each type of document, **adding information about the website address in brackets (<>), preceded by the expression “Available at:” and the date the document was accessed, preceded by the expression “Accessed on:”** Note: “We do not recommend referencing short-term electronic material online” (ABNT, NBR6023/2000, p. 4). Following international standards, the website address can only be divided, at the end of the line, after the forward slash (/).

RUSS, K. 2007. **Iris. Home and garden center information.** Disponível em: <<http://www.clemson.edu/extension/hgic/plants/landscape/flowers/hgic1167.html>> Acesso em: 23 de julho de 2009.

**- Journal article**

**AUTHOR.** Article title. **Journal title.** Place, day, month, year. Issue number or title, first-last page.

SOUZA, H. M. de. A lofãntera da Amazônia. **O Estado de São Paulo.** São Paulo, 5 nov 1987. Suplemento Agrícola, p.6.

**- Personal communication**

This includes information obtained from conferences, lecture notes, etc. They must be indicated in a footnote, separated from the body of text by a continuous line of approximately 5 cm, starting on the left margin.

Example: DEMATTÊ\* stated...

.

\*DEMATTÊ, M.E.S.P. (Faculdade de Ciências Agrárias e Veterinárias, UNESP - Campus de Jaboticabal). Comunicação pessoal, 1992.

**- Independent entities**

ASSOCIAÇÃO BRASILEIRA DE NORMAS TÉCNICAS. Rio de Janeiro. **Estatísticas nos municípios do ABC.** 3.ed. Brasília: M.E.P., 1963.

**- Collective entities**

Direct government agencies (ministries, secretaries, and others) - must be entered by the geographical name

that indicates that sphere of influence (country, state, or municipality).

BRASIL. Ministério da Agricultura e da Reforma Agrária. SÃO PAULO (Estado). Secretaria do Meio Ambiente. CAMPINAS. Câmara Municipal.

**Notes**

When data is missing, indicate:

Place not available = s.l.

Date not available = s.d.

Publisher not available = s.n.

Publisher and date not available = s.n., s.d.

Place and publisher not available = s.l:s.n.

Data not available (missing all data) = s.n.t.

**SUBMISSION AND PROCEDURE FOR ARTICLE PUBLICATION**

- Articles can only be submitted electronically.

- If you are not registered, you need to click Register on the left sidebar of the home page.

- Click on Article Submission, sign in, and complete the submission form.

- The corresponding author will receive a notice with the date of receipt of the original.

- The article submitted for publication will be sent to “ad hoc” consultants for their opinions, without the authors identification (blind review”)

- After revisions made by the *ad hoc* Consultants and the Editorial Committee, the work will be returned to the author for corrections, until it is approved, also without the “ad hoc” identification.

- The review flow is described in PEER REVIEW PROCESS.

- If the corrections are not returned within the deadline, the editorial process for the article may be automatically canceled. Failure to comply with the consultants’ requests without justification also leads to the article’s automatic cancellation.

- After approval of the corrections, the article is revised for Scientific Nomenclature, English, References, and Portuguese, and then sent to editing and publishing

**ADDITIONAL INFORMATION**

- Articles submitted for publication must be forwarded to the Editorial Committee through the website: <http://ornamentalhorticulture.emnuvens.com.br/>, edited in **Portuguese or English**, and must use only official nomenclature and established abbreviations.

- According to author preference, the editorial screening process can take place in Portuguese and, after the article is accepted for publication, the authors will be invited to provide the text in English.

**COVER LETTER (NEW)**

Article submission must be accompanied by a cover letter with the agreement of the authors and signed by all authors, **declaring that they are aware that publishers acquire broad and exclusive rights to the article for all languages and countries. The ORCID number <https://orcid.org/> must be indicated for each author.**

Indeed, with the cover letter addressed for the Editor-in-chief, must be informed/attached:

- **Declaration of Originality:** the cover letter should be clear that the article is original and has not been submitted for publication elsewhere, in whole or in part.
- **Conflict of interest:** include the text (or similar) “The authors declare not exist conflict of interest”.
- **Contribution of each author:** using the initials of each author, indicate the contribution of each one in the article. This information should also be explicit in the article on the item **Author Contribution**.
- **Financing:** inform the source(s) of funding and support for conducting the research. This information should be explicit also in the item **Acknowledgments**. Clarify that the funding sources were not involved in the design of the study, in the collection, analysis or interpretation of data, in writing the report, or in the decision to submit the paper for publication.

It is important to indicate the Corresponding author, with your updated email. The communication from the journal is done with Corresponding author who is responsible in transmitting the information to the other authors

## ETHICS

For work involving experiments on animals and/or humans, should be submitted certifies that were performed in accordance with ethical guidelines officially established in the place of its realization. This evidence should be indicate in item Material and Methods, informing the approved process number in the responsible ethical committee and also sent supplementary documents in article submission.

## INTERESTS CONFLICTS

Conflicts of interest, whether personal, commercial, political, academic or financial, may arise in the process of submission and processing of an article. These conflicts may involve authors, reviewers and editors, in a explicitly or not way.

To avoid the incidence of these conflicts and, above all of that may affect the evaluation process and publication of an article, the Editorial Commission states that:

- The authors are responsible by the submitted text and thus the state to sign the cover letter
- The authors are responsible for identifying and disclose conflicts of any kind, which may have influenced the work of his authorship.
- Authors should indicate in the manuscript, in the Acknowledgments section, all financial support or other (personal, business, and others) that has been used or applied to work.
- Reviewers should inform the editors, as well as the editors to Editor-in-Chief, any conflicts of interest that might influence both evaluations and assignments. And if was appropriate, decline of the evaluation request.

## FINAL CONSIDERATIONS

- Other cases shall be resolved by the Editorial Committee.
- Questions and comments should be sent to the Editor in Chief:

Dra. Gláucia Morais Dias

E-mail: editor.ornamentalhorticulture@gmail.com

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