

AUTHOR GUIDELINES
ORNAMENTAL HORTICULTURE (Ornam. Hortic.)
(REVISTA BRASILEIRA DE HORTICULTURA ORNAMENTAL)

The journal is published in four annual editions by the Brazilian Society of Floriculture and Ornamental Plants (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 national and international scientific community.

The journal will accept only manuscript written in English language after January 1st 2019.

Manuscripts should not have been submitted and or published simultaneously, in whole or in part, in another scientific journal or periodical.

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

Publication fee: Ornam. Hortic. does not charge a publication fee.

PREPARATION OF ARTICLES

The article must be typed in Microsoft Word for Windows (version 2010, 2013, 2016 or Office 365), in A4 size (21 x 29.7 cm), double-spaced, font: Times New Roman, size 12, with 2.5 cm margin, and 2.5 cm for both the header and footer. All pages, as well as lines, must be numbered. Each manuscript 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. All authors must sign this letter 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 letter signed by all authors (including the excluded author).

TYPES OF ARTICLES

In terms of content, manuscripts 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 and 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 and 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: Title, Abstract and Keywords in English and Portuguese, Introduction (optional), Origin, Morphological Description, Adaptability (climate, regional and pest tolerances), 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 manuscript. Full name and postal address of the authors' institution and ORCID, should be inserted as metadata in the word processing program. We certify that the reviewers will receive articles without a header for double-blind evaluation.

b. Structure

- The structure of **scientific articles** is comprised of Title, Abstract, and Keywords in both English and Portuguese. Must contain: Introduction; Material and Methods; Results and Discussion (may be separated); Conclusions; Acknowledgments, Author Contribution, References.

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.

-We recommend that the authors confirm the scientific name of the species in www.tropicos.org

- 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. The identification will be "*".

- Abstract: Must present, in a single paragraph, between 200 and 250 words, the following parts: introduction, objective, methodology, results, and conclusion. Note: a) The Abstract should NOT start with the objective. b) Avoid describing the statistical design.

- Abstract: the articles must also present the abstract in Portuguese.

- Keywords: 4 to 5, must not repeat words from the title of the manuscript. We suggest that the first word should be the scientific name of the studied species. Separate with commas.

- Footnote: **Do not** indicate the origin of the study, 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 manuscript, always using current references. At the end, indicate the

work's objective. The citations of the references should be made using lowercase letters, with the initial capital letter only.

- Material and Methods: avoid placing location (city, university, research institute, etc.) where the study 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 manuscript's funding, or particular acknowledgments, if applicable.

- Author contribution: cite the author using the initials and inform the contribution of each one with the ORCID number. **Note: This item should not be arranged in the article, but in the Cover Letter.**

- References: see Item g. The references must be current, so at least 70% must correspond to publications of the last 5 years.

c. Figures and 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).

- Figures and Tables should be drawn up and inserted after the references. The captions of the figures should be written in English. Figures are considered graphs, drawings, maps, photographs and photomicrographs.

- Photos should be saved as **“JPEG” format with a minimum resolution of 300 dpi**, and sent in separate files.

- Graphics should be saved and sent in separate files, save with **“JPEG”** extension.

- Tables should have a concise and explanatory title.

- Tables should be elaborated in **“WORD”** and can be arranged at the end of the article, after the References.

- Different formats and files will not be accepted.

- Figures should be prepared using **Times New Roman, size 10, no bold; without a text box and grouped**.

- Indicate, throughout the text, the position in which the Tables and Figures 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 follow 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.

- It is suggested that they be saved in **“JPEG” extension with a minimum resolution of 300 dpi** and sent in separate files

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

At least **70%** of references should be from current and published articles in the last five years of **manuscript submission**.

- References in the text must be presented as follows: Souza and Barbosa (2017) or (Souza and Barbosa, 2017). When there are three (3) or more authors, the reference must be shortened (Souza et al., 2017) or Souza et al. (2017).

- If there is more than one citation in the same text, authors must be presented in ascending chronological order, e.g., Pereira (2014), Araújo (2016) and Barbosa (2018); or: (Pereira, 2014; Araújo, 2016; Barbosa, 2018).

- The list of References, at the end of the text, must be presented alphabetically by authors. When there is more than one article from the same author(s) in the same year, indicate 2017a, 2017b, etc. The order of items in each reference must be based on the standards of the Brazilian National Standards Organization NBR6023/2002 of ABNT. **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 number.**

- **No citations from thesis and dissertations, abstracts, series, technical bulletins, circulars, or mimeographed documents will not 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.

- 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.

PAIVA, P.D.O.; ALMEIDA, E.F.A. **Produção de Flores de Corte**. vol.1. Lavras: Editora UFLA, 2013. 678p.

- Book chapter

CHAPTER AUTHOR.// 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 do século XIX. In: 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 thesis.

- Manuscripts of conferences or other events:

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

- Electronic documents:

Manuscripts 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:”** 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 (/). ***accesses made over a year will not be accepted (check if the link is still active).**

RUSS, K. 2007. **Iris. Home and garden center information**. Available at: <http://www.clemson.edu/extension/hgic/plants/landscape/flowers/hgic1167.html> > Accessed July 23th 2018.

- Journal article

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

SOUZA, H.M. de. A lofantera 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* DEMATTÊ* stated...

*DEMATTÊ, M.E.S.P. (Faculdade de Ciências Agrárias e Veterinárias, UNESP - Campus de Jaboticabal). Personal communication, 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.

UNITS

- It is preferable to adopt the S.I. (International System of Units) to indicate the units.

- Use space between the number and base units: meter, second, ampere, volt (eg. 6 m, 10 s) and also between the non-owned ones: minute, liter (eg. 8 min, 9 L).

- Correct form for temperature: °C, separated from the quantity (70 °C).

- Correct form for%: after each number, no space (eg. 50% and 60%).

- Do not start a sentence with numbers.

- Numbers below ten should be written in full. Exceptions: units of measure, age, time, dates, page numbers, percentages, values, and proportions.

- Write in numeral form whenever two or more are in the same period. Never mix number with numerals (in full).

- Numbers with more than five or six zero digits at the end, use consecutive numbers of words (eg. 3 millions, instead of 3,000,000)

SUBMISSION AND PROCEDURE FOR ARTICLE PUBLICATION

- Articles can only be submitted electronically (<https://ornamentalhorticulture.emnuvens.com.br/rbho/login?source=%2Frbho%2Fauthor%2Fsubmit>).

- 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” reviewers for their review, without the author identification (“blind review”)

- After revisions made by the *ad hoc* Reviewers and the Editorial Committee, the manuscript 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 **English**, and must use only official nomenclature and established abbreviations.

COVER LETTER

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 of each author must be included.

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, printed or electronically.
- **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 and the ORCID number <https://orcid.org/> of each author.
- **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 this email, who is responsible in transmitting the information to the other authors

ETHICS

For manuscript 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, explicitly or not.

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 manuscript 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 manuscript.
- 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. In addition, it is 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. Márkilla Zunete Beckmann Cavalcante
E-mail: editor.ornamentalhorticulture@gmail.com