

## Instructions for Preparation of WOC Papers

Manuscripts of full papers for the Proceedings of the WOC should be prepared following the instructions below. Manuscripts should be submitted in their final paper form with all figures, photographs, and tables embedded. The size of each paper should NOT EXCEED 10 MB. The maximum length of the paper is six pages, with tables and figures all-inclusive. Those that are too long will be asked to shorten them or be declined for publication. Also, please closely follow the paper guidelines in a separate two-page template. Manuscripts that grossly neglect the format and style requirements will be asked to revise them timely or be declined. We strictly encourage the usage of style definitions and all other formatting from the template document.

1. Text and layout: Please use A4 size, double-column format. Exceptions are the title, author affiliation, corresponding author email address, and key words which are in the single-column format. Margins should be set to 2.0 cm from the top, left and right edges, and 2.5 cm from the bottom of the page. The lead abstract must be in the single-column format, fully justified. Please do not hyphenate words to break lines. You must submit your full paper manuscript in MS-Word (.doc or .docx format) together with all figures and photographs as separate files in full resolution.
2. Fonts: Must use Arial. This font is universally available and has good “portability” when transferred into publishing software.
  - i. Title of paper: 20 pt bold, centered, and capitalizing the first letter of each word, other than conjunctions and prepositions.
  - ii. Author(s) 12 pt, affiliation(s) & contact information: 10 pt, left-justified.
  - iii. First level (Main) headings: 11 pt bold, left-justified;
  - iv. Second and third level headings (subheadings): 10 pt bold, left justified.
  - v. Text, including references: 10 pt, two columns, fully justified, single spacing. No blank line between paragraphs.
  - vi. Captions to tables and figures: 10 pt, fully justified.
3. Author's names should be in line 2, followed by affiliations and contact information starting on line 3, which should be left-justified. In case there are co-authors, please place an \* on the right side of the corresponding author and underline the presenting author.
4. Abstract: Your abstract, same as that submitted earlier, should be given (under the heading “**Abstract**,” 11 points, centered) at the start of the paper. It should be in single-column format, fully justified on the left and right, and must not exceed 400 words.
5. For the body of research papers, follow the writing style of standard science papers, including Introduction, Materials and Methods, Results, Discussion, Conclusion, Acknowledgments, and References. Horticultural report, practical discussion and applied insight papers can follow the same format, with descriptive headings. You should download a copy of the template and use it to write your own full paper.
6. Figures, including photographs, should be put in digital files in .jpg, .tif, or .png with a resolution of 300 dpi each. Figures should be centered and embedded in the paper and numbered consecutively (e.g., Fig.1., Fig. 2., etc.) with a title at the bottom, fully justified. Graphs and charts should be black-and-white, whereas photographs can be in color. For those figures showing graphs, both axes must be clearly labeled (including units if applicable). Authors are responsible for ensuring that all necessary permissions have been secured for using materials from others in figures, especially photographs, and state such clearly in parentheses.
7. Tables should be centered and numbered consecutively (e.g., Table 1., Table 2., etc.) with a title at the top. Contents in tables should be in Arial font, 10 pt. Vertical lines are hardly needed; the same applies to unnecessary horizontal lines. Other than having the table embedded in the text where appropriate, supply each table on a separate sheet in .xls or .xlsx file format. Authors are responsible for ensuring that all necessary permissions have been secured for using materials in tables, especially if previously published or from others, and state such clearly in parentheses.

## **Instructions for Preparation of WOC Papers**

8. Acknowledgments: Please place them before the reference list at the end of the paper, before the reference list. Fully justified.
9. References: All references listed should be cited in the text (Ichihashi, 1997; Islam et al., 2001; Tokuhara and Mii, 1993; Yen et al., 2011) and all citations in the text should be listed. Please follow the format definition from the template. Fully justified.

## Instructions for Preparation of WOC Papers

- o References should appear together at the end of the paper, listed alphabetically by the first author's last name. If there are two or more references by the same author, list them by the year of publication, with the earliest dated work appearing first. The list should be numbered serially, and the number(s) should appear in parentheses at the end of each citation in the text.
- o References should include the author(s) name, year of publication in parentheses, the paper's title, book title, magazine, or journal, volume number, and the page number. When listing a book or a chapter, provide the publisher at the end of the list, followed by a period.
- o All references listed should be cited in the text in alphabetical order (Ichihashi, 1997; Islam et al., 2001; Tokuhara and Mii, 1993; Yen et al., 2011) and all citations in the text should be listed.

### Examples:

Ichihashi, S. (1997). Orchid production and research in Japan. In J. Arditti and A.M. Pridgeon (eds). *Orchid Biology: Reviews and Perspectives*, VII. p:171-212. Kluwer Academic Publishers.

Islam, M.O., S. Matsui, K. Iwao, and S. Ichihashi. (2001). Effects of light intensity and quality on the growth of callus and callus derived plantlets in *Phalaenopsis*. *Proc. of APOC7*. p:86-88.

Tokuhara, K. and M. Mii. (1993). Micropropagation of *Phalaenopsis* and *Doritaenopsis* by culturing shoot tips of flower stalk buds. *Plant Cell Rept.* 13:7-11.

Yen, W.Y., Y.C. A. Chang, and Y.T. Wang. (2011). The acidification of sphagnum moss substrate during *Phalaenopsis* cultivation. *HortScience* 46:1022-1026.

### 10. Deadline for submission

The WOC manuscripts of papers in their final form be received by the host by **Month day, year**.

\*Please also submit separate files of tables in Excel (.xls or .xlsx format) as required above.

\*Please send files by email to the following address. Email: address

### 11. Other matters

The WOC Scientific/Editorial Committee is in charge of reviewing, editing, and correcting minor format and apparent errors. Authors may be asked to timely revise their manuscripts, including observing all of the requirements, before being accepted for publication.