

Instructions to Authors of Manuscripts for *Crop, Forage & Turfgrass Management*

Scope

Crop, Forage, & Turfgrass Management is focused on research immediately applicable to the practitioner and those working with practitioners. Therefore, research articles should focus primarily on management and cultural practices that include products and plant material currently available to practitioners in the US or internationally. However, research focused primarily on products or plant material with high likelihood of commercial availability and/or used to test hypotheses will be accepted based on the opinion(s) of the chief editor.

All articles are subjected to peer review. All authors must have their manuscripts critically reviewed by colleagues prior to submission. Reviews, Diagnostic Guides, and Management Guides are often solicited by the journal Editor, and authors should contact the editors before preparing these types of articles.

Manuscripts from symposia at professional society or industry-sponsored meetings may be submitted for publication. Symposium organizers should contact the journal editor before the symposium is presented to make arrangements for submissions. Manuscripts from symposia are subject to the same review process applied to other articles.

Manuscript Preparation

Microsoft Word for Windows is the preferred file format for text. Prepare the manuscript for review, including line numbering. Double-space the entire document (including tables), and use a 12 point font. For information on preparing tables and figures, see the Illustration section below. Before submitting a manuscript, please review this guide and complete the Author Checklist (see page 7).

Publication Fees

Peer-reviewed manuscripts are \$150 for full articles and \$100 for briefs. Open access, where articles are freely available to the public without a subscription, is available for \$800 or \$1300 (see below). Articles submitted as part of symposium or other proceedings are \$400 per article.

Open Access and Copyright

All ASA, CSSA, and SSSA journals offer gold open access publishing under two licensing options. If your funding agency requires open access, choose one of these options to provide immediate open access to the publication. Authors who choose one of these options may immediately deposit the final published version into a repository to remain compliant with funding requirements.

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- **CC BY-NC-ND** (<https://creativecommons.org/licenses/by-nc-nd/4.0/>): You may share immediately with attribution, but not for commercial or derivative purposes. Open access articles may be posted on an author's personal website, funder and institutional repositories, and article sharing sites. This license permits noncommercial copying and redistribution of articles with proper attribution, and prohibits distribution of derivative content. The Open Access Article processing charge for CC BY-NC-ND is \$800.

Submission Procedure

Articles for *Crop, Forage & Turfgrass Management* should be submitted through Manuscript Central (mc.manuscriptcentral.com/cftm).

ORCID iD

Beginning 1 July 2018, corresponding authors will be required to use an ORCID iD when submitting a manuscript. For more information on ORCID, see <https://www.orcid.org>. We encourage all authors to list their ORCID iD in the manuscript.

Core Ideas

As part of the submission process, authors must prepare highlights of their article. The highlights will consist of 3 to 5 bullet points with each point having a maximum of 85 characters (spaces included). The bullet points should convey the core findings of the article and emphasize the novel aspects and impacts of the research on scientific progress and environmental problem solving. The purpose of these highlights is to give a concise summary that will be helpful in assessing the suitability of the manuscript for publication in *Crop, Forage & Turfgrass Management* and for selecting appropriate reviewers. If the article is accepted, the highlights may also be used for promoting and publicizing the research.

Article Types

Research

These articles should describe work that represents a significant advance in the understanding of a particular issue and that leads to practical solutions to existing problems. The work described must not have been published before (except in the form of an abstract or as part of a published lecture, review, or thesis) and must be original. Data reported in the journal must be from scientifically valid, replicated plots or observations and subjected to appropriate statistical analysis. Experiments should be repeated over time and/or space and contributors are strongly encouraged to combine data from related experiments in similar regions or environments in order to broaden the inference space for the work.

Research articles are encouraged to be short and concise and no longer than 3,000 words including table headings and figure captions, but not including the References. All manuscripts must be presented in terms meaningful to both a multidisciplinary audience of scientists and educated, non-specialist, lay readers. Technical jargon should be avoided where possible and technical terminology should be defined at its first occurrence in the text.

Research articles should contain the following parts:

Abstract: The abstract should consist of a maximum of 250 words that provide an informal summary of the main points of the article and why the research results should be viewed as important.

Introduction: One to three paragraphs that describe the problem and the reasons for conducting the research. Authors should establish the context of their research at the beginning of the article and discuss the significance of their findings for plant management practices.

Body: This section should describe specific experiments, how they were conducted, and the results of these experiments. Articles should not be subdivided using the more formal journal style of "Introduction, Materials and Methods, Results, and Discussion," but should instead be subdivided using short clauses describing the particular experiment or series of experiments. Conclusions and recommendations resulting from the

work should be discussed together in the final section of the article. Conclusions should interpret results in terms of practical recommendations and not repeat the findings.

Methods should be described only in enough detail that the reader can understand and evaluate the results and conclusions and duplicate the work if so desired. If the experiment includes two or more trials, (e.g., in the form of random locations or environments), then the trials should be discussed separately only if the statistical analysis indicates that separate analyses are more appropriate. The conclusions and recommendations resulting from the trials can be summarized as a whole. All tables and figures should be cited in numerical order.

Briefs

Briefs are short peer-reviewed scientific reports that report new findings and recommendations relevant to any aspect of the journal's subject matter area. These include any topics appropriate to other areas of the same journal except that they are shorter by nature. Experimental results reported in briefs must be replicated over time or space. Briefs provide a repository of science-based findings that are important to advisers, growers, diagnosticians, researchers, regulatory officials, other practitioners, and the public. They can also include survey data as well as responses to rare environmental stress, weather phenomena, etc. Contact the chief editor of the journal if you need assistance in determining if a subject is appropriate for a brief. Briefs are intended to stand alone and do not include preliminary reports of work that will later be presented in full-length papers. Briefs are not abstracts and must not duplicate abstracts published or submitted elsewhere. Briefs are limited to 800 words excluding title, author names, affiliations, references, and tables and figures.

The title of a Brief should clearly identify the topic presented, the common name of the plant involved, if well known (otherwise the scientific name), and the relevant geographic location. When appropriate, scientific names should be used in the body if not already given in the title. Briefs should include observations and general methods and should be limited to total of five tables, graphs, or high quality photographs that illustrate relevant aspects of the brief. A shortened description of the statistical analysis should be included. Briefs should have limited references and no more than eight. References must be published journal articles or material from books (not proceedings or "in press" material).

Reviews

Reviews are peer-reviewed articles that summarize and analyze a topic of importance to the journal's subject matter area for those who are not specialists. Readers should be able to learn what is known and what questions remain unresolved about the subject. Reviews should be documented with appropriate references and be no longer than 3,500 words in length, not including References.

Reviews should include an introduction to the problem or issue including why the topic is of interest to those involved with the journal's subject area and a discussion of the issues or new information as it relates to plant health management. The body of the review may be subdivided using short clauses that describe the major idea or ideas being discussed. Reviews should cite suitable references to document statements that are not considered general knowledge and also provide a list of printed and/or electronic resources for further information. Authors are encouraged to include figures, concise tables, and color photographs to document or substantiate statements and increase reader interest.

Authors of Reviews should also prepare a 4 to 5 sentence (200 word maximum) summary of the article and present it in the email message or cover letter at the time of submission. The summary should describe the contents of the article, and suggest the ways in which the article would benefit the readership of the journal.

Topics for Reviews in *Crop, Forage & Turfgrass Management* may include analysis of issues that impact crop, forage or turfgrass production, the crop, forage or turfgrass industries, the environment, or society including public policy debate, legislation, research or technology, or cultural practices related to crop, forage or turfgrass management and production. Reviews may also include "success stories" that describe the successful implementation of new knowledge to crop, forage or turfgrass production.

Diagnostic Guides

Diagnostic guides describe the methods used to identify nutrient and other abiotic disorders, diseases and their causal agents, and insect, nematode, or weed pests of specific plants. Each guide discusses: symptoms and signs; pathogen or pest names; host range; geographic distribution; methods for isolating and identifying the pathogen or pest, storage of the pathogen/ pest and conducting host range/pathogenicity tests; taxonomic references; and general references. These articles should be illustrated with high-quality color photographs of the symptoms and pathogen or pest structures associated with the problem. Diagnostic guides should not exceed 3,000 words in length.

Management Guides

Crop, Forage & Turfgrass Management accepts (subject to editorial and/or peer review) new and unique management guides for practicing professionals. Management guides are intended to expand and update the knowledge base of crop or forage producers, industry representatives, grazingland managers, conservationists, Extension specialists, county agents, consultants, and other adult educators.

Submissions should include a thorough consideration of current research findings and contain the most recent recommendations and best management practices available. Authors should provide an explanation of the science and logic behind

recommendations or best management practices. Management guides should also include background information so that readers unfamiliar with the information are able to understand the topic. Management guides should be written in lay language but using the style guidelines for other articles in *Crop, Forage & Turfgrass Management*. Guides should represent large geographical areas and be of interest to crop professionals across the United States.

Symposium Proceedings

All symposium manuscripts considered for the journal are submitted, peer-reviewed, and revised based on journal guidelines before the symposium is published. We require that one member of the symposium act as overall organizer to make sure that: (1) every speaker agrees to submit a manuscript before the symposium; (2) manuscripts are submitted on time (within a short time-frame following the actual symposium); (3) revisions are made in a timely manner following peer-review; (4) the organizer prepares an introduction to the symposium that sets the context for readers so they understand why the symposium is important; and (5) the organizer will be responsible for enforcing agreed-upon deadlines.

Style

Detailed instructions on preparing manuscripts are available in the Publications Handbook and Style Manual <https://dl.sciencesocieties.org/publications/style/>. Consult the Publications Handbook and Style Manual and recently published *Crop, Forage, & Turfgrass Management* manuscripts as examples for additional style inquiries.

Title. All manuscripts submitted for publication must have a title that is descriptive of the topic discussed in the manuscript and contain a verb, if possible. Title does not exceed 100 characters and spaces, and contains a verb.

Authors. List all authors by their full names, e.g., Jane E. Doe, (unless the author uses initials only) and provide their affiliation including title, department, institution, or company, and location.

Acknowledgments. Acknowledgments may be included after the text and before the "References." Authors may acknowledge any financial or other assistance associated with the work reported or the development of the manuscript.

Abbreviations. Avoid nonstandard abbreviations in text. These may be used in tables (see "Tables," below). A partial list of acceptable abbreviations is included in Table 1.

Apparatus, materials, software. Names of unusual proprietary materials and special apparatus should be followed by the manufacturer's name and address in parentheses (city and state [United States] or country). It is only necessary to cite these materials by specific name if the work cannot be otherwise replicated. Trade names may be used and should be capitalized; trademark symbols should not be used. Software used should be treated as a proprietary material or apparatus. Give

Table 1. Conversions for commonly used units.

To convert Column 1 into Column 2 multiply by	Column 1 Suggested Unit	Column 2 S1 Unit	To convert Column 2 into Column 1 multiply by
Length			
0.304	foot, ft	meter, m	3.28
2.54	inch	centimeter, cm (10 ⁻² m)	0.394
25.4	inch	millimeter, mm (10 ⁻² m)	3.94 x 10 ⁻²
1.609	mile, mi	kilometer, km (10 ⁻³ m)	0.621
0.914	yard, yd	meter, m	1.094
Area			
0.405	acre	hectare, ha	2.47
4.05 x 10 ³	acre	square meter, sq m	2.47 x 10 ⁻⁴
9.29 x 10 ⁻²	square foot, sq ft	square meter, sq m	10.76
6.45	square inch, sq inch	square centimeter, sq cm (10 ⁻⁴ m) ²	0.153
645	square inch, sq inch	square millimeter, sq mm (10 ⁻⁶ m) ²	1.55 x 10 ⁻³
2.590	square mile, sq mi	square kilometer, sq km (10 ³ m) ²	0.386
Volume			
102.8	acre-inch	meter ³ , m ³	9.73 x 10 ⁻³
35.24	bushel (dry), bu	liter, L (10 ⁻³ m ³)	2.84 x 10 ⁻²
28.3	cubic foot, cu ft	liter, L (10 ⁻³ m ³)	3.53 x 10 ⁻²
2.83 x 10 ⁻²	cubic foot, cu ft	cubic meter, cu m	35.3
1.64 x 10 ⁵	cubic inch, cu inch	cubic meter, cu m	6.10 x 10 ⁴
3.78	gallon, gal	liter, L (10 ⁻³ m ³)	0.265
2.96 x 10 ⁻²	ounce (liquid), oz	liter, L (10 ⁻³ m ³)	33.78
1.82	pint (dry), pt	liter, L (10 ⁻³ m ³)	0.55
0.473	pint (liquid), pt	liter, L (10 ⁻³ m ³)	2.11
0.908	quart (dry), qt	liter, L (10 ⁻³ m ³)	1.101
0.946	quart (liquid), qt	liter, L (10 ⁻³ m ³)	1.057
Mass			
4.54 x 10 ⁻¹	hundredweight (short), cwt	kilogram, kg	2.20 x 10 ⁻²
28.4	ounce (avdp), oz	gram, g	3.52 x 10 ⁻²
454	pound, lb	gram, g (10 ⁻³ kg)	2.20 x 10 ⁻³
0.454	pound, lb	kilogram, kg	2.205
907	ton (2000 lb), ton	kilogram, kg	1.10 x 10 ⁻³
0.907	ton (2000 lb), ton	megagram, Mg (tonne)	1.102
Yield and Rate			
35.84	32-lb bushel per acre, bu/acre	kilogram per hectare, kg/ha	2.79 x 10 ⁻²
53.75	46-lb bushel per acre, bu/acre	kilogram per hectare, kg/ha	1.86 x 10 ⁻²
62.71	56-lb bushel per acre, bu/acre	kilogram per hectare, kg/ha	1.59 x 10 ⁻²
67.19	60-lb bushel per acre, bu/acre	kilogram per hectare, kg/ha	1.49 x 10 ⁻²
9.35	gallon per acre, gal/acre	liter per hectare, L/ha	0.107
1.12 x 10 ⁻²	hundredweight per acre, cwt/acre	kilogram per hectare, kg/ha	0.892 x 10 ⁻² or 893
1.12	pound per acre, lb/acre	kilogram per hectare, kg/ha	0.893
1.12 x 10 ⁻¹	pound per acre, lb/acre	megagram per hectare, Mg/ha	893
12.87	pound per bushel, lb/bu	kilogram per cubic meter, kg/cu m	7.77 x 10 ⁻²
16.02	pound per cubic foot, lb/ft	kilogram per cubic meter, kg/cu m	6.25 x 10 ⁻²
2.24	ton (2000 lb) per acre, ton/acre	megagram per hectare, Mg/ha	0.446
Pressure			
0.101	atmosphere, atm	megapascal, MPa (106 Pa)	9.90
0.1	bar	megapascal, MPa (106 Pa)	10
47.9	pound per square foot, lb/sq ft	pascal, Pa	2.09 x 10 ⁻²
6.90 x 10 ³	pound per square inch, lb/sq inch	pascal, Pa	1.45 x 10 ⁻⁴
6.90	pound per square inch, lb/sq inch	kilopascal, kPa	0.145

(cont'd)

Table 1. Continued.

To convert Column 1 into Column 2 multiply by	Column 1 Suggested Unit	Column 2 S1 Unit	To convert Column 2 into Column 1 multiply by
Temperature			
5/9 (°F – 32)	Fahrenheit, °F	Celsius, °C	(9/5 °C) + 32
Energy, Work, Quantity of Heat			
1.05 x 103	British thermal unit, Btu	joule, J	9.52 × 10 ⁻⁴
4.19	calorie, cal	joule, J	0.239
4.19 x 104	calorie per square centimeter (langley), cal/sq cm	joule per square meter, J/sq m	2.387 × 10 ⁻⁵
698	calorie per square centimeter per minute, cal/sq cm/min	watt per square meter, W/sq m	1.43 × 10 ⁻³
1.36	foot-pound, ft-lb	joule, J	0.735
Water Measurement			
102.8	acre-inch, acre-in.	cubic meter, cu m	9.73 × 10 ⁻³
101.9	cubic foot per second, cu ft/s	cubic meter per hour, cu m/h	9.81 × 10 ⁻³
0.227	U.S. gallon per minute, gal/min	cubic meter per hour, cu m/h	4.40
0.123	acre-foot, acre-ft	hectare-meter, ha-m	8.11
12.33	acre-foot, acre-ft	hectare-centimeter, ha-cm	8.1 × 10 ⁻²
1.03 × 10 ⁻²	acre-inch, acre-in	hectare-meter, ha-m	97.28
9.35	U.S. gallon per acre, gal/acre	liter per hectare, L/ha	0.107
102	bar (water potential)	joule per kilogram, J/kg	10 ⁻²
10	water content of plant, %	gram water per kilogram wet or dry (specify) tissue, g/kg	0.1
10	water content of soil, %	kilogram water per kilogram dry soil, lea/kg	0.1
Density			
12.87	grain test weight, pound per bushel, lb/bu	kilogram per cubic meter, kg/cu m	7.78 × 10 ⁻²
1.0	soil bulk density, gram per cubic centimeter, g/cu cm	megagram per cubic meter, Mg/cu m	1.0
Concentration			
104/(mol wt)	percent, % [must specify the base and if by weight (w/v or w/w) or volume (v/v or w/v)]	liquid, known molar mass mole per cubic meter, mol/cu m	10 ⁻⁴ × (mol wt)
104	percent % (must specify the base and if by weight or volume)	liquid, unknown molar mass gram per cubic meter, g/cu m	10 ⁻⁴
104(mol wt)	percent. % (must specify the base and if by weight or volume)	ion uptake, mole per cubic meter mo/cu m	10 ⁻⁴ × (mol wt)
10/(mol wt)	percent, % (must specify the base and if by weight or. volume)	known molecular weight in fresh or dry (specify) plant material, mole per kilogram. mol/kg	0.1 × (mol wt in g mol ⁻¹)
10	percent, % (must specify the base and if by weight or volume)	unknown molecular weight in fresh or dry plant material, gram per kilogram. g/kg	0.1
10	percent. % (must specify the bar and if by weight or volume)	soil texture composition. gram per kilogram g/kg	0.1
1.0	parts per million, ppm	extractable ions, milligram per kilogram, mg/kg	1.0
0.5	pounds per acre, lb/acre	extractable ions, milligram per kilogram. mg/kg	2.0 (assume 2 × 106 lbs soil per acre 6 2/3 in)
1	milliequivalents per 100 grams, meq/100 g	centimole per kilogram, cmol/kg (ion exchange capacity)	1
10	percent, %	gram per kilogram, g/kg	0.1
1	parts per million, ppm	milligram per kilogram, mg/kg	1
Plant Nutrient Conversion			
	<u>Oxide</u>		<u>Elemental</u>
0.437	P ₂ O ₅	P	2.29
0.830	K ₂ O	K	1.20
0.715	CaO	Ca	1.39
0.602	MgO	Mg	1.66

the manufacturer or developer name in parentheses with location (city and state or country).

Common names of plant diseases. Use *Common Names of Plant Diseases* (American Phytopathological Society Committee on the Standardization of Common Names for Plant Diseases, 1994) for the accepted common name of a disease.

Chemical terms. List pesticides by their approved common or generic names. Brand names can be included parenthetically when a pesticide is first mentioned. The current *Farm Chemicals Handbook* (Anonymous, 2002) and the most recent edition of *Acceptable Common Names and Chemical Names for the Ingredient Statement on Pesticide Labels* (Environmental Protection Agency, Pesticide Regulation Division, current) are good sources. Use the chemical name if a common name is not available. *The Merck Index* (Royal Society of Chemistry, 2013) and *Hawley's Chemical Dictionary* (Lewis, 1993) are good sources for checking spellings of chemical terms.

Scientific Names

Authorities for Latin binomials. Citation of authorities for Latin binomial names is optional for plants, pathogens, insects and pests. When used, authorities should be given only at first mention (in abstract or text) of the primary organisms discussed (hosts and causal agents). After first use of binomials, the name can be written by abbreviating the genus, e.g., *P. infestans* for *Phytophthora infestans*. For trinomials, the name can be written by abbreviating the genus name and spelling out the specific epithet and subspecific epithet, e.g., *P. graminis* var. *tritici*. Virus information can be found at <http://ictvonline.org/index.asp?bhcp=1> (verified 10 Jan. 2014).

Use the term “cultivar” for agronomic and horticultural varieties. Identify the source of cultivars and include CI and PI numbers when appropriate. Enclose the name of a cultivar in single quotation marks only when it immediately follows the botanical name and not using the marks would create confusion.

Statistics. Describe statistical methods with enough detail to enable the reader to verify the reported results. Always specify the experimental design and indicate the number of replications, blocks, or observations. Identify the computer program used to analyze data if appropriate. When a quantitative factor (e.g., temperature) is studied, it often is desirable to use regression instead of analysis of variance. For qualitative factors (e.g., cultivar), analysis of variance and mean separation tests can be used, but the specific procedure and significance level should always be indicated. Whenever possible, researchers should consult a statistician before designing an experiment and when analyzing results. For more information, see Johnson and Berger (1982), Madden et al. (1982), Swallow (1984), and Gilligan (1986).

Units of measurement. Submissions from non-US countries can be published in either English or metric units depending on the preference of the authors and intended audience. English units are required for US submissions, but authors can choose to include both sets of units (one set parenthetically

if readability is not compromised. A table giving conversions between systems is available to authors and readers in Table 1.

Units of time. Day is never abbreviated. Week (wk), month (mo), and year (yr) are abbreviated only in tables. Second (s), minute (min), and hour (h) are always abbreviated if preceded by a numeral.

References

References should be cited in the text by surname and year in the alphabetized reference list. Always cite the original source of publication, whether print or online. List references in alphabetic order by authors' surnames. When citing multiple works by the same author, list articles by one author before those by several authors. Determine the sequence by alphabetizing the first author's surname and coauthors' surnames, by the year of publication (most recent last), and if necessary, by the page numbers of articles published in the same journal. Italicize Latin binomials, capitalize German nouns, and insert diacritical marks as needed. List specific pages of books. Refer to the CAS Source Index (CAS, 2013) for accepted abbreviations of journal names.

Ex. Raudenbush, Z., S.J. Keeley, and L.R. Stark. 2015. A review: Establishment, dispersal, and management of silvery-thread moss (*Bryum argenteum* Hedw.) in putting greens. *Crop Forage Turfgrass*, doi: 10.2134/cftm2014.0094.

Check the accuracy of each citation and that each is cited in text. Only references generally available should be listed in the References. Do not cite work that is in preparation or submitted but not accepted for publication.

Illustrations

When deciding whether a manuscript should be accepted, rejected or accepted pending revision, reviewers will consider whether the illustrations are of a high quality and ready for publication. Authors should take great care in the preparation and electronic formatting of figures.

Figures (review quality) with captions should be placed into the text document at first mention. If the manuscript is accepted for publication, figures must also be submitted separately as high-resolution image files in the following acceptable formats: PDF, EPS, TIF, or JPEG. To facilitate editing and review, provide a list of figure captions at the end of the manuscript after the references. Cite all figures in numeric order in the text of the manuscript.

Photographs. Illustration files should not be merged, imbedded, or linked to the text file, but kept completely separate. Appropriate formats for figures are JPEG, TIFF, or Photoshop (PSD) files. Photos should be cropped to show only essential details. Scale bars should be included where necessary to indicate scale and magnification. Photographs should be at least 300 dpi.

Graphs and Line Drawings. Submit graphs and line drawings as TIFF, JPG, or PSD files. Avoid lettering, numbers, and lines that are too bold for coordinate axes and curves.

Avoid the use of too many colors in graphs. Use only standard symbols (boxes, circles, triangles) or other typographic elements in figures and graphs. If necessary, please provide a key to any symbols as part of the figure. Amino acid and nucleotide sequences should be supplied as figures, not tables. Graphs should be at least 300 dpi.

Tables. Tables should be used if the information they convey cannot be expressed in the body of the text. Use tables to present numerical data that show comparisons or interrelationships; lists should be incorporated into the text. Tables should stand alone and be intelligible without reference to the text or another table. Tables should be placed into the text document at first mention.

Submit tables to the journals using the table function of the same word processing program used to submit the text. Do not use tabs or spaces to create columns; instead, use the table function of the word processing program. Do not repeat data in the text that are given in a table or figure. Numbers should be rounded to significant digits. Ditto marks should not be used. Abbreviations are acceptable; explain any nonstandard abbreviations in footnotes. Footnotes are designated with superscript †, ‡, §, ¶, #, ††, ‡‡, etc.

References

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Revised April 2018

Author Checklist

- Manuscript composed in Microsoft Word, double-spaced (including tables), 12 point font, with line numbering.
- Manuscript has not been published previously or simultaneously submitted elsewhere.
- Manuscript has been critically reviewed by colleagues.
- Consistent style and acceptable sizes are used for all figures and tables.
- English units are used (except for international submissions).
- Articles submitted at *Crop, Forage & Turfgrass Management* Manuscript Central site: <http://mc.manuscriptcentral.com/cftm>.
- Follow guidelines for word length according to article type.
- Authors listed under the title with full names and affiliation including department, institution, or company, and location.
- All references are listed in alphabetical order by authors' surnames, and cited in the text by surname and year.
- Double-checked the accuracy of each citation and that each is cited in the text.
- Cite tables in numeric order in the body of the manuscript; explain any nonstandard abbreviations in table footnotes.
- Captions for figures are listed following the "References."
- Title does not exceed 100 characters and spaces, and contains a verb.
- Abstract is a maximum of 250 words in one paragraph.
- Optionally, acknowledgments are provided after the text, before the "References."

For Research Articles:

- Article is not subdivided using "Introduction," "Materials & Methods," "Results," and "Discussion," but instead uses short clauses that are specifically descriptive of the experiments conducted.
- Introduction includes a succinct evaluation of the topic, including all relevant literature citations.
- Objectives are clearly stated in introduction.
- Significance and originality of work are shown.
- Reproducibility of results is illustrated.
- Experimental design and methodology are fully explained.
- Proper and sufficient analyses are conducted (review by qualified statistician before submission is encouraged).
- Discussion relates work to other published material and addresses strengths and weaknesses of research.
- Major conclusions are supported by results from repeated experiments.
- Manuscripts are reviewed critically before submission.