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.

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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. It 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.

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

### g. 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 sent and saved in separate files, save with “JPEG” extension.
- Figures should have a concise and explanatory title.
- Figures 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).
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### e. Trade names
- Do not use product trade names, but rather their technical name and/or active ingredient.

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- Avoid footnotes as much as possible. If it is necessary the use, they must be numbered.
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  Do not use citations from dissertations or thesis.

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


- 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…


- Independent entities

- 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:
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  Date not available = s.d.
  Publisher not available = s.n.
  Publisher and date not available = s.n., s.d.
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- It is preferable to adopt the S.I. (International System of Units) to indicate the units.
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- If you are not registered, you need to click Register on the left sidebar of the home page.
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- The review flow is described in PEER REVIEW PROCESS.
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- 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.

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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.

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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.

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- The authors are responsible for identifying and disclose conflicts of any kind, which may have influenced the manuscript of his authorship.
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**FINAL CONSIDERATIONS**

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

Dra. Márkilla Zanete Beckmann Cavalcante
E-mail: editor.ornamentalhorticulture@gmail.com