

Editorial Guidelines for the Online Publication Swiss Agricultural Research

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GENERAL

Object and Purpose

Publication of the open-access online publication Swiss Agricultural Research on the website www.agrarforschungschweiz.ch or www.rechercheagronomiquesuisse.ch. The sponsors are partner institutions in the agricultural knowledge system. The main purpose is knowledge transfer from research results and sound expert information to specialists as well as decision-makers and knowledge brokers in the Swiss agriculture and food sector.

Contributions

Contributions to the online publication Swiss Agricultural Research present research work of the project partners in the fields of agriculture, nutrition and the environment, and must consist of the following two elements:

- **Scientific article**

Content: An in-depth scientific article (for structure, see Chapter 'Characteristics and Structure of the Article')

Target audience: Researchers and specialists in the respective disciplines. *Language:* The article is published in its original language (German, French, Italian or English), and optionally in additional languages as well.

The scientific article can also be a study that has been published in another scientific journal, provided that said study is open-access and deals with a topic of relevance for *Swiss Agricultural Research*. For such an open-access contribution published by the partners' authors, a policy brief can be drafted with a link to the scientific article.

- **Policy Brief: a reader-friendly, fact-based summary**

Content: Problem formulation, background and conclusions/results (urgency, relevance, alternatives, key considerations) (for structure, see Chapter 'Characteristics and Structure of the Article')

Target audience: Decision-makers, knowledge brokers in administration, policy-making, teaching, extension, and agricultural agencies and organisations.

Language: Original language and translation into German, French and English

FORM OF PUBLICATION/DISSEMINATION

- Open-access online publication on the Web platform www.agrarforschungschweiz.ch
- Chronological publication of the articles produced by the various partner institutions
- Periodical AFOS Newsletter to interested subscribers (www.agrarforschungschweiz.ch/newsletter)

CHARACTERISTICS AND STRUCTURE OF THE ARTICLE

Scientific article

The scientific articles are first or second publications aimed at researchers and experts in the respective fields.

Secondary Publication Rights

Secondary publication rights: Authors are permitted to make the published version of their article available online, free of charge, immediately after its official publication by Swiss Agricultural Research. This may be done on any website and/or repository, referring to the original publication in Swiss Agricultural Research with full bibliographical details (title of article, name of journal, issue, pages, URL/DOI, etc.). Secondary publication rights apply to articles from the publication date of 1 January 2020 onwards.

Title

The title must be short, attractive and informative (max. 85 characters with spaces). Words like 'description', 'investigation/study', 'report' etc. are superfluous. The title must live up to the topic, and must not promise more than what the text delivers. Do not use any foreign words that require an explanation.

Authors

Names and surnames must always be written out in full: Ueli Wyss ¹, Bernard Jeangros ² and Volker Prashun ³

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Scientific abstract

The abstract should be written in such a way that it can be included in databases without major changes. It contains the subject-matter of the article as well as the main results. References to figures, tables or a bibliography are not permitted. Only mention what is presented in the article. The summary must be readable on its own. Details that are peculiar to Switzerland must be explained to foreign readers. Do not cite bibliographic sources or use abbreviations.

3–5 keywords in English are required.

Content and structure

The content should be limited to a clearly defined topic; only significant aspects should be considered. The article must be clearly laid out according to the following structure: Introduction – Materials and Methods – Results – Discussion and Conclusions.

The individual paragraphs (Results, Discussion, etc.) may in addition be separated by pertinent, informative subheadings (max. 50 characters with spaces) intended to

draw the attention of skim-readers to their content. The editors reserve the right to insert more meaningful subheadings, or ones that are necessary according to graphic criteria.

The description of the experiment must be clearly separated from the rest of the content, and kept as brief as possible (its own chapter or a text box). The results and discussion must be separate from one another. Wherever possible, conclusions or recommendations for practice should be drawn. Good readability of the article is important in order to reach the reader. Acknowledgements

Acknowledgements may be appropriate, e.g. for significant financial support or decisive technical assistance.

References

References (i.e. a bibliography) are obligatory. They are ordered alphabetically, according to author's surname (cf. 'Technical Elements' section)

Photos

One attractive and meaningful photo per article is mandatory, and is placed at the beginning of the article in large format. The photo caption should convey important information. In the text, a photograph is referenced with 'Figure 1' or '(Fig. 1)' (Photo: First name, Surname, Institution). It is numbered consecutively with the remaining figures, provided with a source citation, and cited in the text.

Graphics, infographics and tables

A main article contains a maximum of eight simple graphics. For complex graphics, the number must be reduced accordingly. The graphics, infographics and tables are to be submitted as originals or as separate graphic files (Excel, PowerPoint etc.).

Tables should be captioned. Figures and tables must be readable on their own. Detailed captions make it easy for skim-readers to gain an overview. Avoid creating cluttered graphics and long tables. It is not permitted to present the same content via tables and graphics as in the text. Numbers should be mentioned either in the text or in a table, but not in both places (except for important numbers). Figures or tables should be omitted when the essential points can be explained in just a few words in the text. Conversely, experimental data can easily be summarised in a table. In the text, a table is referred to by 'Table 1' or 'Tab. 1)'.

Policy briefs – fact-based summaries

A policy brief is a reader-friendly, fact-based summary of a scientific article, and is aimed at decision-makers and knowledge brokers in the policy sphere, cantonal agencies, and associations and organisations in the agricultural and food sector. A policy brief summarises a complex scientific paper in such a way that the reader is able to grasp the crux of the topic, its background and relevance, and possible suggestions and conclusions in a short space of time, so that it serves as an impetus for opinion formation and decision-making. It consists of the following elements:

Title:

- Contains a concrete, vivid message that 'grabs' the reader
- Length: 30 up to a maximum of 90 characters with spaces (cws)

Lead

- 1–3 sentences, encourages the reader to read on
- Length: 150 to max. 250 cws

Initial Screen

- Wide-format photo as initial screen (without caption)
- Together with the title and lead, conveys a message
- Landscape format, page ratio 3:2 or 4:3, ≥ 300 dpi (approx. 14 cm \times 10 cm)
- Format: jpg, gif or png file – please cite the image author (photo: First name, Surname, Institution)

Main body

Content:

- Background information: Problem formulation, placing in the overall context (question: why is this topic relevant?), main results and findings (length: 1500–3000 cws)
- Figures:
 - 1 to 2 figures (photos or graphics with caption) are possible in addition to initial screen.
- Conclusions and recommendation (length: 600–700 cws)

ORGANISATIONAL ELEMENTS

Submission of manuscripts

The manuscript or scientific article, written entirely in German, French, Italian or English, is to be submitted, together with a policy brief in German, French and English, to agrarforschungschweiz@agroscope.admin.ch. The editors reserve the right to return for revision any manuscripts that do not meet the guidelines. Articles not suitable for the specified target audience or that deal with topics outside the remit of the journal will be rejected.

Approval of the laid-out PDF

The corresponding author or main author is responsible for the approval for publication of the laid-out PDF.

TECHNICAL ELEMENTS

Scientific Article

Language rules

Texts are to be composed according to the style guide of the Swiss Federal Chancellery (FCh).

Link: [Style Guides for English-language translators \(admin.ch\)](#)

Gender-neutral language

Texts are to be composed according to the Swiss Confederation's guidelines for gender-neutral language. The Swiss Confederation guidelines: <https://www.bk.admin.ch/bk/de/home/dokumentation/sprachen/hilfsmittel-textredaktion/leitfaden-zum-geschlechtergerechten-formulieren.html>

Number of characters

Maximum length of the scientific article: it is recommended that 22,000 cws not be exceeded.

Title

- Main title: over two lines, max. 85 cws
- Subheading: over one line, max. 50 cws

Abstract

- 1200–1500 cws

Graphics

- Clear, colour graphics are desirable

Formats:

- Excel: Use Arial font for graphics. Use colour if possible, but no gradients.
- EPS: For graphics in vector format. If possible, do not convert text to paths.
- AI (Adobe Illustrator): For graphics in vector format. If possible, do not convert text to paths.
- PDF: Always embed used fonts. Use PDF/X-3 Standard.
- PowerPoint: Use Arial font for graphics. Use colour if possible, but no gradients.

Photos

- Photos should have sufficient resolution (at least 300 dpi) and high contrast.
- Submit digital photos in tif, pdf or jpg format.

Measuring units

- The SI international system of units is used for measuring units.

Numbers and numerals

- The numbers 1 to 12 are written as words if they are not followed by a unit of measurement.
- A comma is used to separate decimal places from a whole number (3,5 g; 2,350 km; but Fr. 9.50)
- A full stop is used for a non-decimal division (12.00 o'clock; 3.5.90.)
- There should be no space between number and percentage symbol (13% or –13%); Compounds with a number: eightfold, eight times, the Eighties / the 1980s, seven-rowed, 19-years-old, 40-hour week.
- Whole numbers consisting of more than four digits are broken down into groups of three, working backwards from the final digit: 10 000, but 4500.
- The abbreviation for (Swiss) Francs is CHF (CHF 65.00).

References

References are quoted according to the current [APA Style Guide](#). When using a citation program (Endnote, Mendeley etc.) please choose the latest version of the APA Style Guide.

Examples of citations according to the APA Style Guide:

Journal article without a DOI:

Dewes, T., Ahrens, E. M., & Koch, C. (1993). Stickstoff-Eintrag und -Verbleib im Boden unter offenen und abgedeckten Mistmieten. *Zeitschrift für Acker- und Pflanzenbau*, 170(2), 73–144.

Journal article with a DOI:

McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. *Psychological Review*, 126(1), 1–51. <https://doi.org/10.1037/rev0000126>

Journal article in press:

Pachur, T., & Scheibehenne, B. (in press). Unpacking buyer–seller differences in valuation from experience: A cognitive modeling approach. *Psychonomic Bulletin & Review*.

Submitted manuscript:

Lippincott, T., & Poindexter, E. K. (2019). *Emotion recognition as a function of facial cues: Implications for practice* [Manuscript submitted for publication]. Department of Psychology, University of Washington.

Article from an online publication:

Kusma, S. (2020, August 31). «Natur» im Kleinformat: Wie übertragbar sind experimentelle Ergebnisse zur Biodiversität?
<https://www.nzz.ch/wissenschaft/biodiversitaet-validitaet-experimenteller-daten-ld.1573127>

Books:

Obst, A., & Paul, V. H. (1993). *Krankheiten und Schädlinge des Getreides*. Th. Mann.

Chapter from a book:

Lefohn, A.S. (1992). The characterization of ambient ozone exposures. In A. S. Lefohn (ed.), *Surface levels ozone exposures and their effects on vegetation* (pp. 31–92). Lewis Publishers.

Report of a government body or other organisation:

Federal Office for Agriculture (2020). *Agrarbericht 2020*.
<https://www.agrarbericht.ch/de>

Website without a date:

Agroscope (n.d.). Projekt Super-G – nachhaltige Dauergrünlandssysteme und -strategien. <https://www.agroscope.admin.ch/agroscope/de/home/themen/wirtschaft-technik/soziooekonomie/projekt-super-g.html>

In the text, citations are made as follows (with one or two authors):

McCauley and Christiansen (2019) judged...
Children learn a language ... (McCauley & Christiansen, 2019).

Three or more authors:

Dewes et al. (1993) showed (Dewes et al., 1993).

Several citations in parentheses:

(Rosati 1990; Obst & Paul, 1993; Dewes et al., 1993).