INSTRUCTIONS FOR AUTHORS

Since 1979, the quarterly scientific journal «Cultivos Tropicales» has been issued by the National Institute of Agricultural Sciences (INCA), located in San José de las Lajas, Mayabeque, Cuba. Accredite by CITMA since November 22, 2007. It publishes nonedited articles, short communications, report of new cultivars and bibliographic reviews, with the results of agricultural investigations conducted in our institution and others of Cuba and abroad within the Tropics and SubTropics.

The end result of each article is available online in PDF, HTML and EPUB format (for mobile devices).

This journal is addressed to researchers, professors, specialists, technicians and students dealing with the agricultural branch, and includes themes as:

- Sustainable Agriculture
- Agricultural Biotechnology
- Crop Genetics and Breeding
- Agroecology
- Edaphology
- Local Agriculture Innovation
- Agromatics
- Abiotic stresses
- Applied Mathematics
- Bibliotecology applied to the agricultural Sciences
- Crop Physiology and Biochemistry
- Plant Nutrition
- Biofertilizers
- Agronomy
- Bioactive Products
- Irrigation and Drainage

PEER REVIEW AND EDITING PROCESS

This journal is published either in Spanish or English, always with abstracts in both languages. Papers are firstly revised by the editor, so as to check if they fulfil the patterns established for graphs, pictures, tables and an exhaustive review of bibliographic citations and all data to ensure 100 % compliance with provisions of style rules. Once they have accomplished the requirements of our journal, papers are registered in the entry book to be further subjected to a blindly peer review, a process by which authors and reviewers remain anonymous up to the end.

ARBITRATION PROCESS DOUBLE-BLIND

Arbitration involves peer review by doctors or masters of science in our center and other domestic and foreign institutions, which have the power to reject or accept the job, performing all necessary revisions to agree with the arrangements made by the authors, taking into account the suggestions made by the reviewers in order to enhance and ensure the quality of publications. Authors and referees remain anonymous. Reviewers have 30 working days for the first review of each article; 15 days for the second and 5 days for remaining revisions. Authors have a period of 10 working days to make their first corrections and 5 working days for the rest of corrections.

PAPERS TO BE SENT

- Authors from INCA should send their text files on Word format, and a printed copy, after their papers have been approved and requested by the corresponding authorities to be published.
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  - institution
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Authors should be placed in descending order, according to their contribution offered at work, leaving explicit the percentage of participation of each.

Only they considered authors of the work substantially to those who participated in the conception of the idea and design of the study, acquisition or analysis of the data, drafting the article or its critical intellectual review. It may include those who participate in the final approval of the document to be published, provided that this person has a high experience in the field and has contributed or oriented in some of the above points, in that case you may be placed in the last post authorship.

Names of those who have provided technical support to the work or general supervision of the research group and institutions that provided funding for the research will be placed in the acknowledgments. Only substantial contributions will be appreciated, but the fulfillment of these conditions does not justify the scientific authorship.
Instructions for Authors

The author is directly responsible for having properly assigned the authorship and acknowledgments, as well as not being "invited authors". This practice, which disapproves the journal CultTrop.

- Images, pictures, and graphs must be sent by separate files in their original formats and also inserted in word to show their location in the document.
  - Pictures and images in extension .jpg or .tif with a 300 dpi resolution or higher (good quality)
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    - Size: 8 or 16 cm
    - Well defined axis lines (vigorous looking)
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    - No three dimension, no pie charts

CONTRIBUTIONS STRUCTURE

Authors don’t be concerned about the format or type of letter, because on edition process it style is defined.

- Scientific papers:
  - Will occupy up to 8 pages (after edited)
  - Title in Spanish and English (up 15 words)
  - Authors (fulfilling the provisions)
  - Authors data
  - Abstracts (250 words each in both languages)
  - Up to five key words (in both languages)

- Short Communications:
  - Will occupy up to 3 pages (after edited)
  - Title in Spanish and English (up 15 words)
  - Authors (fulfilling the provisions)
  - Authors data
  - Abstracts (250 words each in both languages)
  - Up to five key words (in both languages)
  - With a similar structure to scientific papers
  - Should contain relevant information, even though it is repeated in time

- Reports of new cultivar
  - Will occupy only 1 page (after edited)
  - Title in Spanish and English (up 15 words)
  - Authors (fulfilling the provisions)
  - Authors data
  - Abstracts (brief, in both languages)
  - Up to five key words (in both languages)
  - Introduction
  - Origin and description
  - With no bibliography

- Bibliographic reviews
  - Will occupy up 10 pages (after edited)
  - Title in Spanish and English (up 15 words)
  - Authors (fulfilling the provisions)
  - Authors data
  - Abstract (250 words each in both languages)
  - Introduction
  - Conclusions
  - Bibliography (the necessary and the most possible updated)

- Review
  - With a similar structure to Bibliographic reviews
  - Must have the author criteria about the matter of paper

In all types of contributions, tables and figures should be sent translated into English as well as Spanish version.
OBSERVATIONS

- Keywords should be additional and different to those in the title, in an effort to avoid being repetitive and increase the dissemination possibility of the information presented in the article.
- For the selection of right keywords should be consulted-AGROVOC Thesaurus available on the website of Tropical Crops or enter directly to the page http://aims.fao.org/es/standards/agrovoc/functionalties/search, also in the libraries of each institution in its printed version.
- Tables should be numbered Romans numerals.
- Graphs should be numbered Arabinics numerals.
- Tables and graphs must show results from the statistical analysis applied to data processing.
- Experiments should present every factor influencing its results, as well as its repetitions, the experimental design and statistical methods employed.
- The text should not repeat the information of tables and graphs.
- The units of measure are reviewed and adapted to the provisions of the International System of Units, we have placed information available at the link (http://ediciones.inca.edu.cu/files/recursosautores/sistemainternacionalmedidas.pdf).

To create a document correctly the authors have taken into account following aspects:

USE OF VERBAL TENSES

Keep in mind that each of sections should be written in:
- Abstract in past tense
- Introduction in present tense
- Material and method in past tense
- Results in past tense
- Discussion in present tense
- Conclusions in present tense

CHARACTERISTICS OF EACH SECTION

Title
- It should be concise and able to make known the essential content of article to readers
- Its maximum extension is 12 to 15 words.
- It should not be overcharged with information in form of abbreviations, symbols, parentheses, formulas, or unknown characters.
- It must not contain the article key words, nor should be double meaning or literary phrases.
- Remove subtitles and all nonspecific phrases (ex. Researches about…; Preliminary report, observations on…; Study of…; some interesting aspects about the knowledge…).
- Regarding the writing style, neutral and descriptive approach should be used. The alternative to present the title as a question is not considered valid by some experts.
- It is not recommended to use questions

Abstract
- The representation of the article content should be brief and correct
- Authors should summarize in 250 words central topics within each of article sections in such a way that can establish, the interest, the problem and the aim of investigation; describing without details, chosen materials and used methods, summarize and highlight main findings, enunciating main conclusions.
- Authors should not make references to figures, tables and bibliographic references, and also do not include information that is not described in the article, or start with the working aim without having enunciated the problematic situation.

Introduction
- It will be brief, try using main keywords and it will go from the general to the particular.
- Authors must set the contextual framework in which the problem to be solved is inserted, what is known and what is unknown about the matter in question also, what it represents, economic, social, technological and research scientifically and the work objective, with which the work must be closed.
- Also authors can use the classic scheme of three paragraphs: in the first paragraph antecedents will be exposed, in the second because it is necessary, studying the problem and in the third, the aim.

Materials and Methods
- Must provide sufficient information so that they can repeat the investigation, avoid the verbiage.
- We must mention used materials that determined the obtaining of quantitative or qualitative data, not used instruments
Instructions for Authors

• In relation to methods we have to consider three possible options.
  1) When the method is standard, just mention and place the bibliographic reference, example: organic matter
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changed part.
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  2) Design: it describes the experiment design.
  3) Population: it characterizes the sample besides its taking and selection.
  4) Interventions: it describes techniques, methods, measurements and units, pilot testing, equipment and technology
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These subtitles used to denominate areas are freely selectable by the authors: examples General conditions, Treatments,
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Results
• Authors never have to show data that are not clearly related to the work objective.
• Research data are shown in figures and tables, which should be self explanatory and be marked with titles and
legends.
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Discussion
• The two central elements of discussion are indicated with neutral judgment and some speculation, what findings
mean and how they relate to known ones until then.
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be noted exceptions.
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Conclusions
• It should highlight main data implications obtained in the research and do not make a statistical count of shown
values
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Referencias

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CREATION OF LIST REFERENCES

In addition to the above instructions, the authors who publish in this journal should adapt their list of references according to the style adopted by our Editorial. The journal Cultivos Tropicales decided to change the bibliographic style and to adopt the specifications established in the manual of Vancouver CullTrop style for the treatment of the bibliography.

Characteristics of the bibliographic style

The main characteristics of the adopted bibliographic style are described below, but to know more about it is recommended to consult the manual available at: https://www.nlm.nih.gov/bsd/uniform_requirements.html. In any case both for the management of the citations in the text and the bibliographical references should be used the CSL style citation processor available at: http://www.zotero.org/styles/vancouver.

In the management of sources of scientific information, authors should bear in mind the following considerations:

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♦ Other sources of scientific information such as books, book chapters, norms and patents, legal resources, scientific or technical reports that have been published, articles in conferences (congresses and workshops) that have published at least the memoirs of the event, Maps, satellite images, computer programs, statistical sites such as FAOSTAT and those of the national statistical and information offices of each country, and theses as long as the results achieved in the same have not been published so far. Neither unpublished documents nor the references to footnotes are allowed.
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Instructions for Authors

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