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Languages: The papers should be written in English or French. The content should be clear, concise, and have been revised by an experienced speaker of one of these languages. If the papers are not written in English, an English translation of the title and the abstract should be included after the references.

The papers should consist of

- Abstract
- Key words
- Introduction
- Materials and methods
- Results and discussion (separated or combined)
- Acknowledgements (if necessary)
- References

The bulletins will be published by offset-printing and on the website of IOBC-WPRS. Therefore, compile your manuscripts in the final form as described below. In order to allow good and uniform reproduction, all manuscripts must be submitted in MSWord, sent by email or if necessary stored on CD.

Principal formatting of the papers:

1. Paper-format: A-4
2. Left and right margins of the text: 2.5 cm
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This results in a printing area of 16 cm x 23.7 cm
3. Line spacing: 1
4. Font: "Times New Roman" or "Times"
5. All titles and subtitles should be flush left. Fonts as printed in the example.
6. Font of the abstract: 11 pt
7. Font of the running text: 12 pt (except titles and abstract)
8. No hyphenation in the text.
9. Justification of the text.
10. Make sure that the first lines of all paragraphs (except for the paragraph that follows a title) are indented with a [Tab] command (0.8 cm). Do not use spaces instead of tabs and indents. Do not repeatedly use Standard-Tabstops.
11. Scientific names of plants and animals in Italics.
12. The authors' names should be typed in the normal font (not in capitals or any other face, not bold) in the text as well as in the "References".
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Tables & Figures

15. Incorporate tables and figures into the manuscript.
16. Two free lines have to precede and follow each figure or table.
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Legends should be mentioned above the tables and under the figures.
In the figures and tables the smallest font should be 10 pt. Since the text is reduced to 78 %, fonts smaller than 10 pt become unreadable.
Tables and figures should be centred. Small figures may be embedded in the text.
18. If you use coloured print in figures, tables or text, please make sure that columns and curves can be differentiated in black and white print. To differentiate between parts of a diagram or between curves in a figure, use shading in different patterns. Make sure that the patterns can be clearly discerned from each other. Please avoid in the figures, large uniform black or grey areas, fill out the columns in a figure with a pattern.
19. Photographs are often difficult to reproduce by offset-printing. If inserting a photograph is necessary, black and white photographs guarantee a much better quality than coloured ones.
20. Figures should not require too much memory capacity. If they need more than 1MB, they will often have to be downsized which may be followed by a lack of quality.

References

For journal abbreviations use the Web of Science list:

http://images.webofknowledge.com/WOK46/help/WOS/A_abrvjt.html

If you cite authors in the text, please order them according to the date of publication, first dates first, e.g. (Erwin & Ribeiro, 1996; Kuldau & Yates, 2000; McCracken *et al.*, 2003), or "... Erwin & Ribeiro (1996) and McCracken *et al.* (2003) have shown..."

The references are written in Times Roman 12 pt with hanging indents by 0.8 cm in the first line. References are listed alphabetically. In the case of several references by the same author, give single-author references first, e.g. Smith (1996) before Smith *et al.* (1994), but Smith (1993) before Smith (1994). Please follow the examples given below for journal articles, book chapters and entire books and the examples in the bulletin manuscript.

Journal

McCracken, A. R., Berrie, A., Barbara, D. J., Locke, T., Cooke, L. R., Phelps, K., Swinburne, T. R., Brown, A. E., Ellerker, B. & Langrell, S. R. H. 2003: Relative significance of nursery infections and orchard inoculum in the development and spread of apple canker (*Nectria galligena*) in young orchards. *Plant Pathol.* 52: 553-566.

Book chapter

Kuldau, G. A. & Yates, I. E. 2000: Evidence for *Fusarium* endophytes in cultivated and wild plants. In: *Microbial Endophytes* (eds. Bacon, C. W. & White, J. F.): 85-117. Marcel Dekker, New York.

Book

Erwin, D. C. & Ribeiro, O. K. 1996: *Phytophthora Diseases Worldwide*. APS Press, St. Paul, USA.

URL

Beckleheimer, J. 1994: How do you cite URLs in a bibliography? [WWW document] URL <http://www.nrlssc.navy.mil/meta/bibliography.html>. Cited 20 Apr. 2012. [font: 12 pt, indent second and following lines: 0.8 cm]

Online Journal

Pérez, J., Rojas, J. C., Montoya, P., Liedo, P., González, F. J. & Castillo, A. 2012: Size, shape and hue modulate attraction and landing responses of the braconid parasitoid *Fopius arisanus* to fruit odour-baited visual targets. *BioControl* doi:[10.1007/s10526-011-9416-0](https://doi.org/10.1007/s10526-011-9416-0)

Note: The doi is reserved for journals that appear only online.

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Sigsgaard, L., Vogt, H. & Weintraub, P. G. 2011: Voices from vice-presidents of the IOBC-WPRS. *IOBC-WPRS Bull.* 57: 123-456. [note: before Volume 30, 2007, the issue number must be included, e.g. 30(1): 12-15.]