

General Information to Cotton Report Authors

(This entire document is available online at: http://cals.arizona.edu/apmc/cotton_team/CR.html).

A. New information to appear at front of Cotton Report on-line and in print editions

B. Process flow for Cotton Report submitted papers

C. Instructions to Authors for formatting technical reports

D. Instructions to Authors and Reviewers of Technical Reports (cover sheet)

A. Passage to appear at front of Cotton Report (before TOC)

The University of Arizona, College of Agricultural and Life Sciences (CALs) “Cotton Report” is part of a set of commodity-focused compendiums that was started over 30 years ago. This CALs publication has served to document the research and outreach activities of our scientists, who author individual papers about their recent findings. The goal is to place information in the hands of clientele as quickly and comprehensively as possible so that they may benefit from the discoveries and other advances made by our faculty. This interdisciplinary compendium has become an important way to communicate with other faculty, peer groups across the cotton belt, and most importantly the growers we seek to empower with research-based solutions to their production challenges. This also serves as a way to document our research and outreach activity so that those that follow can benefit from the prior works and experience of others. Even studies with inconclusive or incomplete results can be very important in guiding future work in an area. The goal of the CALs Cotton Report is to contribute to the profitable development and implementation of technology in the cotton production system.

The precise format of the Cotton Report has evolved over time, from one exclusively based in printed form to one largely dependent on electronic delivery. We are facing yet another transition in the development and delivery of this important resource. The first change is that in our continuing effort to develop and deliver the best information possible, individual papers will now be subject to a peer-review process that will serve to enhance the quality of the Cotton Report. The second change will be in the timeliness of delivery. Rather than printing and distributing on an annual basis, individual papers of the Cotton Report will now be made available on the Internet as soon as the peer-review process accepts them. This change should help speed the publication of critical, time-sensitive information (e.g., variety trial results) before it is needed by our clientele the following season. Once a critical number of papers have accumulated, we will continue to make a small printing of the entire compendium available periodically as long as funding permits.

B. Process Flow for Cotton Technical Reports

1. Author registers/logs-into the FastTrack system (*ace.expressacademic.org/login.php*) and submits their paper using “Cotton Report: [Subject Area] ...” as a prefix to their title (e.g., *Cotton Report: Water: Effect of Alternate Row Irrigation Schemes on Irrigation Efficiency in Cotton Production*) in order to identify the appropriate Associate Editor (see list below). The author must attach the special peer-review instruction sheet as the front page of their submission (in Word .doc or PDF format; see ‘D.’). See step 4 for formatting requirements. Subject Areas (primary and alternate) are:
 - a. Agronomy: Randy Norton / Sam Wang
 - b. IPM: Peter Ellsworth / Al Fournier
 - c. Water: Ed Martin / Erin Taylor
 - d. Soils: Jim Walworth / Jeff Silvertooth
 - e. Economics: Russ Tronstad / Trent Teegerstrom
2. Ed Martin assigns submission to the appropriate Associate Editor
3. Assoc. Editor oversees peer-review process
 - a. Assigns reviewers
 - b. Reviews comments by reviewers
 - c. Suggests changes or improvements to the author. If a manuscript is rejected, then it must be resubmitted for review (go to step 1); If accepted then,
 - d. Author sends final, ready to print/post, technical report to Assoc. Editor who verifies compliance with revision requirements (i.e., reviewer comments)
 - e. Ed finalizes the decision, notifying Robert Casler
4. Robert notifies author of acceptance and author sends final technical report to Robert
 - a. Final formatting requirements are the same as for all CALS Commodity Reports (fonts, spacing, margins, etc.), are provided below for your reference (‘C.’), and are available at <http://ag.arizona.edu/ecat/pubs/specs.html>.
 - b. Date of publication will be provided by Robert and placed in upper right hand corner.
5. Robert posts final accepted reports immediately to living Cotton Report web document at <http://cals.arizona.edu/pubs/crops/>
 - a. Pagination is based on first come / first post
 - b. Date of publication in upper right hand corner (month/yr)
 - c. Robert notifies author, Assoc. Editor, and Ed of date of posting
 - d. Robert updates HTML table of contents to reflect new report
 - e. After sufficient accumulation of content, Robert arranges for printed compendium
 - f. Cotton ICM/IPM team pays for printing

C. Instructions to Authors for formatting technical reports

Please check on-line for any updates to these instructions at:

<http://ag.arizona.edu/ecat/pubs/specs.html>

General points

- Submit pdf file that is not password protected, with text, figures, tables -- everything -- that is "camera-ready."
- Do not number the pages.
- After acceptance, send electronic version of article as an email attachment.
- Edits to abstract, tables, etc. may be requested but accuracy is up to you.
- Entire articles will be posted online. Abstracts will be printed in a report to help promote the web site that contains the full articles. To ensure your abstract is in the printed report, please submit your article with an extended abstract of 350 to 400 words that is understandable to lay audiences for each article.
- On each submission, the submitting author NEEDS to provide full name, title, and current email address of ALL authors/co-authors on the article.

For uniformity the following style is suggested:

- Typeface is Times. Body type and Author Line are 10-point. Article Title is 18 point; all other titles are 12-point.
- Line spacing: double space between paragraphs; double space between Article Title and Author Line; 6 spaces after Author Line; triple space between sections; double space after all titles.
- Body text is justified. Abstract is indented 1" on right and left. All titles and author lines are centered.
- Margins are set at 1" top, bottom, right and left.
- Tables, graphs and figure should be sized to conform with margin requirements.

Style Summary

- **Article Title:** Times, 18-point, centered, bold, upper/lowercase.
- **Author Line:** Times, 10-point, centered, italic, upper/lowercase.
- **Abstract Title:** Times, 12-point, centered, bold, italic.
- **Abstract Text:** Times, 10-point, italic, indent 1" both sides.
- **Section Titles:** Times, 12-point, centered, bold, upper/lowercase.
- **Main Text:** Times, 10-point.

D. Instructions to Authors and Reviewers of Technical Reports (to appear as cover sheet of submitted papers) (‘.doc’ and ‘.pdf’ versions of this paragraph are available online at: http://cals.arizona.edu/apmc/cotton_team/CR.html)

The University of Arizona, College of Agriculture and Life Sciences “Cotton Report” is part of a long tradition in publication and delivery of timely technical information to clientele. In our continuing effort to create quality research and outreach programs, we have instituted a peer-review process for all papers submitted for publication in the Cotton Report. Technical reports are written for a diverse target audience with emphasis on making information and/or data available to empower growers and others to be more productive. They are not, however, Extension bulletins, instructional guides, or other Extension products ready-made for immediate distribution and teaching to growers. They are instead reports of technical data and related information and may reflect on-going experimentation, inconclusive or incomplete results. As such, these reports serve as a catalog of the research and outreach that is performed on behalf of the cotton industry in Arizona. Reviews of these papers should be appropriately focused on accuracy, currency, and general organization and proper interpretation of research. Critical reviews should provide constructive suggestions on how to best present technical information for use by a wide target audience. The subject areas to be covered are unconstrained but include economics, breeding and genetics, variety testing and development, soil fertility, plant development and physiology, cultural management, irrigation, harvest, pest management (weeds, insects, diseases, nematodes), and application of a wide array of new and existing technologies.