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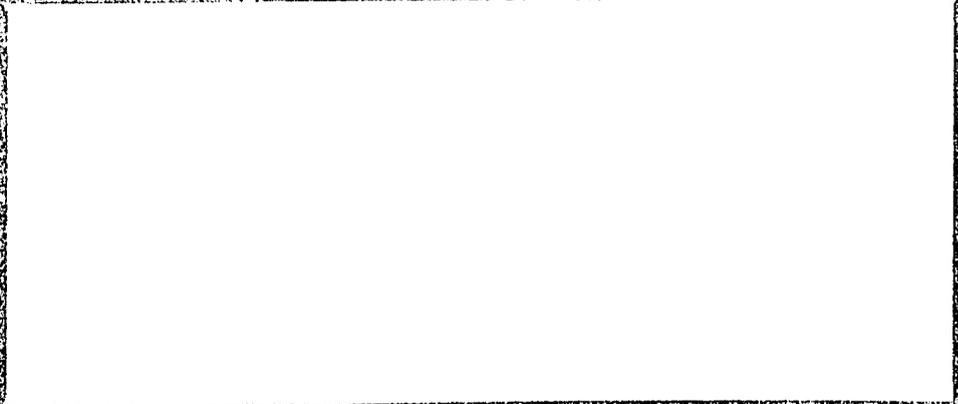
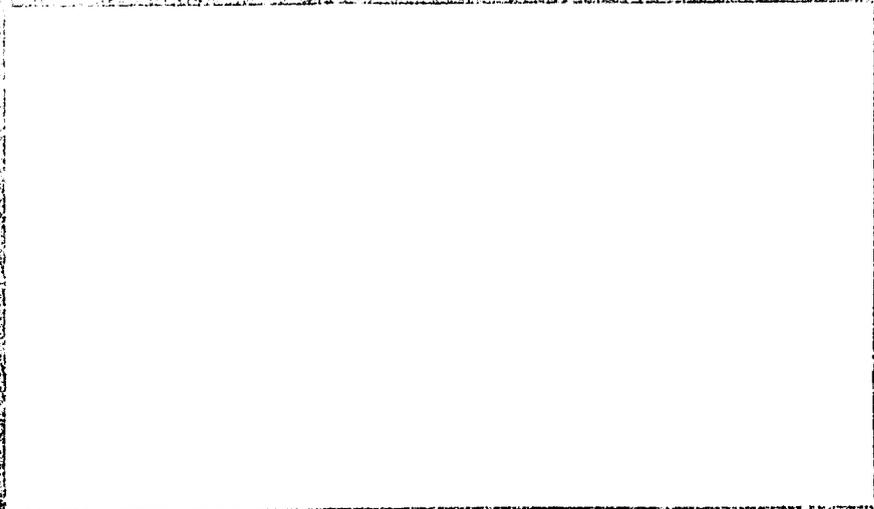
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Colorado State University  
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LA PAZ, BOLIVIA

Preliminary: For Discussion Only

004/76

GUIDELINES FOR PUBLISHING IN  
BOLIVIAN AGRICULTURAL JOURNAL

1. General Statement
2. Instructions for Reviewers
3. Guidelines for Associate Editors
4. The Reviewer's Guide

by

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BOLIVIAN AGRICULTURAL JOURNAL

Published by: IBTA and CID

Editor(s): Dr. R. L. Smith  
Dr. E. Boyd Wennergren  
Dr. Simón Riera

Associate Editors:

(Selected from Ministry, Universities, and Private Industries)

(Cross section of all areas that will contribute)

Agronomy

Animal Sciences

Plant Sciences

Botany

Physiology

Entomology

Pathology

Soil Sciences

Forestry

Economics

Other social sciences

Other Responsibilities: Review manuscripts for bulletins and for the various international journals.

The purposes of this journal are: (1) to define the challenges of agriculture facing Bolivia today and in the future; (2) to stimulate appropriate solutions for these challenges through serious scientific investigation; (3) to disseminate these research findings; (4) to describe the practical application and testing of research results; and (5) to promote scholarship and professionalism among Bolivian scientists in the agricultural community.

To accomplish these goals, the Journal will serve as a vehicle for communicating pertinent, significant research which contributes to the body of agricultural knowledge. Its contents will include studies on all aspects of Bolivian agriculture.

Sophisticated, scholarly articles will focus on alerting the agricultural community to innovations discovered and new areas of research needed. Identification of appropriate topics for inquiry will yield important guidelines for productive and constructive studies which must be undertaken for appropriate direction of the growth of agriculture and will enable researchers to avoid duplication of efforts.

#### Philosophy of Review for Publications

Papers to be considered for publication should be submitted to one of the Journal offices. The paper will then be sent to an ~~Associate~~ Editor who has expertise in the writer's field. The ~~Associate~~ Editor will in turn send it for critical review to one or more researchers

in the field. The reviewers will send their reviews, criticisms, suggestions and specific recommendations to the **Associate** Editor. The **Associate** Editor will then decide whether the paper should: (1) be sent directly to the Editors for publication; (2) returned to the writer(s) for minor revisions prior to publication; (3) returned to the writer(s) for major revisions and, possibly, additional research before it is submitted again for review; or (4) returned to the writer(s) as unsuitable for publication in the Journal.

INSTRUCTIONS TO REVIEWERS OF MANUSCRIPTS SUBMITTED  
FOR PUBLICATION IN THE BOLIVIAN AGRICULTURAL JOURNAL

TITLE:

AUTHOR:

REFERRED TO:

DATE:

Please recommend disposition of the enclosed manuscript in one of the ways indicated below. Prepare three copies of your review on separate plain paper so that neither you nor your institution or agency can be identified. Mail the three copies of your review, along with your recommendation (this sheet) in a separate letter, to the Associate Editor whose name appears below.

1. The manuscript should be accepted for publication without change or with minor alterations to be left to the author. This recommendation alone is an acceptable report, but if minor alterations are suggested, they should be indicated in the separate review.
2. The manuscript should be revised, with due attention to comments of reviewers, before acceptance for publication. A separate review in sufficient detail to alert the author to needed changes should accompany this recommendation.

3. The manuscript should be revised with due attention to comments of reviewers, and should be reviewed again before acceptance for publication. A separate review should accompany this recommendation.
4. The manuscript should be rewritten before it is in a suitable condition for detailed review. Although detailed comments are not needed, general comments of a convincing nature and examples are needed by the Associate Editor and Editor-in-Chief to aid them in arriving at a decision and in communicating with the author. Good judgement is needed in the use of this recommendation inasmuch as some inexperienced but otherwise deserving authors can be materially helped by constructive criticism in the preparation of the present manuscript as well as in the preparation of future manuscripts.
5. The manuscript should not be published for scientific reasons. Adequate justification is expected with this recommendation. Suggestions for improvement are not needed.

PROMPT ATTENTION TO THE MANUSCRIPT WILL BE APPRECIATED BY THE AUTHORS AND BY THE EDITORS. If it appears that you will be unable to furnish a review within a very few days, please return the manuscript at once so that other disposition can be made.

ASSOCIATE EDITOR:

ADDRESS:

## GENERAL GUIDELINES FOR ASSOCIATE EDITORS

Manuscripts submitted to the Journal are sent to the Editor, who in turn assigns the paper to an Associate Editor representing the appropriate subject matter area.

### Purpose of a Review

Manuscripts are reviewed for several reasons:

1. One purpose is to determine the appropriateness of the subject matter. The paper must represent research findings which are defined as the development of new concepts; the revision, refinement, extension or verification of existing concepts; the application of existing concepts to new situations; or the development of new or improved techniques in some aspect of agriculture.
2. Another purpose of a review is to maintain a high standard of quality in manuscripts accepted for publication. Quality would include use of adequate methods and techniques, accuracy of equations and computations, validity of conclusions, organization of material, ease of readability and clarity, and correct grammar.

### Handling of Manuscripts by the Associate Editor

1. When an Associate Editor receives a manuscript, he will normally send it to two individuals for review along with a copy

of the instructions to reviewers. In those cases where the reviewers are not in agreement as to the disposition of the paper, the Associate Editor may want to send it to a third reviewer or prepare a review himself.

2. After the Associate Editor receives the comments of the reviewers, he must make a decision as to the appropriate action to take concerning the manuscript. There are three possible ways of handling the manuscript.
  - a) If the paper is satisfactory as written, the paper should be sent to the Editor for publication. A copy of the transmittal letter should be sent to the author(s). It is not often that a paper can be sent directly to the Editor without being sent back to the author to consider certain revisions before being published.
  - b) If the paper needs to be revised before it is suitable for publication, it should be returned to the author with a copy of the comments of the reviewers. You should also send the Editor a copy of your letter and the comments of the reviewers. The author should return the changed manuscript to you, and, if the reviewer's suggestions have been complied with, you then send the manuscript to the Editor for publication. Copies of your letter of transmittal should be sent to the author(s).

When you return the manuscript to the author for revision, it would be well to include your own comments and, in some cases, to reinforce or soften the comments of the reviewers. If acceptance for publication is dependent upon certain revisions being made, this should be clearly pointed out.

- c) If the paper is in need of drastic revision and there is some question as to its suitability for publication, return it to the Editor with copies of all of the reviewers' comments.

Since the Editor has the final responsibility for acceptance or rejection, any paper on which you recommend rejection must be returned to the Editor together with all of the reviewers' comments and recommendation.

After considering the reviewers' comments, the Associate Editor's comments and recommendation, and any independent reviews or information the Editor may obtain, he will decide the disposition of the paper. The Editor may encourage revision and resubmission or may release the paper outright. Whenever the Associate Editor believes that a paper, for one reason or another, may not ever be accepted for publication, it is best that it be returned to the Editor.

3. It is the policy that the reviewers are to remain anonymous so far as the author is concerned.
4. Copies of all correspondence that the Associate Editors have with authors concerning a paper should be sent to the Editor. This is the only way it is possible for him to keep an accurate status of each manuscript.
5. If after a reasonable length of time (six weeks) the reviewer does not return the manuscript, the Associate Editor should contact him and ask for prompt action.

## THE REVIEWER'S GUIDE

The policy of the Bolivian Agricultural Journal is to publish papers containing original research findings, which are submitted on a volunteer basis. This guide is designed specifically as an aid in reviewing these papers, but the philosophy and guidelines should be important to authors writing the papers.

Why Manuscripts are Reviewed

Manuscripts are reviewed prior to acceptance for publication for the following reasons:

1. To solicit opinions as to the appropriateness of the subject. In this connection, original research findings suitable for publication in the Journal are interpreted as the outcome of scholarly inquiry, investigation, or experimentation having as an objective the development of new concepts; the revision, refinement, extension or verification of existing concepts; the application of existing concepts to new situations; or the development of new or improved techniques in some aspect of agriculture.
2. To aid in maintaining a high standard of quality in manuscripts accepted for publication. Quality includes such factors as originality of subject or applications, appropriateness of

methods, accuracy of mathematical equations and computations, validity of conclusions, organization of subject matter, clarity, and correctness of grammar.

### The Reviewer's Burden

Reviewers are selected for competence in the technical subject matter in question, so that they may offer appropriate constructive comments without the necessity of undertaking prolonged study of background material. Reviewers frequently are talented individuals whose abilities are in demand for many important activities. Because of the pressure of other duties, the temptation is constantly present to slight the review of manuscripts, a task that yields no remuneration and little or no personal recognition or advancement. As you examine each manuscript, therefore, bear in mind the fact that others may have performed this service for you in the past; and you are now in the position to return this service. Do it to the best of your ability.

### Your Report

You are expected to make an expert appraisal of each manuscript you receive. Your report to the Associate Editor should always include one of the following recommendations as to the disposition of the manuscripts. The recommendation should be contained in a letter of transmittal and kept separate from any comments on the manuscript.

1. The manuscript should be accepted for publication without change or with minor alterations to be left to the author.

This recommendation alone is an acceptable report.

2. The manuscript should be revised, with due attention to the comments of the reviewers, before acceptance for publication.

This recommendation should be accompanied by a set of detailed suggestions for the benefit of the author in improving the manuscript. See the "check list" and "qualities of a first-class review" for guidance in preparing these comments.

3. The manuscript should be revised, with due attention to comments of the reviewers, and should be reviewed again before acceptance for publication.

This recommendation should be accompanied by a set of detailed suggestions for the benefit of the author in improving the manuscript. See the "check list" and the "qualities of first-class reviews" for guidance in preparing these comments.

4. The manuscript should be rewritten before it is in a suitable condition for a detailed review.

Responsibility for manuscript preparation lies with the author, not with the reviewers.

Although detailed comments are not needed, a few general comments are helpful to the associate editor and the editor in arriving at a decision.

5. The manuscript should be released to the author for scientific reasons. To make this recommendation you are expected to provide adequate justification.

Check-List for Detailed Comments

1. Title. Does the title describe adequately the subject of the manuscript? Can you suggest any improvement in wording?
2. Abstract. Does the abstract tell in brief what was done and what was found?
3. Review of Literature. Does the author give due credit to relevant contribution of others? Is the number of citations excessive?
4. Objectives. Is the statement of objectives adequate and appropriate in view of the subject matter?
5. Methods. Are the methods appropriate for the purpose for which they are used? Have suitable measurements been performed to test the validity? Have proper control measurements been made? Are the methods described in sufficient detail to permit a reasonably competent reader to repeat the work; or, if not, are sources cited in which the appropriate detail is given?
6. Clarity. Does the author express himself in a relatively simple, straight-forward manner that can be readily understood

by a reasonably competent reader? Do the author's words say what you think he means?

7. Organization. Does the manuscript develop the subject logically and effectively?
8. Duplication. Does the manuscript repeat unnecessarily the published work of the author or others? Can the manuscript be shortened without loss of content by condensing two or more tables into one? Are all the figures needed if the same data are given also in tabular form? Is there unnecessary duplication in the text?
9. Calculations. In a few instances selected at random can you verify the calculations made by the author?
10. Effectiveness of Presentation of Data. Should data presented by the author in graphs be given instead in tables because of the importance of the absolute numerical values or the ineffectiveness of the graphs? Should data presented by the author in tables be shown instead or also in graphs?
11. Correspondence of Text with Tables and Figures. Are all tables and figures referred to in the text? Do statements in the text correspond to the content of tables and figures?
12. Titles of Tables and Figures. Do the titles state the content? Can you suggest any improvement in wording?

13. Captions of Tables and Figures. Is the interpretation clear and unequivocal?
14. Graphs. Do they contain all the observations, or have some been omitted? Is the plotting of data accurate?
15. Conclusions. Are they adequate? Are they supported by the data?
16. Conjecture. Does the author distinguish clearly between conjecture and fact? Is the amount of conjecture excessive?
17. Literature Cited. Are there any obvious errors such as misspelled names of authors?

#### Qualities of First-Class Reviews

1. Objectivity. Objectivity in evaluations is difficult to attain because the manuscripts you receive are on subjects closely related to your own interests.
2. Accuracy. Reviewers are not expected to verify the accuracy of all their impressions with regard to points that appear questionable in manuscripts. A good procedure to follow is to verify the points that take little time.
3. Relevance. Confine your comments to an evaluation of the subject matter in the manuscript. Do not criticize the manuscript for lack of subject matter that you think should be present except as the latter is essential for the establishment

of the points that are covered. Seldom, if ever, is a branch of inquiry exhausted by a single review.

4. Thoroughness. To aid in preparation of your comments, study the entire manuscript intensively to obtain a good understanding of the subject matter. Then, if you think the manuscript can be improved by reorganization or by revision of certain parts before publication, comment on each such improvement you have in mind. Pay special attention to clarity. Because authors are familiar with the subject, they cannot easily tell whether or not their writings convey their thoughts clearly to the reader. Detailed comments on questions of grammar are desirable and helpful to the author, but are not considered to be the responsibility of technical reviewers.
5. Explicitness. Your comments should be explicit. For example, if you think the organization is poor, your comments will be most valuable if you explain why.
6. Helpfulness. Your comments should help the author publish work of high quality. If, in your opinion, the manuscript is deficient in one or more aspects of quality, you should write your review comments with the objective of helping the author to eliminate the deficiencies. If, in your opinion, the scientific content could not be brought to a high quality regardless of the excellence of other aspects of the presentation

- " you will be of service to the author by advising that such is the case.
7. Courtesy. Reviewers may take advantage of their anonymity to make discourteous and sarcastic comments. Authors are naturally proud of their work and are frequently very sensitive to such comments. A good way to test the courtesy of your comments is to prepare them as you would if you were asked to sign your name to them. Remember that your comments are most likely to be accepted by the author and acted upon in the constructive manner you desire if they are made with courtesy.
  8. Promptness. Reviewers may keep manuscripts a long time without reviewing them. This is a form of discourtesy. If you do not think you can complete your review and return the manuscript to the Associate Editor within three weeks, return the manuscript immediately without review so that the Associate Editor can send it to another reviewer.

#### The Question of Length

Neither undue length nor undue brevity of scientific publications is in the best interest of science. Do not criticize a manuscript on the basis of length except as the length reflects adequacy of presentation and interpretation of the findings. A manuscript is too short if it does not provide suitable orientation to place the subject matter

in perspective, if it does not include a statement of objectives, if the methods are not explained in detail sufficient to inform a reasonably competent reader how to repeat the work, if the data are not given in detail sufficient to be useful to the reader in following the author's analysis of his findings, or if the interpretation is incomplete.

Particularly important in the matter of length are the methods and data. These two items are the basic essentials of a research publication, yet they are the most likely to suffer if a manuscript is prepared or revised under duress of length restrictions. Nevertheless, if an author does not state clearly and explicitly what he did, the paper loses most of its value and can be a source of confusion after publication. The principal problem with data is likely to arise in manuscripts dealing with complex experiments or groups of experiments where the data are voluminous. To avoid criticism on the basis of excess length, the author may substitute some form of summary for part or all of the data. If the author omits the basic data, the reader is limited to what the author has to say about his findings in the form of words, statistical models, or other means that have been chosen arbitrarily by the author, and which cannot be verified by the reader. In considering this matter, bear in mind that the primary purpose of publication is to serve the cause of science and render your opinion on this basis. If you question the author's judgement in completeness or detail of presentation, make a recommendation as to the sort of presentation you think is appropriate.