

Guidelines to the contributors

The Asian and Pacific Coconut Community publishes biannually (in April and October) an international journal on coconut research and development known as *Cord*. High standard original articles written in English are invited for publication in *Cord*. The manuscript, complete in all respects, should be sent through email (high resolution scanned tables, photographs, graphs, etc may be sent in text boxes), followed by two hard copies, line drawing, photos, graphs etc. to the Chief Editor, *Cord*, Asian and Pacific Coconut Community, 3rd Floor, Lina Building, Jl. H. R. Rasuna Said, Kav. B-7, Kuningan, Jakarta 12920, Indonesia. Email address: apcc@indo.net.id. Submission of papers will be taken to imply that the material has not been previously published and is not being considered for publication elsewhere. Hereunder are the guidelines/editorial style in preparing the article for *CORD*:

Type the manuscript in A4 size paper with double line spacing using MS word.

Title of the article should be short and specific. It should be typed in bold letters, for scientific name use *italics*.

Below the title, type **author's (s) name (s)**, each name should be superscripted as 1,2

Each superscripted number should be explained by providing the complete **mailing address** of the author (s) with all details including pin code, e-mail etc at the bottom of first page.

Below the author (s') name (s), provide an **abstract** emphasizing the key aspects of results but without reference to the body of the text of the full articles.

After the abstract, provide a list of the **Keywords**: (4-6).

Introduction should explain the aim of the investigation.

Materials and methods should be very clear with all details of experimental design, treatments, location, period of study, methods adopted etc. Methods should be clearly written so that the reader of your article should be able to use it in pursuing her/his studies elsewhere.

Results and discussions should provide data organized into tables, figures and photographs, suitably compared and discussed with earlier published findings.

All data must be presented in metric units.

For abbreviations, consult the B.S. (British Standards) on "Letter symbols, signs, and abbreviations". Abbreviations are alike in singular and plural. The placing of a dot (stop) after a standard abbreviations should be avoided unless the abbreviation form is likely to be taken for another word, e.g., in for inch, where a full stop would be necessary.

In the text, references should be quoted according to the Harvard system, in which the author's name and date are given in parenthesis, e.g. (Magat, 2003) except when the author's name is part of a sentence, e.g. Magat (2003) reported When there are two authors, both name should be given, e.g. (Magat and Margate, 1990). If there are more than two authors, give the first author's name only followed by the words *et al.* e.g. Magat *et al.* (1989).

The **table** should carry appropriate titles, **which should be typed in bold letters**. Each table should be self-explanatory, numbered consecutively. Try to avoid presenting table that is too large to print across the page. Use - (dash) when no observation was taken and 0 for zero reading. Express values less than unity as 0.25 and not .25.

The **figures** should be restricted to the display of results when large number of values can be comprehended more easily; tables and figures should not reproduce the same data. Numbering and lettering should be kept to an absolute minimum

The **photos and plates** should be of high quality and be able to make a definite contribution to the value of the paper.

The **acknowledgment** should follow the section on discussion and immediately precede references.

Only **references** quoted in the text should be listed. References in the text should be arranged chronologically.

Reference to publications in periodicals should be cited in the following order surname of author, followed by the initials, year of publication, title of paper, name of journal (*italics*), volume (in bold Arabic letters), and number in bracket and after a colon the first and last pages of the reference (without the prefix "pp.") e.g. Morin, J.P, Sudharto, P.S., Purba, R, Desmier de Chenon, Kakul, T., Laup, S., Beaudoin-Ollivier, L. and Rochat, D. 2001. A new type of trap for capturing *Oryctes rhinoceros* (Scarabaeidae: Dynastinae), the main pest in young oil palm and coconut plantings. *Cord* 17(2): 13-21.

Reference to books and monographs should include author and/or editor's name full title, number of pages, edition, the publisher's name and place of publication. The title should be in *italics*. A list of references should be given at the end of the text and be arranged alphabetically on authors' name. If an author's name in the list is also mentioned with co-authors the following order should be used: publications of the single author, arranged according to publications dates, publications of the same author with one co-author and publications of the author with more than one co-author. If there are several references by the same author in one year, they are distinguished by the addition of small letters a, b, c, etc., e.g. Magat, 2003a, Magat, 2003b.

Abbreviations of journal titles should be according to the "World list of Scientific Periodicals."

Note: The author(s) of selected paper will get suitable honorarium, as well as one-year free subscription of *Cord* for senior author if there is more than one author. Giving or withdrawing the honorarium is the sole decision of APCC.

Cord 2007, 23 (2)

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