INSTRUCTIONS TO AUTHORS

The journal publishes original scientific papers, short communications, review articles, and selectively book reviews from the disciplines concerned. Papers are published in English (British spelling). The Manuscript Handling Fee (EUR 320 plus VAT (CZK 8000) in 2019) is payable upon the manuscript acceptance. The author is fully responsible for the originality of the paper and formal correctness. The paper must not have been published previously elsewhere. The Board of Editors decides on the publication of papers, taking into account scientific importance, peer reviews and manuscript originality, quality and length. All contributions are reviewed by at least two referees. Scientific papers shall not be longer than 15 standard pages (27 000 characters with spaces), including references, tables and figures. Short communications should not be longer than six standard pages (10 800 characters with spaces) and book reviews should not be longer than three standard pages.

Peer review process. Soil and Water Research uses the double-blind peer review, which means that both authors and reviewers are anonymous to each other throughout the review process.

Manuscript submission. Manuscripts must be submitted to the Editorial Office through the electronic editorial system only (http://www.agriculturejournals.cz/web/swr.htm), in carefully edited, standard English.

The manuscript should be submitted in the following separate text files: (1) Title page (.doc format), (2) Manuscript in MS Word (.doc format), (3) Tables in MS Word (.doc format), (4) Photographs in .jpg/.tiff format (at least 300 dpi resolution), (5) Graphs in editable MS Excel (.xls data files), (5) any Supplementary material. The templates are available on the journals’ website and should be used for all of them.

Title page should include type of the document (original paper, review, short communication, case study), manuscript title, names of all authors in order they will be published in the article (in format first name, surname), authors affiliations, corresponding author e-mail, acknowledgements and funding acknowledgement statements.

Manuscript file should be blinded:
- The authors are fully responsible for the manuscript (also its revised versions and accompanying letter to reviewers) anonymization.
- Names of authors, e-mails and affiliations must be removed.
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- Don’t add any page headers or footers that would identify you.
- Avoid, or try to minimize, any self-citation. If you have cited your own work, make sure you’ve referred to your own references in the third person, e.g. write “Novak and White (2007) have demonstrated”, not “We have previously demonstrated (Novak & White 2007)”.
- Remove all personal identifiers (in document properties: author, author of last change) from your files such as Microsoft® Word® documents and other attachments (figures, tables).

Manuscript layout. Standard size of paper (A4 format), type size 12 font, double-space lines, 2.5 cm margins on each edge of the page. Pages and lines of the manuscript should be numbered in the left-hand margin. The Microsoft (MS) Word for Windows word processing software should be used for creating text strictly following the journal layout. If any abbreviations are used in the main text, they must be explained appropriately when used for the first time. Uncommon abbreviations cannot be used in the paper title. In the abstract the abbreviations can be used only when explained. Tables, graphs, and other material have to be submitted separately to the text. All material to be included in a paper should be referred to in the text. The document must not be formatted in columns, heading styles etc.

Tables. Word editor should be used to create tables; each item should be placed into a separate cell. Tables are to be numbered with Arabic numerals in the order in which they are referred to in the text, and have a brief, but self-explanatory title. Explanatory footnotes to tables should be indicated by superscript letters (or asterisks for significance values). Abbreviations or symbols used in the tables must be explained either in the table title or as a footnote. For explanation of abbreviations or symbols used in tables it is not possible to refer to the main text.

Figures. Figure captions should be listed on a separate page placed after the tables. The captions should be brief but contain sufficient information to make the illustrations self-explanatory. Electronic versions of your figures in optimal resolutions (300 dpi,) must be supplied. Graphs should be provided in MS Excel and they should be stored with original data. Centred captions, parallel to axes, are used to indicate the measured attributes and their dimensions (in brackets). Autotypes (photos and diagrams) should be submitted in TIFF or JPG format. All photos, graphs, illustrations and diagrams should be referred to as a figure and numbered, continually according to the order in which they are included in the text, using Arabic numerals.

Nomenclature and units. The Latin binomial or trinomial (in italics) and authority must be shown for all plants, insects, animals, and pathogens when first used in either the abstract, the main text, or in a table.
SI units should be used. Use mg/l instead of mg·l⁻¹. The decimal marker is a point, while the thousand’s separator is a space. In general, use words for numbers one through nine, and use digits for 10 and over.

**Abbreviations** are listed in the end of Instructions to Authors.

**Statistics.** Describe statistical methods with enough detail to enable a knowledgeable reader to verify the reported results. Give details of randomization and blocking, as well as number of replications, blocks, or observations. Clearly distinguish between true replications and sub samples within a replication/treatment combination. Always specify the experimental design and indicate whether the design was balanced. When means (or medians) are followed by ± x, indicate whether x refers to the standard deviation, standard error, or half the confidence interval; error bars should similarly be defined. Except for simple procedures (e.g., \(t\)-tests, one-way analysis of variance, simple linear regression), cite an appropriate and accessible statistical text and indicate the computer program used (Name, Version, Year). In general, statistical techniques should be described in the Material and Methods.

**Title** of the paper must be brief but informative, no subtitles shall be used.

**Abstract** is a short summary of the whole paper (as a single paragraph). It should describe all essential facts of a scientific paper. The abstract should not contain less than 200 or more than 400 words. Keywords must be included. The abstract is an important part of the paper because it is published and cited in world databases. No references are to be cited in the abstract.

**Keywords** (a maximum of six, in alphabetical order, suitable for indexing) should differ from words mentioned in the title.

**The main text** of scientific paper must be developed under the following headings:

- **Introduction**
- **Material and Methods**
- **Results**
- **Discussion**

**Introduction** should outline the main reasons why the research was conducted, describe a brief review of the literature consisting of refereed periodicals, journals and books, and state the goal of the authors. It is recommended to include references to papers from peer reviewed periodicals only. Citations from non-available sources (reports, books, and proceedings not containing abstract and explanations in English etc.) should be omitted.

**Material and Methods.** All material, experiments conducted, their extent, conditions and course should be described in detail in this section. All original procedures that were used for the processing of experimental material and all analytical methods used for evaluation should also be detailed. The entire methodology is only to be described if it is an original one, otherwise it is sufficient to cite the author of the method and to mention any particular differences. Methods of statistical processing including the software used should also be given in this section.

**Results and Discussion.** The results obtained from the experiments including their statistical evaluation and any commentary should be presented graphically or in tables in this section. Each phenomenon should be commented and explained, using scientific arguments. The author should confront partial results with data published by other authors, whose names and year of publication are to be cited by including them in the text directly, e.g. ... as published by Foss (2004), Welsh and McClelland (2001) found ..., or citing authors and years of publication in parenthesis (Renard et al. 1991; Welsh & McClelland 2001; Foss 2004). Diacritical signs of national Latin-based alphabets should be preserved. Names in non-Latin alphabets should be transcribed according to international standards. The manuscript should be carefully checked to ensure that the spellings of authors’ names and publication years are exactly the same in the text as in the reference list. The citations should be limited to items really needed for placing the paper into a proper context.

**References** should be a list of refereed periodicals arranged in alphabetical order according to the surname of the first authors. The surnames and initials of all authors should be followed by the year of publication cited in brackets, the original title of the paper, full name of the periodical, the relevant volume and page number. In the case of a book or a book chapter the title should be followed by the place of publication and the name of the publisher. Names of authors should be separated by commas, not by & or and. The list of references should be arranged alphabetically by authors’ names, and chronologically per author. Literary sources should be cited in English. If English is not the original language, the original language should be mentioned at the end of the citation (e.g.: in Czech). The title of the periodical should be preferably typed in full. Only papers cited in the text should be included in the list of references.
Examples of references in the list:

**Journal article:**

**Papers published in monographs or proceedings:**

**Patent:**

**Dissertation:**
Hakrová P. (2003): The research of conditions of the support of the specific diversity grasslands. [Ph.D. Thesis.] České Budějovice, University of South Bohemia in České Budějovice, Faculty of Agriculture. (in Czech)

**In press articles:**

**Internet publication/Online document**

**Supplementary material.** Authors can include original, so far unpublished electronic supplementary material (ESM) which may comprise additional tables, data sets, figures, and other non-essential files. ESM will appear only in the electronic version. ESM will be published as submitted and will not be corrected or checked for scientific content, typographical errors or functionality. ESM must be relevant to the parent manuscript, but the manuscript must stand alone without ESM for those readers who will be reading the hard copy only. It should be submitted along with the main manuscript in a separate file and identified as “Supplementary File – for Online Publication Only”. ESM should be identified and mentioned in the main text as Table S1, Table S2, etc. for tables or Figure S1, Figure S2, etc. for figures. ESM should be submitted with captions. Individual file sizes should be restricted to 10 MB maximum (zipped or unzipped). SWR hosts these files on its servers.

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**Compliance with these instructions is obligatory for all authors. If a manuscript does not comply exactly with the above requirements, the editorial office will not accept it for a consideration and will return it to the authors without reviewing.**
LIST OF ABBREVIATIONS

The metric system is adopted as standard. You should use the international system of units. If non-standard abbreviations must be used they should be defined in the text.

Use the fundamental quantity with appropriate prefix:
- kilo: k
- mega: M
- giga: G
- tera: T
- milli: m
- micro: µ
- nano: n
- pico: p

Units of length:
- meter: m
- kilometer: km
- centimeter: cm
- millimeter: mm
- micrometer: µm
- nanometer: nm

Units of area:
- square meter: m²
- kilometer: km²
- hectare (10 000 m²): ha
- square centimeter: cm²
- square millimeter: mm²

Units of volume:
- cubic meter: m³
- cubic centimeter: cm³
- liter: l
- milliliter: ml
- microliter: µl

Units of mass:
- gram: g
- kilogram: kg
- tonne: t
- milligram: mg
- microgram: µg

Units of density:
- g/cm³, kg/m³, t/m³, g/l, kg/l

Units of pressure:
- pascal: Pa
- megapascal: MPa

Units of time:
- second: s
- minute: min
- hour: h
- day, week, month, year: day, week, month, year

Units of temperature:
- Celsius: °C
- Kelvin: K

Additional physical units:
- dalton: Da
- hertz: Hz
- joule: J
- volt: V
- watt: W

Relative units:
- parts/million parts: ppm
- parts/billion parts: ppb
- parts/trillion parts: ppt
- percentage: %
- weight: w
- volume: V

Units of electrical conductivity:
- siemens per meter: S/m
- millisiemens per meter: mS/m
- ohm: Ω

Units of concentration:
- mole per kilogram (liter): mol/kg (mol/l)
- millimole/micromole per kilogram: mmol/kg (µmol/kg)
- gram per kilogram: g/kg
- milligram per kilogram: mg/kg
- microgram per kilogram: µg/kg

Similar units for volume:
- g/l, mg/l, µg/ml

Units of irradiation:
- watt per square meter: W/m²

Units of photon flux density:
- mol per square meter per second: mol/m²/s

Units of yield, sampling and rate:
- kilogram per hectare: kg/ha
- tonnes per hectare: t/ha
- liter per hectare: l/ha
gram per hectare  
g/ha
gram per square meter  
g/m²
gram per kilogram  
g/kg
milligram per kilogram  
mg/kg

**Units of cation exchange capacity (CEC):**
millimole of chemical equivalent per kilogram of soil or another material  
mmol/kg

Similar units for volume of cation exchange.

Content of nutrients in plants, soils and another materials is necessary to state always as pure element (C, N, P, K, Ca, S, Fe, etc.), so dose of nutrients or compounds, for example 1 g S in calcium sulphate (CaSO₄). You should state the dose of nutrients as pure element per specified area, or weight soil, container, etc. and you should use the slash, for instance 110 kg N/ha, or write 110 kg N per ha. You should **not** use the indexes as 110 kg N.Ha⁻¹.

**Forms of nutrients:**
- Nitrite nitrogen  
NO₂⁻-N
- Nitrate nitrogen  
NO₃⁻-N
- Ammonia  
NH₄⁺-N
- Total nitrogen  
N\text{tot}
- Sulfur in sulfate  
SO₄²⁻-S

You should state the content of organic matter in soils (topsoil, soil organic matter, etc.) entirely as C. You should specify the form of determined element, possibly the method of determination, by using subscripts. For example, content of carbon determined by oxidimetric methods as C\text{ox}, furthermore C\text{org}, C\text{tot}, C\text{ox} humic acids and its solubility C\text{hwe}, etc.

You should use the FAO guidelines (Food and Agriculture Organization) for characterization of habitat conditions (soil type description according WRB – World References Base for Soil Resources 2006 version, soil textural class), as well as altitude, average rainfall and temperature, and if possible so coordinates.

You should assess the weather in different years and months according to recommendation of the World Meteorological Organization (WMO) – according to deviations from long-term average or normal.

You should state the method of determination nutrients in soil, for example content P (Olsen, Egner, Mehlich, etc.), possibly P\text{Olsen}, P\text{Egner}, etc.

You should not use the symbol of magnesium (Mg) for 1000 kg (megagram), but use as the unit tonne (t). Don’t use the symbol M for the expression of amount of substance, but use the mol (mmol, µmol).

To simplify the expression of contents, use relative units, especially % (10⁻²) and ppm (10⁻⁶). If it is possible you should keep the same unit in tables and graphs (in any case you should not use absolute and relative units, such as g/kg and %)

**Statistical symbols and abbreviations**
- analysis of variance  
ANOVA
- coefficient of variation  
CV
- degree of freedom  
df
- F-distribution  
F
- least significant difference  
LSD
- sample size  
n
- probability  
P
- simple correlation coefficient  
r
- simple correlation of determination  
r²
- multiple correlation coefficient  
R
- multiple correlation of determination  
R²
- variance (sample)  
s²
- standard deviation (sample)  
SD
- standard error  
SE
- standard error of the differences of means  
SED
- standard error of mean  
SEM
- t-(or Student) test  
t
- mean  
x

**Additional use symbols**
- dry weight (matter)  
DW (DM)
- fresh weight  
FW (FM)
- water use efficiency  
WUE

Revised December 2018