



Instructions for Authors

Aim and scope

The Bulletin of Plant Breeding and Acclimatization Institute is an international journal publishing scientific papers in the field of knowledge about plants and plant production. The Bulletin of PBAI publish peer-reviewed articles: original scientific papers, short communications, and review papers, as well as (in the form of Supplements) conference materials and other studies not subject to scientific review.

Articles are published free of charge in English or and Polish languages.

Submission of an article requires a completed and signed copyright statement (more information in the " Authors Statement" section)

Published articles concern issues in the field of:

- agronomy, included:
 - basics of productivity, including tolerance to environmental stresses (biotic and abiotic)
 - biochemistry and plant physiology
 - bioenergetics
 - collecting and protecting genetic resources
 - economics of agricultural production
 - genetics and plant breeding
 - methodology of natural sciences
 - phytopathology
 - plant protection
 - protection of biodiversity
 - seed science and seed technology

and

- agricultural engineering
- biotechnology
- botany
- cell biology
- cytogenetics
- environmental sciences
- genomics
- molecular biology
- nutrition and food science

Types of articles

Original scientific papers

Manuscripts of the preferred length of 5-16 pages (from c.a. 6 000 words) with any number of figures and tables are accepted. Continuously numbered lines starting from the second

page are required. Articles may contain additional materials (tables, drawings, program codes, source data).

Short communications

The formal requirements for communications differ from the requirements for original scientific manuscripts, with the length of the manuscript limited to a maximum of 6 pages (approx. 3 000 words) and the limitation of the number of tables and figures to 2 pieces.

Review papers

Published review papers should reliably present the existing knowledge in a given field based on current Literature. The publication should be based mainly on original publications. However, using other review publications, scientific books, and unpublished authors' data is acceptable.

Review articles can be of any length; manuscripts up to 8 000 words are preferred (16 pages) with up to 100 references. In addition, a review article can contain any number of tables and figures.

Non-reviewed publications

The IHAR Bulletin also publishes non-peer-reviewed materials such as:

- Letters to Editor
- Notes and Memories
- Conference materials – in the form of a Supplement

Detailed guidelines for peer-reviewed papers

Preparation of manuscript

The manuscript should be prepared in a text editor (e.g., Ms Word) and saved in DOC, DOCX or RTF format. Line numbers should be added in continuous mode starting from the second page of the manuscript.

Articles must contain an Abstract (in English and Polish*) of up to 250 words (in English), and 5 keywords in English and Polish (**).

We require that table captions and legends for figures, as well as descriptions of captions and rows in tables and axes and legends in figures as well as the footnotes, are bilingual: in English and Polish (**).

We ask for a compact list of cited Literature, up to **60** items in original scientific papers, **30** in short communications, and **100** in review papers.

The text of a manuscript should be formatted as follows:

- Paper size: A4
- Margins: 2.5 cm on each side
- Font – Times New Roman, size 11 pt.
- A single column of text

- Text alignment – justified
- Leading: 1.15 – 1.5
- Bullets and numbering – in the text, we use only one form of bullets and two types of numbering – 1., 2., 3., ...; or a), b), c), ...
- Bold and centered may be used for chapter and subchapter titles
- Latin names are written in italics

The manuscript should have a specific layout (* (**:

1) **The first page** should include:

- a) The names and surnames of the Authors, with the Corresponding Author marked by an asterisk. Authors are asked to provide their ORCID number, if available
- b) Authors' affiliations

2) **The second page** should include:

- a) The title in English
- b) The title in Polish (***)
- c) Abstract in English (up to 250 words in English)
- d) keywords in English (in alphabetical order)
- e) abstract in Polish (***)
- f) keywords in Polish (***) (in alphabetical order)

3) On **the following pages** of the manuscript, the text should be organized in the usual layout:

- a) Introduction (should include a preface, description of the current state of knowledge on a given topic, and definition of the research goals. The Introduction should be structured in parallel to the order of the presented Results and the Discussion)
- b) Material and methods (the description of the Methods should enable the experiment to be repeated; in the case of statistical evaluation of the results, the data should come from at least three replicates)
- c) Results, including tables and figures). Tables and figures should be placed in the text in the closest possible place after their first reference in the text
- d) Discussion of obtained results on the background of literature data
(*Optional: Results and Discussion can be put into one section*)
- e) Conclusions (resulting from the presented research results)
- f) References (a list of publications cited should be up to about 60 items)

(* – In the case of **short communications** – the Discussion can be omitted, the Conclusions can be replaced with a Summary, and the References should count up to 30 items.

(** – In the case of **review papers** – the manuscript layout is proposed by the Author(s) relevant to the topic presented. References should include up to 100 items.

(*** – The Editorial Board may handle the translation for foreign Authors leaving the obligation to introduce changes to Authors.

Tables

Tables should be prepared in a text editor (e.g., MS Word) and included in the manuscript as soon as possible after the first reference to the table. The number and title of the table in English and Polish (***) should be placed separately before the table. The table's width should not exceed the horizontal dimensions of an A4 page (using Times New Roman font with the size of 10 points). It is allowed to merge cells in the table.

The editors reserve the right to divide the table if necessary, during editing and typesetting.

Figures and graphs

Figures and graphs included in the manuscript should be legible and of good quality (300 dpi or higher). The font size on the figure target format should be at least 8 points. Please include the drawings in the manuscript (below the first reference in the text) and as graphic files in BMP, GIF, PNG, TIFF, or JPEG formats. Charts prepared in the MS Excel spreadsheet may be attached as an Excel file (XLS or XLSX) along with the source data. Figures and graphs can be drawn in color.

Equations and mathematical formulas

Equations and mathematical formulas should be submitted in plain text or using Microsoft equation editors – the default editor of MS Office or Microsoft Equation.

Citations and Literature

Citing Literature in the text of the work and creating a list of references should be made under the APA 7th Ed. (<https://citationstyle.com/styles/apa>) or Elsevier-Harvard (with titles) (<https://citationstyle.com/styles/elsevier-harvard>) standards.

Authors Statement

When submitting an article to the Bulletin of PBAI, Authors should submit a copyright statement. The declaration form is available in the download files. The completed and signed statement should be submitted in an electronic version (scan) to the journal's OJS system together with the article's manuscript.

Attaching an article to the OJS system page of Bulletin of PBAI (<http://ojs.ihar.edu.pl/index.php/biul/index>)

Registration

Go to the journal's website and select the **Register** option from the top menu.

Fill out the form, remembering that the fields marked with an asterisk are mandatory.

After logging in, you can complete or change data in your account; to edit an account, select **View Profile**. You can choose the Reviewer function in the Roles section if you would like to cooperate with the journal as a reviewer.

In the **RRS Notifications** section of the user account, you can select the actions you want to be informed about, e.g., about the publication of a new issue, modification of the metadata you have entered, or a new review. If you uncheck the entry, you will not be informed about the above actions.

Text submission

To submit your text to the Journal, select the New Submission button in the My Submissions section.

The text submission stage consists of five steps:



In the first step, please select the language in which the sent text is written; approve that it meets the basic editorial requirements; you can write a message for the editor; you must also accept the privacy policy. Then go to the second step – select the **Save and continue** button.

In the second step, attach a text file (select the type of text to be sent, e.g., text articles), then attach the file; check the correctness of the attached file; in the **confirm** section, you can attach additional files (e.g., figures, charts, test results, etc.). Finally, finish sending the text by confirming with **Finish and continue**.

In the third step, enter the metadata. Step by step: Please enter the Title of the manuscript, Abstract and Keywords; define the language, and complete the data of co-authors (the system collects your data from the registration process, so remember to complete your profile); in the last field, enter the attached bibliography. Then go to the next step – select **Finish and continue**.

In step four, confirm the submission.

When the submitted text is approved, the journal Editors are informed about your submission. Confirming the manuscript submission will also be sent to your e-mail address. Expect contact from the Editorial Office with information about the decision regarding the submitted manuscript.

Copyright

When submitting the manuscript, the Authors grant the Publisher a non-exclusive and unrestricted license to use the published article for an indefinite period throughout the world in the following fields:

1. Production and reproduction of copies of the article using a specific technique, including printing and digital technology.
2. Placing on the market, lending, or renting the original or copies of the article
3. Public performance, exhibition, display, reproduction, broadcasting, re-broadcasting, and making the article publicly available so that everyone can access it at a place and time of their choice.
4. Including the article in a collective work
5. Uploading an article in the electronic form to electronic platforms or otherwise introducing an article in the electronic form to the Internet or other network.
6. Dissemination of the article in electronic form on the Internet or other network, in collective work as well as independently
7. Providing the article in an electronic version in such a way that everyone can access it at a place and time of their choice, in particular via the Internet.

Authors by sending a request for publication:

1. They consent to the publication of the article in the journal,
2. They agree to give the publication a DOI (Digital Object Identifier),
3. They undertake to comply with the code of ethics in of the Committee on Publication Ethics (COPE),
4. They consent to the articles being made available in electronic form under the CC BY-SA 4.0 license, in open access,
5. They agree to send article metadata to commercial and non-commercial journal indexing databases.

Privacy Statement

1. The Institute declares that it is the administrator of personal data within the meaning of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals concerning the processing of personal data and the free movement of such data, and repealing Directive 95/46/EC (hereinafter referred to as the GDPR) in relation to personal data contained in the submissions of proposals for publication in PBAI-NRI publications.
2. The Institute declares that it has appointed a data protection officer who can be contacted regarding personal data via the following e-mail address: inspektor@ihar.edu.pl.
3. Personal data will be processed to implement publishing processes in the field of identification and contact data categories, including in order to include the application in the publishing plan, document the course of the publishing process (Article 6(1) b, c, e of the GDPR). Providing data is voluntary, but necessary to carry out the publication process.
4. The data will be processed by authorized PBAI-NRI employees involved in publishing processes. The data will not be transferred to other recipients, unless it is related to the implementation of publishing processes or the requirements of ICT service of publishing houses – in this case, data processing will be entrusted under relevant agreements.
5. The data will be processed throughout the publishing process, and then for the period necessary to archive the documentation. The data will be stored by the Institute for the entire period of activity of the account in the OJS system of Publisher.
6. You have the right to access your data, the right to rectify, delete, limit processing, the right to transfer data, the right to raise objections. If the processing is based on consent, you have the right to withdraw consent at any time and without giving any reason, subject to the lawfulness of processing before consent is withdrawn.
7. If you find that the processing of data is unlawful, you also have the right to lodge a complaint with the supervisory body – the President of the Office for Personal Data Protection with its registered office in Warsaw, Poland.
8. Providing data is voluntary, but necessary for the effective and correct conduct of the publication process. Failure to provide data results in the inability to publish texts in PBAI-NRI publications.
9. Your personal data will not be processed for purposes related to automatic decision-making, including based on profiling. They will also not be transferred to third countries or international organizations.
10. The data contained in the publication will be generally available to all recipients who familiarize themselves with the publication.