

Guidelines for Reviewers

Seed Technology

Please be prepared to return your review to the associate editor that assigned the manuscript to you **within three (3) weeks** of receipt. If you cannot accomplish the review in this time frame, please return the manuscript immediately for reassignment. The following information is to be used as a guideline when reviewing manuscripts. Please refer to “Instructions to Authors” for additional information.

1. Make a quick overall check
 - a. Format items
 1. Title and author(s)
 2. Author/paper documentation at bottom of same page
 3. Abstract
 4. Introduction/literature review
 5. Materials and Methods (not always required for Review and Interpretation papers)
 6. Results
 7. Discussion (sometimes combined with Results)
 8. References
 9. Tables and/or Figures
 - b. Is the manuscript double spaced throughout? Authors often fail to double space author/paper documentation, reference section, and table figure captions.
 - c. Check Abstract for length (no more than 250 words) and for completeness. (See attached checklist)
2. Check title – It should not contain more than 12 words. It should not begin with low-impact words such as “Effect of...” or “Influence of...” Take an active role in revising any titles that do not conform.
3. Check the introduction and literature review – Is the objective and rationale of the study clearly stated?
4. Check the Materials and Methods – Is enough information given to allow a competent scientist to repeat the experiment?
5. Check author/paper documentation. (See Instructions to Authors)
6. Check citations in text vs. reference list
 - a. Does paper have too few or too many citations for any one statement? Two or three citations are often enough; more than six are hardly ever required.
 - b. Are all citations referenced? Are all references cited within the text?
 - c. Are authors’ name(s) spelled the same in citations and references?
 - d. Are references in correct order?
7. Check figures and math.
8. Please make sure that authors do not infer beyond the appropriate inference space for the study unless the speculation is clearly defined as such in the text.
9. Devote considerable attention to tables; they are often one of the first parts of a paper to be read
 - a. Does the table make sense without the rest of the text? (Remember, it will be read before the text.) “Results of exp. 2” or “Analysis of data” are not complete captions.

- b. Is a table required at all? Material in short tables (4 to 6 items of data) often could be presented just as well or better (and take up far less space) as a sentence or two in the text. Tables are most useful when the actual data is most important while figures best reflect trends. Would the material be more understandable if presented as a figure instead of a table?
 - c. Be cognizant of format. Would the material at the top be better at the side, and vice versa? Are the spanner heads and other components placed so they are clear and unambiguous? Is the material under proper heading? Will the reader be able to easily and logically follow the author's train of thought?
 - d. Are the correct units used? The SI system requires that numerals be no smaller than 0.1 and no larger than 1000. Change the units or use exponential form to allow this to happen. Be aware of the confusion regarding exponential functions in column headings (do they refer to reported numbers?). Always footnote for clarity.
 - e. Are the footnotes understandable, necessary, and in the correct order with the proper markings?
10. Devote a similar amount of attention to figures – (Make certain they are clear, sharp, and legible).
- a. Do they stand on their own?
 - b. Figures are best for representing trends while tables are best when the actual data are the focus.
 - c. Is the type (font) large enough in the x and y axes to stand up to the reduction that will be required for publication? If you are not sure, reduce them on a photocopy machine to final size as a test to see if you can still read them.
 - d. Check the line weights. The most important line is the derived curve, it should be the heaviest. Next in order of importance are the individual data points; they should be next heaviest and large enough to be seen after reduction. Least important is the outline of the box.
 - e. The formulae used to derive the curves and the coefficients of determination should be a part of the figure, if at all possible and not in the caption.
 - f. Not all typesetters can duplicate the various symbols used for data points. We, therefore, prefer that they be given a legend of the figure itself, instead of in the caption.
11. Check for proper use of SI units.
- 12. Determine whether manuscript has scientific merit.**
13. Provide Associate Editor with recommendation for “Acceptance as is”, Conditional acceptance with minor or major revisions or release by completing.
14. If the manuscript is acceptable, determine the deficiencies that need to be resolved and provide constructive criticism on how to resolve any deficiencies
15. Return the reviewer reports to the Associate Editor within three weeks. If you have questions, please contact the Associate Editor who sent you the manuscript or the Editor or Editor-in- Chief.

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