

Instructions to the editors (convenors) (Version 08.2022)

IOBC-WPRS Bulletin, Bulletin OILB-SROP

The convenors are responsible for the preparation of the bulletins. Therefore, the following rules should be followed thoroughly:

1. Send the "Instructions for the authors" to the active participants in good time (e. g. together with the second announcement or at least 1 month) before the meeting and refer to the website where the instructions are available for download.
2. For Proceedings: An electronic version of the announced paper should be submitted to you during the meeting. You may give the authors at maximum about two weeks additional time after the meeting for revising their manuscripts, if necessary.
3. For Proceedings: Collect all manuscripts in appropriate time before the meeting (preferably two-three months in advance) to have time enough for reviewing. Send the reviewed manuscripts at least one month before the meeting to Dr. Ute Koch, to make sure that the bulletin will be ready for the meeting. Please ask in advance at what date the manuscripts will have to be ready – holidays, illness or several meetings at almost the same time may lead to an earlier submission date of the manuscripts.
4. The manuscripts should be revised (and corrected) by you or another experienced speaker of the English or French language.
5. Make sure that the authors have followed the "Instructions for the authors".
6. Prepare the title page, the preface, the list of participants, and the contents (see example below). This first part of the bulletin has a roman paging.
7. Contact Dr. Ute Koch (Publication Commission) and ask for the bulletin number (if already available), so that you can prepare the header (see example above) for each article with blanks for the indication of the page numbers.
8. Compile all contributions (word-files) in the correct order for the bulletin (as single files – preferred version, or as one ZIP-file).
9. Send an e-mail as soon as possible to the Dr. Ute Koch (Publication Commission). If you wish to send all per e-mail or via WeTransfer, Dropbox etc., please ask in advance to get the necessary instructions.
10. Have a look at the checklist for the convenors.
11. Any more questions? Contact Dr. Ute Koch (Publication Commission).

Example for Contents:

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Example for the header:

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Integrated Protection of Stored Products
IOBC-WPRS Bulletin Vol.
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