Manuscript Preparation Guideline of Green Valley Journal of Agriculture (GVJA)

Green Valley Journal of Agriculture requires authors to follow the following manuscript preparation checklists and formats.

The length of the manuscript is not restricted, but a lengthy manuscript might be delayed due to the overburden of reviewers and manuscript production.

Thus, for the original research article, authors are strongly advised to limit their paper to a maximum of 15 pages.

1. Manuscript structure

Content of a manuscript

Make sure that your manuscript includes the following contents

A complete manuscript should contain

- Title
- Authors information
- Abstract
- Introduction
- Methods
- Result and discussion
- Conclusion
- Acknowledgements (if any)
- References
- Appendices (optional)
- Supplementary materials (optional)

Title page

The title page of article for consideration in our journal should contain following elements

Title

Your manuscript should have concise and informative title.

Author information

- The name(s) of the author(s)
- The affiliation(s) of the author(s)
- A clear indication and an active e-mail address of the corresponding author
- If available, the 16-digit ORCID of the author(s)

Guiding principle how to write authors' information

Authors names

- Provide the given names; middle names and family names of each author
- The order of authors should match the order in the submission system [show ** when order mismatch]
- Check that all names are spelled correctly.
- For Ethiopian authors, please use your names as given name; Father's name as middle name; and grand father's name as family name.

Authors affination

Affiliation is to the institution, organization, or entity the author is associated with during the time of the research or writing.

- Please provide affination of each author.
- Affination of an authors should include institution, department/division, location/country and e-mail address.

If address information is provided with the affiliation(s) it will also be published. For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

- Give affination of each author with supper script numbers immediately next to their names.
- From the authors clearly indicate who is corresponding author to handle communication in behave of the article at all stage of publication process and also post publication.

Abstract

Abstract should contain a maximum of 250 words and it should not contain any undefined abbreviations or unspecified references.

An abstract is a comprehensive summary of the content of the **paper**. It has the heading "**abstract**" centered, bold with Times New Roman font type and 12 font sizes.

The abstract should be one paragraph unless you are forced to make it more. Your abstract should be in Times New Roman; 11 font size, *italics* and justified. Indicate methods in past tense and current findings in present tense.

Your abstract should summarize the following aspects of your work.

- ✓ The problem or central statement of your research work.
- ✓ A brief description of research design, methods, and procedures.
- ✓ A brief summary of your findings
- ✓ A brief summary of the implication of the research's practical application and/or theory
- ✓ avoid abbreviations, formulas, citations, notations

Keywords

- ✓ provide 4 to 6 keywords which can be used for indexing purposes.

For life science journals only (when applicable)

- Trial registration number and date of registration for prospectively registered trials
- Trial registration number and date of registration, followed by "retrospectively registered", for retrospectively registered trials

Main text

Introduction

Your introduction should clearly state background information, research problem and objectives.

Methods; your manuscript should clearly describe the research design, research methodology sampling methods, data collection and analysis methods.

Result; - your result should be emetically justified and rigorous. All research questions raised in your introduction part should be answered.

Discussion; - discus your results part with statistically sound and practically logical manner.

Conclusion; use your conclusion to summarize the main points of your result and the central argument of your findings. And also, suggest further implications, potential for future research, or practical applications based on your findings.

Word Limit

The total length of Original Articles, including figures, tables, and references should not exceed 10,000 words. The number of figures and tables should not exceed 10 in total.

For Review Papers, the number of words should not exceed 10,000 words, not including the references.

The word limit for Short Communications is 2000 words. The result and discussion sections can be written separately or as a unique section. The number of figures and tables should not exceed 2 in total.

Please indicate at the end of your manuscript the number of words as follows:

- Total number of words (including references):
- Total number of words (excluding references):
- Abstract number of words:
- Number of words in Supplementary Information:

Text Formatting

Manuscripts should be submitted in Word.

- Use a normal, plain font 12-point and Times New romance font 1.5 spacing.
- Use italics for emphasis and longer in text citation.
- Use the automatic page numbering.
- Do not use field functions.
- Use tab stops or other commands for indents, not the space bar.
- Use the table function, not spreadsheets, to make tables.
- Use the equation editor function or Math-Type for equations.
- Save your file in the latest Microsoft Word format not older than the Microsoft Office 2010 version.

Headings

1. Please use no more than three levels of displayed headings. If it mandatory to include more than three level heading use bulletins.

Abbreviations

Abbreviations should be defined in alphabetical order.

Footnotes

Footnotes can be used to give additional information, which may include the citation of a reference included in the reference list. They should not consist solely of a reference citation, and they should never include the bibliographic details of a reference. They should also not contain any figures or tables.

Footnotes to the text are numbered consecutively; those to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data). Footnotes to the title or the authors of the article are not given reference symbols.

Scientific style

- Please always use internationally accepted signs and symbols for units (SI units).
- Genus and species names should be in italics.

References

Citation

Use one of the automatic references creating manager software citations and referencing systems

Cite references in the text using numbered citation such as Vancouver style:

Reference list

The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text.

Tables

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text in consecutive numerical order.
- For each table, please supply a table caption (title) explaining the components of the table.

- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters (or asterisks for significance values and other statistical data) and included beneath the table body.

Figures

A **figure** may be a chart, a graph, a photograph, a drawing, a diagram, or any other illustration and art works or non-textual depiction. In Green Valley journal of Agriculture, any type of illustration or image other than a table is referred to as a figure.

Contents of a Figure

Your figure should contain the following information

- ✓ **Labeling:** -All figure should have labeling numbered with Arabic numeral consecutively like "Fig 1, Fig 2, Fig 3,……"
- ✓ **Title of the figure**: - Your figure should have title just next to the number. Example "*Fig 1. Daily rainfall data of the area*". use italics for title of your figure and make it 10 font sizes. Do not use bold font type. Put the title of your figure just below the figure.
- ✓ **The figure**; - your figure should be readable

Figure Placement and Size

- Figures should be submitted within the body of the text. Only if the file size of the manuscript causes problems in uploading it, the large figures should be submitted separately from the text.
- When preparing your figures, size figures to fit in the column width.
- For large-sized journals the figures should be 84 mm (for double-column text areas), or 174 mm (for single-column text areas) wide and not higher than 234 mm.
- For small-sized journals, the figures should be 119 mm wide and not higher than 195 mm.
- Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- If an appendix appears in your article and it contains one or more figures, continue the consecutive numbering of the main text. Do not number the appendix figures,"A1, A2, A3, etc." Figures in online appendices [Supplementary Information (SI)] should, however, be numbered separately.

Figure Captions

- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- Figure captions begin with the term Fig. in bold type, followed by the figure number, also in bold type.
- No punctuation is to be included after the number, nor is any punctuation to be placed at the end of the caption.
- Identify all elements found in the figure in the figure caption; and use boxes, circles, etc., as coordinate points in graphs.

Figure Submission

- Supply all figures electronically.
- Indicate what graphics program was used to create the artwork.
- For vector graphics, the preferred format is EPS; for halftones, please use TIFF format. MSOffice files are also acceptable.
- Vector graphics containing fonts must have the fonts embedded in the files.
- Name your figure files with "Fig" and the figure number, e.g., Fig 1.eps.