

Guidelines for submitting a paper to a NSW Grasslands Conference

A MS Word.doc file has been formatted using the style-sheet required for your paper and **MUST** be used when submitting a paper. To obtain a copy of this file go to the Grassland Society of NSW web site (<http://grasslandnsw.com.au/news/>) and select the Conference page. Click on the highlighted text – Template for submitting a paper to the NSW Grassland Society of NSW Conference – and save this file to your computer.

Change the file name to include your name and the year (e.g. jsmith1 2012). Retain the title, author, addresses, headings, Figure and Table captions and References style, delete the text and start writing your paper.

If you have difficulty using the styles in this template, follow the formatting instructions below and the format shown in the ‘sample paper’ (see page 3 of this document).

Important points for paper preparation and submission

- All papers **MUST** be prepared using the required formats and style. The simplest and easiest way is to use the MS Word.doc file. Submitted papers that do not meet this requirement will be returned to the authors for correction.
- Maximum page lengths apply to all papers. For poster papers, the total maximum page length (all text, references, Figures, Tables, photos and diagrams) is two pages. For contributed papers, the total maximum page length is four pages. For invited speaker papers the total maximum page length is eight pages. Submitted papers that exceed these limits will be returned to the authors.

Submission and acceptance of a poster or contributed paper for publication in the proceedings implies a commitment that at least one of the authors will be attending the conference and that a poster will be prepared for display at the conference.

- ALL papers must be accompanied by two reports from reviewers. These reports need to be comprehensive in nature, rather than just mere approval by a ‘mate’. Evidence needs to be provided that the author has acted on the reviewers’ advice (e.g. inclusion of a file with Track Changes indicating comments and corrections). Submitted papers that do not include two reviewers reports will be returned to the author and will not be processed until the reports are received.
- ALL deadlines specified by the Organising Committee must be strictly adhered to. While for many authors submission of a paper is their final major input, there are a range of processes that must occur in order for the printed proceedings to be available at the conference. These are all time dependent and include collation and review, editing, proof reading, formatting and layout, and printing and distribution. Late submissions and poorly prepared papers add considerably to time delays and frustration for those involved in these processes.

Notes to all authors

- The **Title** should be brief but specific to the subject of your paper.
- **Abstracts** are required for all papers, and must not exceed 250 words. The Abstract should be a précis of the context, aim, approach and findings; i.e. an accurate summary of the information presented in the paper.
- **Authors’ names and addresses** should be shown below the Abstract title, as specified under **Author’s names** and **Author’s addresses** below and in the sample paper template.
- **Headings** may vary, however, your paper should include at least an **Introduction** (context and aims), headings related to **Method** or description of the approach being reported, **Discussion** (or **Results and discussion**) of the relevance of the data or field experience, and **Conclusions**.

Page layout

- Margins should be set at 2 cm all round.
- Do not indent paragraphs.

Text

- Use **Times New Roman** for all text including headings. Left align all text, images and Tables.
- Use the **Normal** style for all text (style-normal) where possible in preference to ‘Body text’ styles. Normal text should be 11 point with single line spacing.

- Do not indent the first line of a **paragraph**. Leave one blank line between paragraphs and before new section headings. Do not use column formats.
- Authors' **email and web addresses** may be hyperlinked. Hyperlinks to external web references should be placed in the References section, rather than in the body of the paper.
- Use List Bullet or List Number styles where appropriate for **dot point** or **numbered lists**.

Headings and sections

- **Paper title:** (style-title) - 12 point, bold, sentence case (capitals for proper nouns only). If the title extends to a second line, do not use 'enter' to break the line. Leave one blank line below the title.
- **Authors' names:** (style-author) - 11 point. Initials should come before the family name for each author. For two authors separate names with a comma; for more than two authors separate names with a comma and use an 'and' before the last author. Use alpha superscripts to indicate different addresses. Leave one blank line below the authors' names.
- **Authors' address:** (style-address) - 11 point, not italics. The corresponding web site and email may be included at the end of each address. Leave one blank line after the authors' addresses.
- **Section Headings:** (style-Heading 1) - 12 point, bold, not italic and Heading 2 (style-Heading 2) - 11 point, bold. Note: use sentence case NOT capital letters for headings. If required, a third heading level style – 11 point, bold, run on may be used at the start of a new paragraph. Use descriptive names for Section headings where appropriate, but **Abstract, Introduction** and **Conclusions** are examples of standard sections that should be used.
- **Abstract heading:** (style-abstract head) - 12 point, bold.
- **Abstract body:** (style-abstract) - 11 point, italic. Leave one blank line below the Abstract text.
- **Key words heading:** (style-keywords head) 12 point, bold.
- **Key words:** (style-keywords) 11 point, not bold. Use up to six key words not used in the Title or Abstract. Leave one blank line below the Key words.
- **References:** See 'sample paper' for reference style.

Figures and images

- Figures and images should be placed at the end of the text, left aligned. Figures copied from graphic applications (e.g. Microsoft Excel) should be paste into the Word document using **Edit>Paste. Special>Picture**. Provide a separate Excel file with a graphical image. Use only high quality images and Figures suitable for size reduction. Poor quality Figures and images not suitable for use will not be redrawn or enhanced and will be returned to the author(s).
- Figures and images will be reproduced in black, white and greyscales only. Images files can be inserted using **Insert>Picture>From File**. Suitable formats include JPG, TIF and EPS. Images should be cropped and reduced where possible using Photoshop or an image editor to produce a file size before inserting into Word of around 300 Kb or less. Provide images in a separate clearly labelled file.
- Outline boxes (such as frames) should be avoided.
- **Captions** for Figures and images (style-Caption) should be 10 point, bold and left aligned and placed below the Figure.

Tables

- Place all tables at the end of the text, left aligned.
- Use Tables rather than tabs or spaces to align images and text. Remove borders from tables and insert horizontal lines only as illustrated (Table 1) using **Format>Borders and shading**.
- Use the **Insert Table** button on the Standard toolbar and left align Tables. Keep formatting simple.
- **Captions** should be placed above the Table using 10 point, bold.
- Data columns should be either centered or left aligned.
- Use a separate cell for each number and use Shift+Enter rather than Enter to break lines in cells.

Sample paper: a standard template for preparing conference papers for NSW Grasslands

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Abstract: *The abstract should contain a summary of the context and aim of the paper, the information to be presented and the key conclusions. Maximum word number for the Abstract is 250 words. Left aligned text is easier to read on-screen and a single font type (Times New Roman, 11 point, black, single line spacing) provides clarity of presentation. A simplified referencing system is adopted. To improve visual presentation alternative font sizes are used for the title (12 point bold), address (11 point) and Figure and Table captions (10 point). Headings have two main levels (12 and 11 point, bold) and are not capitalised.*

Key words: allelopathic, compounds, weed control, molecular techniques

Use no more than six key words not used in the Title or Abstract in order of decreasing relevance.

Introduction

Before starting to write your paper please be aware of the page limits for different types of papers and familiarise yourself with the style and format requirements in the standard template which must be used and strictly adhered to. Also, be aware that the paper needs to be critically reviewed before submission and referee's reports provided, so you will need to allow time for this to happen. Finally, in consideration of others involved in the process of publication (editors, layout, design, compilers and printers) you are asked to meet deadlines for submission in a timely manner.

This is a sample paper only, in that there is no logical flow or connection between the headings, which are used to show the styles to be used for the various heading levels, and order the information needed by authors in preparing their papers. The data, Table, Figure and References cited in this example paper bear no relation to the text and are purely to illustrate the recommended format for papers. Consistent standards and guidelines for formatting Word documents enable automation of the publishing process (Johnson 2001) and improved presentation for Web publication. References cited in the text need to be of the form Jones (2011) or (Jones 2011; Smith and Wesson 2009). For three or more authors use Smith *et al.* (2010).

Methods

Second level headings should be 11 point bold

Sub headings are important to distinguish from main headings and normal text. Normal text is Times New Roman, 11 point, with the title 12 point, bold, centred and the authors and contact details 11 point, centred. Third level headings if required should be used at the start of a new paragraph and be 11 point, bold and run on e.g.:

Units. Use metric standard international (SI) units only. For example, 5.4 t/ha and 10.4 kg/ha/mm. Units and terms need to be defined at first use (e.g. DM, dry matter; DSE, dry sheep equivalent). In the text, for numbers less than 10 only use numeric values for units of measurement (e.g. 5 m) and alpha notation (e.g. five replicates) for all other values.

Also, use 1990s rather than 1990's, 1000 m rather than 1,000 m and 5 mm rather than 5mm. Use a normal dash (e.g. long-term) in text and an em dash for numeric ranges (0–5), and use 2009–11 rather than 2009–2011.

Results (or Results and discussion)

Ensuring continuity in the publication of any proceedings is challenging because of changing editorial and layout personnel and rotation of the Organising Committees. This template will help future conference organisers maintain key features of previous proceedings, while allowing flexibility to incorporate new publishing technology.

For indicating statistical significance use the form ($P < 0.05$) and the values l.s.d. $P = 0.05$.

Tables and Figures should be left-aligned for consistency and placed at the end of the text. All Figures and Tables should be referred to in the preceding text (e.g. Fig. 1). Captions for Tables and Figures (10 point, bold and above for Tables and below for Figures) should be as concise as possible, but must be able to stand alone in explaining the information contained and its source.

Discussion

In general, use a single quote (e.g. ‘friendly’) and only use double quotations for property names (e.g. “Kickatinalong”). Also remember to use ‘compared with’ rather than ‘compared to’.

Conclusions

The main features of the simplified format are left aligned text, Tables and Figures and a simplified referencing system. Hyperlinked references provide readers with ‘one-click’ access to further information. Authors’ attention to detail in formatting can add greatly to the clarity of their work, and save the editors and reviewers considerable time and effort.

Acknowledgments

This template format is adapted from one used by the Australian Agronomy Society.

References

- Fischer J, Smith R, Jones CR (2004) Old directions for a new planet: In ‘Proceedings of the 10th World Fishing Congress, Timbuktu, Niger, 20 September–1 October 2004’. www.worldfish.org.au. Accessed 20 September 2011.
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Table 1. Effect of tillage treatment on soil bulk density, water content and saturated hydraulic conductivity (K_s). Data in parentheses are natural log-transformed $\ln(x+1)$.

Tillage treatment	Bulk density (g/cm^3)	Water content (g/cm^3)	K_s (mm/h)
Zero tillage	0.99	0.331	145 (4.982)
Conventional	0.98	0.328	12 (2.583)
l.s.d. ($P = 0.05$)	0.04	0.023	(0.548)



Figure 1. Spatial distribution of Mallee Eucalyptus species open-scrub in Australia. Predominant areas (■) coinciding with largely alkaline soils that now comprise significant cropping areas and other areas (▨) where mallee vegetation is significant, but not predominant. Reproduced from Hill (1989).