Guidelines for submitting an invited paper to the NSW Grassland Conference

Thank you for agreeing to speak at the 2019 Grassland Society of NSW conference to be held 3-4 July 2019 at Gunnedah. This file contains information and guidelines to help you prepare your paper. This file has also been formatted using the style-sheet required for your paper. These guidelines must be adhered to.

Please note that **papers are due 22 April 2019** and can be emailed to [suzanne.boschma@dpi.nsw.gov.au](mailto:suzanne.boschma@dpi.nsw.gov.au). If you have any problems or queries, please speak with the Grasslands conference committee member who approached you, Suzanne Boschma (02 6763 1202, [suzanne.boschma@dpi.nsw.gov.au](mailto:suzanne.boschma@dpi.nsw.gov.au)) or Sean Murphy (02 6763 1244, [sean.murphy@dpi.nsw.gov.au](mailto:sean.murphy@dpi.nsw.gov.au)).

Change the file name to your first initial, surname and the year (e.g. jsmith-2019). 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, the formatting instructions are also provided below.

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 this Word document file. Submitted papers that do not meet this requirement will be returned to the authors for correction.
* Invited speaker papers are to be a maximum length of eight pages, inclusive of figures and tables.
* Deadlines specified by the Organising Committee must be strictly adhered to. While for many authors submission of the paper will be the last time they see it, 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) 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 **Home>Paste>Paste Special>****Picture Enhanced Metafile.** 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. Image files can be inserted using **Insert>Picture**.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.
* Use the **Insert>Table** to insert a table.
* Left align Tables. Column alignment is to be based on the example provided in the sample paper. Keep formatting simple. Remove all borders from tables and insert horizontal lines only as illustrated in Table 1.
* **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 the Grassland Society of NSW Inc.

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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 two 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, conclude with a full stop and then 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 (ctrl and ‘-‘) for numeric ranges (e.g. 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. ‘A resilient pasture that can bounce back after drought’) 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

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Table 1. Effect of tillage treatment on soil bulk density, water content and saturated hydraulic conductivity (*Ks*). Data in parentheses are natural log-transformed ln(x+1).

|  |  |  |  |
| --- | --- | --- | --- |
| Tillage treatment | Bulk density (g/cm3) | Water content (g/cm3) | *Ks* (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).