Guidelines for submitting an invited paper to the NSW Grassland Conference

Thank you for agreeing to speak at the 2021 Grassland Society of NSW conference to be held 20-21 July at Mittagong RSL. 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 29 April 2021** and can be emailed to Helena Warren email helena@cadfor.com.au If you have any problems or queries, please speak with the Grassland conference convenor Helena Warren 0414 860 502 or email as above.

Change the file name to your first initial, surname and the year (e.g. jsmith-2021). 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 producer conference papers for Grassland Society of NSW Inc.

RW JonesA, JB SmithB and CD WessonC

“Property name”, Town NSW 1234: email@gmail.com

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

In the Introduction you can describe the location of your farm, who’s involved in the daily operations, how long you have owned it, size of the farm, and enterprise types.

# Farm description

A general description of the farm to give the readers a sense of what you work with. This might include some or all of the following. They don’t have to be lengthy. See Oliver Cay’s paper titled ‘A farmer’s perspective on strategic fertiliser management’ as an example <https://grasslandnsw.com.au/news/publications/conference-proceedings/conferences-2000-onwards/conference-2015/>.

## Soils and landscape

What sorts and proportions of soils and landscapes do you have on your farm?

## Climate

Please describe your climate. What is your average annual rainfall? How does it compare with the last 3 years? Do you have access to water from dams, bores and irrigation?

## Livestock

Outline your main livestock enterprises. Summarise the breed, type and number of livestock you have.

## Pastures and/or forages for livestock

Include species you grow and describe your grazing management and fertiliser regime.

## Cropping

Outline any cropping enterprises you have and how they are integrated, or not, into your grazing system (e.g. grain crop, on-farm use, fodder etc.).

## Weeds, pests and diseases

Do you have any major weeds, pests or diseases that are important in your management decisions and/or choice of enterprise?

## Drought strategies

What drought strategies do you use? If you conserve fodder, outline type(s) and how frequently you conserve.

# Goals or business objectives

Outline what your short, medium, and long-term goals are relative to the topic of your paper.

# Pathway to Pasture Production

The conference is about the improving pasture production through management and each speaker has been chosen because they have made a significant change to their enterprise(s) and/or system. Please outline what management improvements you have made and why you have made them. Please also provide the opportunities you saw/see for this change and the challenges/barriers you have faced.

# The future

Where do you see your farm business heading? What is the next step?

# Conclusions

What are your concluding thoughts regarding your topic? These may be your key findings, your biggest successes or on-going challenges.

# Acknowledgments

Any acknowledgments can be added here.

# References

You may not use any references, but if you do the following provide formats for some different types:

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](http://www.worldfish.org.au). Accessed 20 September 2011.

Griffiths N, Rose H (2019) Sustainability and productivity of two mine rehabilitation sown pastures in the Hunter Valley. In ‘Proceedings of the 31st Conference of the Grassland Society of NSW Inc.’. (Eds SR Murphy, SP Boschma, M Simpson). pp. 59–63. (Grassland Society of NSW Inc.: Orange)

Hill KD (1989) The spatial distribution of Mallee Eucalyptus in Australia. In ‘Mediterranean Landscapes in Australia - Mallee Ecosystems and their Management’. (Eds CS John, PJ Parker). pp. 93−108. (CSIRO Publishing: Melbourne)

Johnson RC (2001) Word to Web publishing for Agricultural Research. In ‘Proceedings of the 10th Australian Agronomy Conference, Hobart’. (Australian Society of Agronomy; Melbourne) [www.regional.org.au/au/asa/2001/5/a/johnson.htm](http://www.regional.org.au/au/asa/2001/5/a/johnson.htm). Accessed 10 October 2011.

Muchow RC, Carberry PS (1989) Environmental control of phenology and leaf growth in tropically adapted maize. *Field Crops Research* **20**, 221−236.

Parker DH (2005) Wheat proteins and nutrition. (CSIRO Publishing: Melbourne)

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).