

AUSTRALIAN SOCIETY OF ANIMAL PRODUCTION

28th BIENNIAL CONFERENCE, ARMIDALE, JULY 2010

AUTHOR GUIDE FOR CONTRIBUTED 1-PAGE PAPERS AND INVITED PLENARY PAPERS FOR PUBLICATION IN “ANIMAL PRODUCTION IN AUSTRALIA” (APA)

PUBLICATION

The 28th Biennial Conference of the Australian Society of Animal Production will publish contributed 1-page papers and several invited plenary session papers as part of the series *Animal Production in Australia – Proceedings of the 28th Biennial Conference*. The papers will be scrutinised by the editors for suitability and formatting and will be reviewed by 1 person for content.

These Proceedings will be provided to all members of ASAP and conference delegates in a printed volume and indexed electronic copies (PDF) will be available on the ASAP website. Summaries of invited papers and contributed 4-page papers to be published in “Animal Production Science” will also be included.

SUBMISSION DATES

Please refer to the ASAP web site for submission dates.

Files containing the manuscript are to be submitted electronically via the ASAP website at: <http://www.asap.asn.au>. If there are any issues with submitting papers this way, please contact Bill Pattie at: wpattie@bigpond.net.au

FINAL SUBMISSIONS

When the papers have been reviewed, authors will be advised whether they have been accepted, or if changes are required.

STANDARD OF PAPERS

Preparation. Material should be easily understood by the non-specialist. Jargon should be avoided and abbreviations kept to a minimum. The style should be simple and concise and convey the writer's meaning accurately. Judgement of scientific value of the material will be facilitated if the study is placed in context of existing knowledge.

Scientific standard. The material should present an advance in scientific knowledge or its application. Experimental data should be interpretable.

INSTRUCTIONS TO AUTHORS

Please note that the page settings in these instructions are different to those used for the last conference. The changes have been made so that the page size of the printed book will be the same as that of the main conference publication in the special issue of *Animal Production Science*.

Manuscripts are to be submitted in MS Word (.doc only), Open Office, RTF or PDF format. If you send a PDF file there *must not* be anything in the page header or footer areas.

PAGE SETUP AND OVERALL SETTINGS (set these at start – MS Word instructions on next page)

Paper A4 size (this will be trimmed after printing to the size of APS)

Margins: 3.6cm top and bottom. 2.5cm left and right.

Font: Times New Roman.

Font size: 10pt unless otherwise specified.

Paragraphs: left and right justified, single line spacing, first line indent 0.5cm, no line space between paragraphs.

Remove hyperlinks from email and internet addresses

MS Word 2007 users – Save your document in .doc format. Some of our reviewers may have versions of Word that cannot open .docx files.

Instructions for setting up Microsoft Word

Choose File | Page Set-up | Margins

For Margins set 3.6cm for top & bottom, 2.5cm for left & right; for Gutter set 0cm.

For Orientation set Portrait

Choose File | Page Set-up | Paper

For Paper size set A4 (ensure this is NOT “Letter” size, a common default)

Choose File | Page Set-up | Layout

for Headers and footers check Different odd and even

for Header & Footer set 2.6cm

for Vertical alignment set Top

Choose Format | Font

for Font set Times New Roman

for Font style set Regular

for size set 10pt

Choose Format | Paragraph | Indents and Spacing

for Alignment set Justified

for indentation set both Left & Right to 0cm

for Special set First line, for by: set 0.5cm

for Spacing set both Before and After to 0pt, for Line spacing set single

Remove hyperlinks from email and internet addresses:

Right click the address and choose “Remove Hyperlink”.

Remove any text in headers or footers:

Choose View | Header and footer

delete the header text

in the header/footer toolbar, click the icon for Switch Between header and Footer

delete the footer text

Convert a coloured figure into grey scale

Select the figure then choose Format | Picture | Picture tab | color | grayscale | OK.

Convert an embedded object into a graphic

Select the object, click CTRL+SHIFT+F9

CONTENT

Layout is to be single column text with tables and figures embedded at appropriate positions.

A 1-page paper should contain:

Paper title

Authors

Authors’ affiliations

A brief outline of the background and aims of the study,

A description of the methods that will allow a sensible interpretation of results,

A brief discussion of the results,

A conclusion related to the aims,

References.

Email address of contact author.

There are to be no headings within the body of the paper.

Invited plenary 4-page papers:

Page set-up, layout and general formatting are to be the same as specified here for 1-page papers (also see example 1-page paper) with the following variations:

- Number of pages – maximum 4 pages.
- A brief abstract is required. Heading: **Abstract** - 10pt, bold type, first letter upper case, single line space above, abstract text starts on line below with first line indented 0.5cm.
- Section headings may be used - style as for abstract heading.
- Sub-headings within sections may be used - 10pt, italic, single line space above, text starts on line below with first line indented 0.5cm.

TITLE and AUTHORS

Title: Bold, lower case with first letter of each word capitalised except “and”, “for”, “the” and similar, 11pt, alignment centred, no full stop at end of title.

Authors: Italic, lower case with initials and first letter of surname capitalised, initials first each followed by a full stop and space then surname, 10pt, alignment centred. One line space above and below the author block. To denote different addresses use superscript alphabet capitals also in italics, no full stop at end of authors block.

Authors’ affiliations and addresses: 9pt, alignment centered. One line space below the block of addresses.

FORMAT OF GENERAL TEXT

Contractions and acronyms do not require full stops; eg Dept, CSIRO. For addresses, use W.A., N.S.W., not WA NSW.

All special terms or abbreviations must be defined at their first occurrence. Spelling should be according to the Macquarie Dictionary.

"Liveweight" is the preferred term for the weight of the whole live animal.

In the text write all numbers as figures except at the start of a sentence.

If possible, avoid footnotes. However, if they are essential, then they should be included at the bottom of the text body, not in the page footer which is required by the editor.

Acknowledgments, if any, are to be separated by one line space with no heading.

FIGURES

Each figure should be embedded in the appropriate place within the manuscript. Number the figure with an Arabic numeral (eg Figure 1.) and provide a caption on the same line, which is comprehensible without reference to the text. The figure number and caption should be in bold type, left justified, and should have no full stop at the end. Include a full stop only if the legend has more than one sentence. The figure number and caption are to be placed below the figure.

A legend identifying the elements of the figure may be included in the caption or displayed on the face of the figure if it does not obscure the essential features.

Do not include unnecessary decorative features such as a surrounding box or right side and top axes if they are not needed for multiple scales. Pseudo 3-dimensional bar charts should not be used for figures which have only 2 dimensions.

When figures are referred to in the text they should be typed in full (eg Figure 1).

In charts and diagrams distinguish groups by different patterns.

Colours may be used for enhancement but will only appear in the web site edition. In print they will be in grey scale. Check the suitability of colours for printing by temporarily converting them to grey scale. Do not refer to colours in the text. Coloured photographs may be included but they will be also printed in grey scale. Check that they illustrate the required features in this mode, if not, leave them out. See the section headed “Instructions for setting up Microsoft Word” above for converting a coloured object to grey scale to assist you in choosing appropriate colours.

If you develop a figure within a spreadsheet application (e.g. MS Excel) and embed the figure as an object in your word processor file you may unknowingly share all of the data in the spreadsheet with anyone receiving the document. To avoid this, convert the embedded object into graphics. Instructions are in the earlier section on setting up MS Word.

TABLES

Tables should be inserted in the appropriate place in the text.

Each table should be numbered above with an Arabic numeral (e.g. Table 1.) and given a title on the same line, which is comprehensible without reference to the text. The table number and title should be in bold type, left justified, and should have no full stop at the end.

There should be 1 line space before and after the table title.

Within the table and any table footnote, font size is to be 9pt.

Only the first letter of the first word of each row or column heading should be in capitals.

The dimensions of units should be shown in the headings in brackets. However, if this is not possible, they may be inserted into the body of the table. Where the measure of variation is presented in a separate column or row, \pm should not be placed before each value.

There should be no vertical rulings between columns. All horizontal rulings are to be 0.5pt thick.

Superscripts should be clearly indicated, with notations being immediately below the table.

It is acceptable to use ** to indicate significance levels and a, b, c etc to indicate significant differences between data.

Do not enclose the table with a box.

When tables are referred to in the text they should be typed in full (eg Table 1).

REFERENCES

Within the text references should be restricted to the authors' names followed by the year of publication. The earliest work is cited first. When two or more papers with the same first author are listed, papers should be ranked alphabetically on second, or if necessary, subsequent authors' names. They should conform to the following examples.

(Smith 1984)

(Smith *et al* 1986)

(Smith 1984a, 1984b; Smith and Jones 1990; Roberts *et al* 1992)

A complete list of references cited in the text must be arranged alphabetically at the end of the text separated by one line space with no heading. Font size is to be 9pt. Do not include the title of the papers. Journal titles are to be abbreviated and only the first page number listed. They should conform to the following examples.

Allison J.B. (1964). In "Mammalian Protein Metabolism", Vol.2, (Eds H.N. Munro and J.B. Allison) p.41 (Academic Press: London).

Cheffins R. and Hirst D.J. (1990). *Proc. Aust. Soc. Anim. Prod.* **18**, 172.

Entwhistle K.W. (1984). University of Sydney Post-Graduate Foundation in Veterinary Science Proceedings 68: 311.

Johnston J.F., Brown A.J. and Jones J.L. (1969). *Br. J. Nutr.* **25**, 53.

Smith R.A. (1970). Ph.D. Thesis, University of Melbourne.

Snedecor G.W. (1956). "Statistical Methods", 5th ed. (Iowa State University Press: Ames).

Each reference is to commence at the left margin (no indent). For any reference longer than one line, the second and subsequent lines should be indented 0.5cm (*for MS Word set Format / Paragraph / Alignment / Left / Indentation / Special / Hanging / by / 0.5cm*).

NOMENCLATURE AND UNITS

Standard nomenclature and abbreviations should be used. Present all results in metric units (see Australian Standard 1000-1974, "The International System of Units (SI) and its Application").

For energy measurement use megajoules (*MJ*) rather than kilocalories.

Use kg/ha, g/m², mL/hour etc., not kg.ha⁻¹, g.m⁻², mL.hour⁻¹ etc.

Use kg/ha.day, not kg/ha/day.

The format for dates is 19 November 2005.

Time of day must be indicated by the 24 hour clock. Time units should be expressed in full, e.g. day, second (not d, sec).

CONTACT AUTHOR

Include, at the end of the paper separated by one line space, the email address of the author to be contacted by readers for information about the work described. Remove the hyperlink from the email address, if present. See instructions for this in the page set up section above.

SUMMARY OF FONT SIZES

Paper title: 11pt. Authors: 10pt. Authors' affiliations and addresses: 9pt. General text and line spaces: 10pt. Table contents and footnotes: 9pt. Reference list: 9pt.