

## New Zealand Grassland Association Guide for Authors

### Manuscript Preparation

Manuscripts should be no more than **than 2,400 word equivalents (eight (8) A4 pages, 1.5 spaced typing) including title, abstract (no more than 150 words), keywords, text, tables and figures, acknowledgements and references** Manuscripts will be sent to specialist referees for constructive and confidential appraisal. Manuscripts should be thoroughly appraised by colleagues before submission to the Association.

### Manuscript Submission

Manuscripts should be submitted on-line to the [Secretary](#), by May 15. Please use MS word or Rich Text Format for submission. Please name the file using the **number of the manuscript**, provided in your acceptance letter, along with the **contact author's name**.

Alternatively, three copies of the manuscript can be sent to The Executive Secretary, New Zealand Grassland Association, PO Box 8099, Gardens, Dunedin 9041, New Zealand.

### Refereeing Process and the Final Draft

Copies of the manuscript with referees' and editor's comments will be returned to authors by late June for them to respond. **The final draft is required within 3 weeks of receipt of these comments** and should be submitted directly to [editor@grassland.org.nz](mailto:editor@grassland.org.nz) . If authors do not wish to comply with the recommendations made by the referees or editor, then please also supply reasons for this in a separate memo.

For the final draft, figures should be inserted into the Word file on separate pages at the end.

After typesetting, proofs of each paper will be sent out to authors. These must be checked carefully and returned to the editor **within 1 week of their receipt. Changes to manuscripts at this stage, other than for correction of errors, are not acceptable.** August and September are for completing the printing process so that the proceedings are available at the conference in October.

### Guidelines for Writing

Readership of the Proceedings is broad, including farmers, farm advisers, teachers and commercial and scientific personnel. You must engage the interest of all these sectors. Papers **must** emphasise practical implications/relevance to farming.

The introduction should include a brief paragraph of background to the paper (reviewing past work and outlining the nature of any problems) followed by a clear statement of the aims of the paper/reported work.

Technical details and statistical analyses should be sufficient to allow conclusions to be drawn from the results presented. Conclusions and recommendations contained in papers must be justified, by means of the data presented and their statistical significance or by reference to other publications. The number of tables, figures and references should be kept to a minimum.

The scientific information in a paper must be of a standard that will allow the Proceedings to retain or enhance its role as a valuable source of reference material for those interested in New Zealand grassland.

## **PAPER LAYOUT**

The following is a guide but if in doubt refer to layout in previous Proceedings. Note that all text and headings should be aligned left, except authors names, affiliations and contact e-mail.

### **This is the title**

A.B. AUTHOR<sup>1</sup>, C.D. AUTHOR<sup>2</sup> and E.F. AUTHOR

<sup>1</sup>*Author affiliation, address*

<sup>2</sup>*Author affiliation, address*

E-mail of contact author

### **Abstract**

Single paragraph 150 words approximately

**Keywords:** x, y z

### **Introduction**

Start each paragraph on a new line – do not indent.

### **Methods**

#### **Subheading if needed**

Text

#### **New subheading**

Text

### **Results (or Results and Discussion)**

As for methods

### **Discussion**

## **ACKNOWLEDGEMENTS**

## **REFERENCES**

See below for examples

### **Style**

Use 12 point Times New Roman.

Use the spell checker of your word processor but make sure the language is set on English (NZ).

At first submission use 1.5 line spacing for all text The final version should be single spaced..

Use left justification (“align left”) except for authors, author affiliations and e-mail.

Italicise *in vitro*, *in situ*, *et al.*, *ad lib.* but not pers. comm. or  $P < 0.01$ .

### **Numbers**

Use words for numbers of value nine or less except where they precede units including those of time. Examples; two sheep, two-tooth wethers, two replicates, 2 days (or months or years), 3 grazing days, and Olsen P levels of 5 and 9.

Do not use a comma to separate thousands. Use a space instead for values of 105 and greater (12 345) in the text but not in the tables.

Note spacings for numbers and units – 50%, 10 kg/ha, P<0.01, kg DM/ha

### Tables

- Place tables at the end of the manuscript, do not insert them in the text.
- Follow table format as below
- Try to avoid having tables of more than 8 columns

**Table 1** Argentine stem weevil adult damage (mean feeding score per plant) on two cultivars of tall fescue without endophyte (Nil) or infected with the endophyte AR542.

Cultivar	----- Endophyte -----		SED
	AR542	Nil	
Advance	0.938	1.35	Endophyte 0.185
Jesup	0.425	1.35	Cultivar 0.185
Mean	0.682	1.35	Endophyte*Cultivar 0.26

### Figures

- Submit figures in a separate file named with the paper number & name of senior author
- Figures should have a resolution of 300 dpi and be a jpeg or tif file.
- Use bold font (12+) and Times Roman for all labels on Figures.
- Make sure that legends, axis labels and lines on graphs etc are large enough font/weight to allow for reduction.
- Patterns and lines used on graphs must be reproducible in black and white.

### References

1. Citations in the text: For one author use author's name followed by the date, for two authors use & between them, for more than two authors use *et al.* Separate citations using a semicolon. Eg. (Author 2006; Author & Author 2007; Authors *et al.* 2002)
2. List references alphabetically by first author's surname and then, if necessary, by surnames of succeeding coauthors. Authors are responsible for the accuracy of the references they cite.
3. When referring to another paper in the same volume of the NZGA, use capital "Xs" for the pages, i.e., *Proceedings of the New Zealand Grassland Association 63: XXX–XXX.*
4. AgResearch staff using Microsoft Endnote should select "NZGA" from the style list.

Here are examples of our reference layout requirements.

Jones, A.T. 1998. Article title has capitals on first word only. *Italicise the full Journal Name (Caps for Major Words) and the volume* but not the colon 78: 123–456.

Jones, A.T.; Knapp, W.R.; Minson, D.J. 1998. Article title. pp. 12–22. *In: Proceedings of the N<sup>th</sup> Conference of a Society typed in Roman not Italics.*

Jones, A.U.; Knapp, W.R.; Minson, D.J. 1999. Article or chapter title. pp. 12–22. *In: Book title in lower case. Eds. Editorone, C.M.; Editortwo, H.J. Publisher, Place.*

Jones, B.N. 1998. Book title in lower case. Publisher, Place. 99 pp.

Jones, C.N. 1998. Thesis title as for book. PhD thesis. My University.

Note the citing of two of our Society's special publications.

Hay, R.J.M.; Lancashire, J.A. 1995. Cultivar development and links to industry. *White Clover: New Zealand's Competitive Edge. Agronomy Society of New Zealand Special Publication 11/Grassland Research and Practice Series 6: 15–18.*

Blackwell, M.B.; Keogh, R.G. 1999. Endophyte toxins and performance of spring-calving dairy cows in Northland. *Ryegrass endophyte: an essential New Zealand symbiosis. Grassland Research and Practice Series 7: XXX–XXX.*

When the conference number appears in the title, leave it there. This applies to:

Proceedings of the 50<sup>th</sup> New Zealand Plant Protection Society.  
Proceedings of the 4th Australasian Conference on Grassland Invertebrate Ecology  
Proceedings of the 17th International Grassland Conference  
Second International Symposium on *Acremonium*/Grass Interactions.

It does not apply to the *Proceedings of the New Zealand Grassland Association* which is treated as a journal (as the number is not in the title).

Treat these proceedings references as a “proceedings” in Endnote but ensure the number is included in the title in the title section of Endnote.