**New Zealand Grassland template for submitting the paper to the editor**

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**Abstract**

Single paragraph – should not exceed 150 words

**Keywords:** format, paper, correctly

**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**

As for methods

**ACKNOWLEDGEMENTS**

**REFERENCES**

See NZGA Style Guide for full list of examples including how to reference from the web

**AgResearch staff – use NZGA style in Microsoft Endnote**

**Tables and Figures**

**Place tables at the end of the manuscript**

Use the “Insert Table” function to add Tables to the file and add extra rows using “insert Row” (not by using returns inside a cell). Please use only the horizontal lines indicated in the Table below. Do NOT reduce font size or use more than 8 rows per table.

**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 |

**Figure 1** Please follow the guidelines when you prepare your figures. Put the figure captions at the end of the file and submit figures as graphics files (resolution 300dpi minimum, .tif or .jpg file but NOT .pdf). Check that all patterns and lines on figures are reproducible and clear in b&w.

**Rejection of papers**

Your paper **will be rejected** if:

* it falls outside the scope of *New Zealand Grassland Association*
* the data is insufficient to support any useful conclusions
* results have been incorrectly interpreted
* data have not been statistically analysed (unless there is a very good reason for not doing so ie farmer papers)
* information in the paper is either not original or not new, although review papers will be considered
* there is insufficient information to warrant publication as a full paper

Your paper **may be rejected** if, in the opinion of the referee and the editor, the paper needs major revision in any of the following areas.

* ***Information*** Make sure your information is accurate. Ensure that each section of the paper gives adequate information and that the information is in the appropriate place, i.e. do not put methods in the results or vice versa.
* ***Readability*** Use clear, concise, grammatically correct language. Arrange information in a logical order. Be accurate in what you say. Don’t pad the paper out with unnecessary information or repetition, e.g. in the Results section describe only the main differences apparent in data in tables or figures and do not describe every minor difference.
* ***Presentation of results*** Present data in the appropriate form as tables or figures. In some cases it is sufficient to describe data in the text. Remember it is not always necessary to present all the data you have collected.
* ***Statistical analysis*** Make sure your analyses are appropriate, that you outline in the methods the type of analyses used and that statistical differences are apparent in the results. Give an SED, an LSD or use lettering to indicate significant differences, along with probability levels.
* ***Formatting*** Follow the formatting information exactly particularly the layout of headings, tables, figures and references.

***(thanks to Plant Protection Society)***