

# Conference Paper Guidelines

## 14<sup>th</sup> Biennial NSW Weeds Conference University of Wollongong, Wollongong 25-27<sup>th</sup> September 2007

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### INTRODUCTION

These notes are to be used by authors of papers so that they can use a consistent style and can visualise how their paper will look when printed.

To minimise the differences between formats of different papers, and thus to provide a professional appearance to the Proceedings, these editorial instructions need to be followed closely. This paper itself has been formatted according to the instructions and may be used as a model.

### STRUCTURE OF THE PAPER

The various parts of the Paper will typically have the following structure:

**Title.** The title should be as brief as possible, while being sufficiently descriptive to enable potential readers to determine whether or not it is of interest to them.

**Authors.** All authors must be listed, followed by their affiliations. The committee has no policy on the determination of the order of listing of authors. Qualifications and addresses may be listed. Please underline the author that will be presenting the paper- see example above.

**Abstract.** An abstract will be required to be submitted with the Paper if not submitted prior. The abstract should summarise the essential points of the paper and be not more than 300 words in length. It should state the purpose of the work and important findings and conclusions.

**Body of the paper.** You may use any number of parts with headings (**BOLD, CAPITALS**) or lead in subheadings (**bold**). The body of the paper should be broken down into sections such as Introduction, Background, Methods, Results, Discussion, and Conclusions.

A **compulsory** part will be headed "Take Home Messages". As you are writing your paper for a mixed audience, and to avoid any conflicting interpretations, finishing your paper with such a distinctive method will ensure your message gets through to the right audience. Consider a range of recipients for your take home messages, such as weeds officers, councillors, landholders, community groups, agricultural businesses and government agencies. (Michelmore 1997)

**Acknowledgments.** People or organisations who have contributed significantly to the paper should be acknowledged.

**References.** The references must be given in the author/date system, e.g. (Smith 1987), (Smith and Jones 1988), (Smith *et al.* 1985). References must be listed after the main text in alphabetical order by author.

## **PAPER PREPARATION**

### **Length of Papers**

**Keynote papers.** Invited keynote papers are to be of a maximum length of 10 pages.

**Volunteered papers.** Volunteered papers are to be a maximum of 8 pages. Use enough material to build an informative message for all delegates so that they can feel comfortable about developing an understanding of your subject. Some delegates may be relatively new to the weed industry, while others may be quite experienced - you need to make your paper read so that all delegates develop an understanding of the topic.

Use tables, graphs/charts, or line drawings where appropriate. Photos must be provided as a separate high quality digital file, as well as within the document.

**Type size and font.** Use Arial 12 point for the text and 14 point for the title. Use single line spacing in text sections.

**Spacing between sections.** Leave one blank lines between sections of the paper. Leave one blank line between section and sub-section headings and the following text.

**Emphasis.** The title should be centred and bold. The names of authors should be in bold and centred. **All other text should be Justified** (use Format, Paragraph, Alignment and select “justified”) Section headings should all be capitals and bold. Sub-section headings should be bold with first letter of each word capitalised. Sub-sub-section descriptors should be in bold, form first part of a paragraph, with first letter only capitalised. Do not use underlining.

### **Do and Don't**

Do not number pages, or include running headers or footers.

## **SPECIFIC ELEMENTS OF THE PAPER**

### **Tables and Figures**

Tables and figures should be incorporated into the text close to where they are first referred to. They should not be separately grouped after the text.

Each figure should have a caption at its foot, and should be referred to in full; e.g. do not abbreviate Figure 1 to Fig. 1. Tables should be numbered, fall within the page margins and have their titles placed above them.

## **Scientific names**

At the first mention of a species the full scientific name must be given. The scientific name is in italics. eg Gorse (*Ulex europaeus*). Please use this format for all plants, animals and fungi. The scientific or common name can then be used throughout the text ie *U. europaeus* or Gorse but please be consistent. The common name should always be used where possible. (Richardson *et al* 2006)

## **Chemical and trade names**

Please use the standard common name of chemicals (active ingredients) where possible starting with a lower case character (eg glyphosate). When it is necessary to use the tradename the first letter should be uppercase (eg Roundup™). Indicate trademark or registered name at first mention. Do not give full chemical names unless it is necessary for clarity. Herbicide rates should be based on the active ingredient, e.g. glyphosate at 20 g a.i. ha<sup>-1</sup> (as Roundup) or where trade product rates are used, identify the concentrations of active ingredients in the trade product. (Richardson *et al* 2006).

## **CURRICULUM VITAE**

Please attach a short CV, on a separate page. This will be read by the session Chair prior to you giving your presentation.

## **PRESENTATION OF PAPERS**

All papers will be grouped as far as possible into appropriate sessions to facilitate discussion on the various topic areas.

All plenary session timeslots are 30 minutes which includes introduction by the session chair and question & answer time. Concurrent session timeslots will be a maximum of 20 minutes which includes question and answer and changeover time. Speakers should rehearse their papers to ensure that they can cover their main points in the allocated time.

Speakers should not read their published paper word for word - use notes instead.

All audio visual requirements will be available to enhance each speaker's presentation. Speakers should confirm with the conference organisers prior any special needs in relation to the technical aspects of presenting their paper.

## **SUPPLYING YOUR PAPER**

Send your paper in electronic word format only.

## **PAPER REVIEW**

All papers will be reviewed by the Technical sub-committee responsible for the technical program associated with the Conference. Draft papers will be reviewed and comments made by reviewers upon acceptance of all papers after 1 June 2007. Authors will be advised of the status of their paper in July via email. Any papers requiring correction will be advised of the final paper deadline (if required).

Speakers will be sent a forward program advising of their date and time of presentation.

## **TAKE HOME MESSAGE**

These instructions are designed to help ensure the delivery of a consistent and high quality technical program for the conference. Authors making presentations at the 14<sup>th</sup> Biennial NSW Weeds Conference will please the technical committee if they follow these instructions.

The deadline for submitting Papers is **1 June 2007**.

## **ACKNOWLEDGEMENTS**

Michael Michelmore provided useful ideas which improved these notes

## **REFERENCES**

Michelmore M (1997) Conference Paper Style Instructions- How to make the editors job easier. (9th biennial NSW Noxious Weeds Conference Dubbo 1997)

Richardson R, Sheppard R, and Lloyd S (2006) Author instructions and format of papers for the fourteenth Australian weeds conference.