

## **INSTRUCTIONS FOR THE PREPARATION OF FULL LENGTH PAPERS**

Conference Proceedings 'Grassland Science in Europe' Vol. 15 and 'Book of Abstracts'

### **1. GENERAL INFORMATION**

The present instructions are the same as those sent to you following acceptance of your abstract. Please check the 'example paper' on this website.

To ensure uniformity in style and layout throughout the proceedings please follow the instructions carefully.

The deadline for receipt of your manuscript is **31 January 2010**.

Your contribution should be sent to us as an attachment to an e-mail at the following address: [egf-proceedings@wzw.tum.de](mailto:egf-proceedings@wzw.tum.de).

Only papers sent to us in this way will be considered for publication.

All accepted papers will be published in the 15<sup>th</sup> issue of the EGF series 'Grassland Science in Europe', which in addition to book form will also be available on CD-ROM.

Abstracts and papers must be submitted according to these instructions. All full length manuscripts will be peer-reviewed. Thus, submission does not mean acceptance of a paper.

**Please note:** Only payment of the registration fee entitles you to have your paper printed in the Proceedings.

You must write your paper in MS Word (Version 97 or later).

#### **Language**

Papers must be written in English (British spelling). Prior to submission please check your manuscripts for correct language by a native English speaker. Manuscripts with serious linguistic shortcomings will not be accepted for publication.

#### **Reviewing**

The papers will be peer-reviewed. If there are substantial comments or corrections, the papers will be returned to you for revision. Manuscripts showing serious shortcomings in layout/formatting will not be accepted for publication.

## **2) LAYOUT – FORMATTING OF MANUSCRIPT**

**When you start to prepare a MS Word document the style of the whole document should be set as 'Normal'. Please check that no paragraph has its style automatically changed by the 'AutoFormat' function of MS Word.**

#### **Length of paper**

The number of pages (A4) is restricted to three for offered papers including tables, figures and references. If the length of the paper exceeds this limit, it cannot be accepted. Invited papers will have special guidelines. An A4 page holds about 3 000 typed characters, including open spaces. So the manuscript of an offered paper should not exceed 9 000 characters.

## Structure

Each contribution must start with the title and the author(s). An abstract of maximum 200 words follows. You may correct the abstract you have already submitted, if this is necessary. A list of keywords (max. 6) should then be given. The main text should follow, divided into sections. The last section should list references alphabetically.

## Page size and font is set as follows:

- Page size is A4, all four margins are to be set at 2.5 cm.
- Single line spacing and left-aligned text (the editor will correct the text from left-alignment to full page width adjustment).
- Font Times New Roman, size 12, except for tables and for the reference list; size 10 points.
- Do not use bold characters or indentation.
- When using the common name for plant species, please give the respective Latin name in brackets at first mention.
- Use italics for Latin biological names, journal titles, for Latin phrases such as '*et al.*' and also for the statistical parameters  $P$  ( $P < 0.001$ ) and  $R^2$  ( $R^2 = 0.87$ ).
- Do not use a hard return ('Enter') at the end of a line. Press 'Shift Enter' at the end of a text paragraph or a caption.
- Turn the hyphenation option off.
- Use single ('.....') instead of double quotation marks (".....").
- For symbols and international characters, use the 'Insert/Symbol/Times New Roman' option of MS Word.

## Title and headings

The title should have a maximum of 15 words. Latin names included in the title will be corrected into italics by the editor.

Name(s) of author(s) and the address of the institute(s): Please check the order and affiliation of the authors carefully.

The title and section headings should be typed in lower case letters and not in capitals. There will be only one level of headings permitted for the offered papers. There will be some predestined headings (*Abstract, Introduction, Materials and methods, Results, Discussion, Results and discussion, Conclusions, Acknowledgements and References*). If needed, you can also choose your own heading.

Footnotes should not be used. Put the information in brackets at the appropriate place in the text.

## Tables

Use MS Word to create your tables.

## Figures

- Bear in mind that the manuscript will be reduced in size when printed (to 80% of the A4 size) and that the size of lettering in a drawing/graph should never become smaller than 2 mm after reduction. When making a full-page graph it is advisable not to reduce the font size to less than 16 points. Please use font 'Arial' within figures.
- Put the full-size (100%) originals at the correct place in the manuscript. Photocopies of artwork are unsuitable.
- Bear in mind that a figure should take up not less than one third of the page lengthwise – this corresponds to 17 blank lines including the legend.

- Give figure legends at the correct place in the manuscript in normal (regular) lower case letters.
- Create a gif or jpeg file of your figure files. Submit them together with the MS Word file of your paper
- Please preview your paper carefully before submission.

### **Photographs**

Photographs should be used sparingly. Bear in mind that the proceedings will be printed in black and white.

### **Acknowledgements**

Any acknowledgements should follow the discussion. If references to grant support are cited, write out complete names of the funding agencies unless these are well understood, such as 'EU'.

### **References**

For references within the text: use the format 'author (year)' for a single reference only, or '(author, year; author, year)' for more references; please use round brackets only. Use 'and' and not '&'. If there are more than two authors per reference, reduce to 'first author *et al.*, year' (see the EGF10 example paper). If several papers by the same first author or by first authors with the same surname and published in the same year are cited, the year of publication should be suffixed by the letters a, b, c, etc. All sources quoted in the text should be listed in the list of references at the end of the paper. No references should be given in the abstract. Example: Smith (1996) found that... or It has previously been shown that.... (Smith, 1996).

For the list of references: Use 'Times New Roman' size 10.

References should be listed alphabetically. If there are more references by the same author, please place them in chronological order. Each reference should be arranged in the appropriate standard as follows (1. *Journal title* in full. 2. No commas after surname):

*For journal articles:*

Author(s) (year) Title. *Journal Title (in full)* volume number, page-page.

Dulphy J.P., Demarquilly C., Baumont R., Jailler M., L'Hotelier L. and Dragomir C. (1999) Study of modes for preparation of fresh and conserved forage samples for measurement of their dry matter and nitrogen degradations in the rumen. *Annales de Zootechnie* 48, 275-288.

*For book chapters or contributions:*

Author(s) (year) Chapter title. In: Editor(s) names (eds) *Book Title (in full)*, Publisher, Address, page-page.

Cherney D.J.R. (2000) Characterization of forages by chemical analysis. In: Givens D.J., Owen E., Axford R.F.E. and Omed H.M. (eds) *Forage Evaluation in Ruminant Nutrition*, CAB International, Wallingford, UK, pp. 281-300.

*For whole books:*

Author(s) (year) *Book title*, Edition, Publisher, Address, pages.

Frame J., Charlton G.F.L. and Laidlaw A.S. (1997) *Temperate Forage Legumes*, CAB International, Wallingford, UK, 336 pp.

*For conference proceedings:*

Author(s) (year) Title. In: Editor(s) names (eds) *Proceedings Title. Proceedings name*, Publisher, Address, page-page.

Ritchie M.E. and Olf H. (1999) Herbivore diversity and plant dynamics: Compensatory and additive effects. In: Olf H., Brown V.K. and Drent R.H. (eds) *Herbivores: Between Plants and Predators. The 38<sup>th</sup> Symposium of the British Ecological Society*, Blackwell Science, Oxford, UK, pp. 175-204.

*For previous paper from Grassland Science in Europe:*

Use the same format as for a journal paper without including the conference title etc.

Todorova P. and Kirilov A. (2002) Changes in permanent grassland composition and feeding value during the growing season. *Grassland Science in Europe* 7, 170-171.

Use a hard return after each reference and no hyphenation. Do not leave blank lines between references.

### **Abbreviations, units and numbers**

Only SI units and abbreviations should be used. Abbreviations should be explained when they first appear in the text. If a non-standard abbreviation is to be used extensively, it should be defined in full. For mineral contents in soil, fertilisers, manures, plants and animal products, *etc.*, the elements (*i.e.* P, N, K, *etc.*) should be used instead of their oxides. Isotopes should be indicated as <sup>14</sup>C, <sup>32</sup>P, *etc.*; ions should be mentioned as H<sup>+</sup>, Mg<sup>2+</sup>, *etc.* For molar concentrations italic *M* should be used. Write units of measurement in scientific notation (use kg ha<sup>-1</sup> and not kg/ha, use Mg and not tonnes), concentration as g kg<sup>-1</sup> or mg kg<sup>-1</sup> and not as percentage (%) or as ppm.

In numbers, use the 'full stop' decimal separator instead of 'comma'. Use a 'comma' for thousands *etc.*, *e.g.* 1,230.4 (one thousand two hundred and thirty and four tenths) instead of 1230,4. Where a number does not refer to a unit of measurement it should be spelled out unless it exceeds one hundred. Where a number begins a sentence it should also be spelled out. There should be a single space on each side of \*, /, >, <, -, +, = *etc.*

### **3) BOOK OF ABSTRACTS**

In addition to the 'Conference Proceedings' to be published in *Grassland Science in Europe*, Vol. 15, a 'Book of Abstracts' will be published with all oral and poster contributions to the conference.

The abstract is limited to a maximum of 200 words. It is possible to correct the abstract that you have previously submitted, if needed. Abstracts will be published in the Book of Abstracts in the form/layout in which they are submitted. There will be no opportunity for the authors to correct after this submission.