

# Guidelines for extended abstracts

## NJF Seminar 432, 20-22 June 2010

**To ensure uniformity in style and layout throughout the proceedings, we request that you follow the instructions carefully.**

Both oral and poster presentations will be published as extended abstracts in the proceedings, which will be issued at the seminar webpage in electronic form.

### General

Software	Microsoft Word
Language	English (British spelling)
Maximum length of paper	4 pages
Paper size	A4
Line spacing	1.5
Font	Times New Roman
Justification	Left
Margins (all)	2.5 cm

No page numbers, footers or headers are allowed and footnotes should be avoided.

### Font sizes and styles for headings and text

Title	14, bold
Name and address of authors	12, italics
First level heading	14, bold
Second level heading	12, bold
Third level heading	12, italics
Body text	12, normal
Table and figure captions	12, bold

If there are several author addresses, use superscripts to indicate affiliation. Insert two lines after the addresses before starting the body of the abstract. Do not indent text at the start of a new paragraph.

### Tables

Use the table function in Word when preparing tables.  
Footnotes may be used below tables to explain parts of the table.  
Table captions should be placed above the table.  
Tables should be numbered consecutively in Arabic numbers, independently of figures.  
Tables and captions should be left justified.  
Use horizontal lines only when necessary.  
Do not use vertical lines, screens or colours in tables.

## Figures

Figure captions should be placed below the figure.

The term figure includes diagrams, line drawings, maps, etc.

Figures should be numbered consecutively in Arabic numbers, independently of tables.

Do not use colours in figures.

## Formulas

Formulas should be left justified, with right justified numbering in brackets, viz:

$$A = B + C \quad (1)$$

## References

In the text, a reference should be quoted with the author's name and date in brackets. If more than one reference, they should be put in date order, e.g. (Smith, 1983; Jones & Jones, 1985; Smith, 1986a,b). Where there are three or more authors to one reference, the first name should be followed by et al. A list of references should be given at the end of the text in alphabetical order. Use the following style in the reference list:

Dabney, S.M., Breitenbeck, G.A., Griffin, J.L. & Hoff, B.J. (1989). Subterranean clover cover crop used to increase rice yield. *Agronomy Journal* 81, 483-487.

Firman, D.M. (1987). Leaf growth and senescence of the potato. PhD thesis, University of Cambridge.

Jones, L. (1990). While clover understorey as a supply of nitrogen to cereals. In *Proceedings of the 13th General Meeting of the European Grassland Federation, Volume I* (Eds N. Gáborcik, V. Krajcovic & M. Zimkova), pp. 154-158. Bamksá Bystrica, Czechoslovakia: Grassland Research Institute.

Kirby, E.J.M. & Appleyard, M. (1984). Cereal development and its relation to crop management. In *Cereal Production* (Ed. E.J. Gallagher), pp. 161-173. London: Butterworths.

Saxena, M.C. & Singh, K.B. (Eds) (1987). *The Chickpea*. Wallingford: CAB International.

Smith, A.B. (in press). Birds feeding in cereal fields. *Journal of Agricultural Science*.