AFBM Journal
Instructions to authors

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Contents
Types of papers published
Manuscript preparation
Copyright issues
Ethical clearance issues
Submission of the paper
Refereeing process
Appendix 1: Authors’ certification
Appendix 2: Template for authors

Abstract. This paper contains the instructions for intending authors of AFBM Journal: Australian Farm Business and Farming Systems Management Journal, a refereed publication of the Australian Farm Business Management Network (i.e. AFBMNetwork). It highlights the character of the papers to be submitted and their disciplinary scope. It also encompasses house style, formatting, structure of contents and copyright matters. Finally, it explains the process for submission of papers. These instructions have been formatted in the styles that are used in the template for authors. The template can be downloaded by authors at the end of this set of instructions.

Keywords: instructions to authors, paper formatting, paper structure.

AFBM Journal is published both in printed and electronic manners. This refereed journal offers a free-of-charge publication venue for AFBMNetwork members who wish to present original and meaningful research outcomes that are of interest to both the scientific world and the industry sector related to farming and agribusiness.

The Journal accepts papers that are based on various paradigms of research, and welcomes both the positivist and the critical interpretive paradigm.

Types of papers published

The scientific editors have annual schedules for publishing specialised editions of the Journal. Closely related thematic areas may be published together in the one issue.

Manuscript preparation
Authors are asked to submit their manuscripts electronically as Word files, using the house style and format described below. A Word template is available in appendix 2.

For advice on matters of style, the editorial team recommends authors refer to the Style manual for authors, editors and printers 2002, 6th edn, rev. Snooks and Co., John Wiley and Sons, Australia Ltd.

House style

Spelling The Macquarie dictionary (latest edition) is the Journal’s authority for Australian spelling.

Use of capital letters Titles, headings and captions are typed in lower case except for the first letter of the first word and of any other words that usually require an initial capital letter.

Abbreviations Full stops are not used in acronyms and authors’ initials.

Numerals Spell out numbers one to nine when they occur in the main text, unless they are used as units of measurement,
in which case use numerals (e.g. The survey was conducted in eight villages. A dose of 9 ml was recommended.).

Font  Verdana font is used throughout the Journal.

Footnotes  Footnotes are not recommended since the headers and footers of the Journal are used for specific editorial purposes.

Page dimensions
Final manuscript should be formatted on A4 white paper, top and bottom margins set on 3.5 cm, left margin on 3 cm and right margin on 3 cm. Headers and footers are set 2.5 cm from edges of page.

Title, authorship, contents list and abstract

Title  Title is set in Verdana 12 points, bold, centred, with 5 points spacing below. It is typed in lower case except for the first letter of the first word and of any other words that usually require a capital letter.

As a rule of thumb remember that you ‘capture’ the reader with your title. Make sure it is concise, plain, attractive and conveys your message.

Authorship  Authors’ names are set in Verdana 10 points, centred, with 3 points spacing below. Connect the last author with ‘and’ rather than ‘&’. Authors’ initials or first names should precede their family names. Full stops are not used after the authors’ initials. Names of the authors are separated by commas. Use superscript numerals to refer to the authors’ institutions, when there is more than one author, and more than one institution.

Authors’ contact details  Use Verdana 8 points, centred, with 3 points spacing below. Give the name of the institution and the author’s email address.

Contents list  The heading and the list are set in Verdana 8 points, with 3 points spacing below. Heading is bold and centred. List all first-level headings. The list has a left indent of approximately 5 cm (depending on the length of the section headings) and is aligned left. Exceptionally, if you consider that second-level titles are essential to your reader, list them also, using an indent of 0.2 cm.

Abstract  Abstract is set in Verdana 8 points, with 3 points spacing below. It is indented by 1 cm on both left and right sides, and text is justified.

The abstract should not exceed 150 words. Give the background, justification, methods, outline of results and limitations. A longer abstract should be entitled ‘Summary’.

Main text

Format  The main text is set in a two-column format. Text is set in Verdana 10 points. Allow 3 points line spacing after all paragraphs, headings and captions. Main text is justified. Headings are aligned left.

Structure  Standard components of all papers will be an introduction, main body, conclusions and a reference list. You may also choose the traditional approach of introduction, conceptual framework, materials and methods, discussion of results and conclusions. However, you are welcome to use an original structural organisation if you think it is more appropriate for your paper.

Length  Papers are expected to be in the range of 7 to 15 pages. They should not exceed 10,000 words (i.e. approximately 15 pages, assuming an average of 600 words per page).

Heading styles  Headings are set in Verdana. They are typed in lower case letters except for the first letter of the first word and any other words that usually require an initial capital letter.

• First-level heading is Verdana 10 points, bold, aligned left, with 3 points spacing below.
• Second-level heading is Verdana 10 points, bold, italic, aligned left, with 3 points spacing below.
• Third-level heading is Verdana 10 points, italic, underlined, aligned left.
The main text runs on in the same paragraph as the heading.

**Tables and graphics**
Position each table, figure, diagram and plate at its appropriate location within your text. Ideally, it should occupy only the single-column width. If it requires the full page width, use a continuous page-break before and after.

To facilitate the fitting of the table, graphic or plate within one column you may first insert a text box. Then insert the figure within the text box.

Table 1. The components (% dry matter) of the urea, lupin and canola meal diets, as percentage by weight of diet.

<table>
<thead>
<tr>
<th>Diet components</th>
<th>Urea</th>
<th>Lupin</th>
<th>Canola meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oaten grain</td>
<td>63</td>
<td>40</td>
<td>38</td>
</tr>
<tr>
<td>Lupin grain</td>
<td>-</td>
<td>19</td>
<td>8</td>
</tr>
<tr>
<td>Barley grain</td>
<td>30</td>
<td>11</td>
<td>15</td>
</tr>
<tr>
<td>Cereal chaff</td>
<td>-</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>Canola meal</td>
<td>-</td>
<td>-</td>
<td>12</td>
</tr>
<tr>
<td>Urea</td>
<td>1.5</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>


**Captions**
Captions are set in Verdana 8 points, with 3 points spacing below, and centred above the table or graphic. Capital letters are used only for the first word and any words that usually require an initial capital letter. Each caption should have a consecutive number, followed by a full stop, and a summary description of the contents. e.g.

Plate 1. Eight-day green fodder for a combination of selected cereals


**Quotations and citations**
The Journal uses the Harvard referencing system, generally following the styles recommended in the *Style manual for authors, editors and printers* (2002). Give authors’ names and publication date in the body of the text. Collate references and list them alphabetically by author at the end of the paper, giving full publication details.

**In-text citations**
Examples follow.

Single-author: (Jones 2000); Jones (2000)

Two authors: (Quinlan and Evenhuis 1980); Quinlan and Evenhuis (1980)

Three and more authors: (Mcmahon et al. 2001); Mcmahon et al. (2001)

Multiple citations: (Quinlan and Evenhuis 1980; Jones 2000; Mcmahon et al. 2001)

Multiple publication by same author: (Jones 1998a, b, c, 2003)

**Reference list**
Reference list entries are set in Verdana 8 points, with 3 points spacing below, and a 0.3 hanging indent. Do not use commas between the given names and the surnames of the authors. Book titles require a capital letter only.

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for the first word and for any other words that usually require a capital letter. The titles of chapters from books and papers from journals also take a capital letter only for the first word of the title. However, the titles of the journals take initial capital letters for all main words. e.g.

References to journal articles


Reference to a book

Reference to a book chapter

Reference to an article in conference proceedings

Acknowledgements
Acknowledgements are to be placed at the end of your main text, before the reference list. Use the same style as for the main text.

Copyright issues
Papers published in *AFBM Journal* have a shared copyright between the author(s) and AFBMNetwork. Therefore, when submitting a paper authors must attach an Authors’ Certification (see appendix 1).

Authors should also note that submission of a paper is taken to mean that the paper and its contents have not been submitted or published elsewhere. Presentations to professional association conferences, workshops and university lecturing are an exception and can be submitted to the Journal for publication.

When a co-authored paper is submitted for refereeing, the Editor of *AFBM Journal* will assume that all the authors have agreed to the submission.

Ethical clearance issues
When submitted papers include humans and/or animals in their experimental design, the *AFBM Journal* Editor assumes that the matters of ethical clearance of the research project(s) supporting the paper results have been dealt with, in an appropriate manner, by the author(s) of the paper.

Submission of the paper
A paper submitted for publication in the *AFBM Journal* must be attached to an electronic message addressed to afbmjournal@orange.usyd.edu.au. Attachment of Appendix 1 (i.e. Authors’ Certification) is an essential condition for processing of the paper. (The certification form is also provided in the journal template.)

The Journal editor will acknowledge receipt of the document within one week. If you do not receive a reply within one week please send your paper again.

Refereeing process
When a paper is submitted the Executive Editor will classify it according to its disciplinary group. The scientific editor of that specific disciplinary group will organise the refereeing process and will choose at least one external referee to complete the refereeing panel. In the event of strong disagreement between two referees a third referee will be appointed.
Appendix 1

Authors’ Certification

I/We, Insert names herein, authors(s) of this paper have undertaken the necessary steps for ethical clearance, where necessary, to conduct the research projects that gave origin to the results presented in this paper.

We also certify that this paper has not been published elsewhere before and that submitting it to AFBM Journal implies our concession in copyright.

We are submitting this document in an electronic manner to the Executive Editor of AFBM Journal.

Date: Insert date herein

Appendix 2

Template for Journal paper

In the soft version of AFBM Journal please CLICK the above title to access the template. Download it and save it in your own hard disk space. Please identify the file with the following title: ‘AFBMJournalPaper-Surname of the first author of the paper.doc’.