

## Master file containing instructions and format for authors to edit their papers (Your own title here with 12 points font size)

**NOTE:** Authors, please save this file in your own computer with the filename EFSJournal\_paperauthor'sname\_year.doc. Replace the above title with your title and proceed on the same manner with the remaining components of your paper. Make sure that not modification to the formatting instructions of this file will happen. After you have done all the above please delete this paragraph)

(Author's name here with 10 points font size)

(Organisation and full postal address here with 8 points font size)  
(email address of main author here with 8 points font size)

**Summary.** (8 points font size) This paper contains the instructions for intending authors of *EFS Journal*: Extension Farming Systems Journal, a refereed publication of the Australian Farm Business Management Network (i.e. AFBMNetwork). It is written within the format and lookout of the Journal. 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.

**Keywords:** (8 points font size) instructions to authors, paper formatting, paper structure.

### Introduction (from here onwards 9 points font size and 5 points space between paragraphs)

*EFS 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 extension oriented from a research and/or an industry perspective.

### Types of papers published (1<sup>st</sup> level title bold)

*EFS Journal* reflects the multidisciplinary character of AFBMNetwork, encompassing related disciplines concerned with farm business and farming systems management: Crop and Plant Systems, Livestock Systems, Applied Ecology, Farm Economics, Management & Decision Making, Global Issues of Farming, Social Issues of Farming and Sustainable Farming Systems. Each discipline has a scientific editor, and a panel of referees.

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 (2<sup>nd</sup> level title italics and bold)

Spelling (3<sup>rd</sup> level title italics and underlined) 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, left, right, top and bottom margins set on 2.5 cm. Headers and footers are set 1.5 cm from edges of page.

**Title, authorship, contents list and abstract**

**Title** Title is set in Verdana 12 points, bold, centred, with 6 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 6 points spacing below. The first author has the right to have his/her first name written in full. 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. Commas separate names of the authors. 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 6 points spacing below. Give the name of the institution, full postal address and the first-author's email address.

**Abstract and/or summary** is set in Verdana 8 points, with 6 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 single-column format. Text is set in Verdana 9 points. Allow 5 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 can subdivide the main body of your paper as per your own convenience. You may also choose the traditional approach of introduction, conceptual framework, materials and methods, discussion of results and conclusions. However, you are encouraged 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 9 points, bold, aligned left, with 6 points spacing below.
- Second-level heading is Verdana 9 points, bold, italic, aligned left, with 6 points spacing below.
- Third-level heading is Verdana 9 points, italic, underlined, aligned left, with 6 points spacing below. The main text runs on in the same paragraph as the heading.

**Tables and graphics**

Submit all the tables, figures and graphics attached to an Appendix at the end of the paper. The editors will position each table, figure, diagram and plate at its appropriate location, at their discretion.

Table 1. (8 points font size herein) The components (% dry matter) of the urea, lupin and canola meal diets, as percentage by weight of diet

Diet components	Urea	Lupins	Canola meal
Oaten grain	63	40	38
Lupin grain	-	19	8
Barley grain	30	11	15

Cereal chaff	-	25	23
Canola meal	-	-	12
Urea	1.5	-	-

Source: Wiese et al. 2003 (8 points font size).

**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 as per the examples inserted within this set of instructions.

**Sources** If the data or graphic is not original work from the author(s) the citation of the source is centred below the table or figure (Verdana 8 points, with 3 points spacing below). See example below. Full reference details should be given in the reference list.

Examples of tables, plates and figures are inserted within these instructions to authors.

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

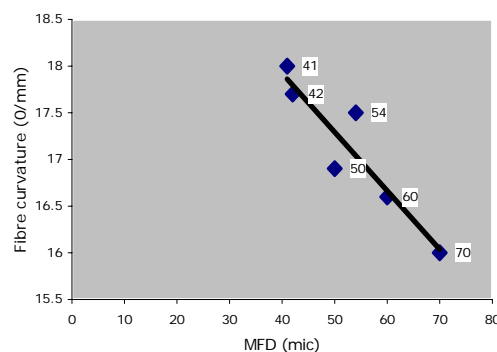


Source: AAC 2003, personal file.

**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.

Figure 1. Scattergram between fibre curvature and MFD (microns) for cashmere



Source: McGregor 2003.

**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); McMahan et al. (2001)

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

Multiple publications 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 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

Gardner WK, Fulton MC and Flood RG 1991, 'Reclamation of a failed subsurface drainage system on an unstable clay soil', *Australian Journal of Experimental Agriculture*, 31(1): 93-97.

McGregor BA 2003, 'Influence of nutrition, fibre diameter and fibre length on the fibre curvature of cashmere', *Australian Journal of Experimental Agriculture*, 43: 1199–1209.

Wiese SC, White CL, Masters DG, Milton JTB and Davidson RH 2003, 'Growth and carcass characteristics of prime lamb fed diets containing urea, lupins or canola meal as a crude protein source', *Australian Journal of Experimental Agriculture*, 43: 1193–1197.

Reference to a book

Strahan R (ed.) 1995, *The mammals of Australia: the natural photography index of Australian wildlife*, rev. edn, Australian Museum & Reed Books, Chatswood, NSW.

Reference to a book chapter

Christensen P 1995, 'Brush-tailed bettong', in R Strahan (ed.), *The mammals of Australia: the natural photography index of Australian wildlife*, rev. edn, Australian Museum & Reed Books, Chatswood, NSW, pp. 292–293.

Reference to an article in conference proceedings

Kohn CW and Hinchcliff KW 1994, 'Maximising performance of event horses in hot humid weather: a field trial', in R Bakhaus (ed.), *Proceedings of the fortieth annual convention of the American Association of Equine Practitioners, Dec. 4-7 1994*, American Association of Equine Practitioners, Vancouver, BC, Canada, pp. 77-78.

### **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 EFS 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 *EFS Journal* must be attached to an electronic message addressed to

[afbmjournal@listserv.csu.edu.au](mailto:afbmjournal@listserv.csu.edu.au)

Attachment of Appendix (i.e. Authors' Certification) is an essential condition for processing of the paper. 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**

### ***Authors' Certification***

I/We, (insert names herein)

author(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 *EFS Journal* implies our concession in sharing copyright.

Date: (insert date herein)