



Aspects of Applied Biology 85

SHAPING A VISION FOR THE UPLANDS

INSTRUCTIONS TO AUTHORS

Contents

Deadlines	1
Submission of manuscripts	2
Registration & PDFs	2
Instructions for authors	2
Instructions for production of papers	3
Posters & visual aids	4
Abbreviations	5
Powerpoint® tips	6

Organiser: **Dr Elizabeth Stockdale**, Department of Agriculture, Food & Rural Development, Newcastle University, Newcastle upon Tyne NE1 7RU. Tel: 0191 222 6915.
e.a.stockdale@newcastle.ac.uk

AAB Office: **Carol Millman**, AAB Office, c/o Warwick HRI, Wellesbourne, Warwick CV35 9EF, UK.
Tel: 02476 574998; Fax: 01789 470234; E-mail: carol@aab.org.uk

DEADLINES

In view of the time available for editing & printing, it is imperative that authors adhere to the schedule. Contributions received after the 15 Oct deadline may not be included in the published proceedings.

25 April 2008	Papers to be sent to the Conference Organiser
6 May 2008	Edited drafts to be returned to authors by the Organiser
13 May 2008	Final drafts to be returned to Organiser by authors
16 May 2008	Final date for sending the papers to the AAB Office by the Organiser
23 May 2008	Send booking form to AAB Office to avoid late booking charge
29 May 2008	Send copy of Powerpoint® presentation to the AAB office (anna@aab.org.uk) for ease of presentation at the conference

SUBMISSION OF PAPERS

Introduction:

The proceedings of this conference will be published in the *Aspects of Applied Biology* series. Authors are requested to submit their paper by e-mail as an attached file to their session organiser. This will enable the *Aspects* to be reproduced in a standard typeface. Authors may wish to refer to a current issue of *Aspects* for specific examples of layout for this publication; also see attached example.

Authors are asked to prepare their papers using 12 pt Times New Roman. Where there is doubt about the interpretation of the instructions provided, authors should seek clarification and guidance from the Session Organisers.

Editing:

Drafts will be edited for format and content by the Organiser.

Manuscripts:

Papers submitted for publication will be reproduced digitally from PDF processed at the AAB Office. Remember, all text, Tables and Figures should fit within the margins as indicated in the Instructions (see page 5).

Note: It is the author's responsibility to ensure that their final submissions are presented in a form acceptable to the Organiser.

SPOKEN OR PLATFORM PAPERS should be an even number of pages, ideally four to six pages. Invited speaker papers should not exceed eight pages.

POSTER PAPERS should also be an even number of pages, ideally two to four pages. They should not exceed six pages.

REGISTRATION

One author of each paper is invited to make a presentation at the conference (platform or poster as designated). There are no concessions on registration fees for offered papers. ALL authors wishing to attend the conference should complete a registration form. These forms will be sent to the first author (unless otherwise stated) and should be returned to the AAB Office, c/o Warwick HRI, marked 'Conference Registration'.

A PDF of your paper will be sent to the first author. Limited photocopying for the author(s) personal use is permitted (300 maximum).

INSTRUCTIONS FOR AUTHORS

Both ORAL and POSTER papers should conform to the required format and be laid out exactly as indicated in the attached example. The paper should be structured into sections as follows:-

Summary; Introduction; Materials and Methods; Results; Discussion; Acknowledgements (optional); References.

Three levels of sub-heading may then be used, in the following order within a section, thus:

1. Centred heading bold - **Results**
2. Centred heading (*italicised*) - *Host range of Delia brassicae*
3. Side heading (*italicised*) on a separate line -
Laboratory tests

It is essential that the style of writing should be simple, direct and readable. Authors whose native tongue is not English should try to consult an English-speaking colleague for guidance.

The **Summary** should not exceed 150 words and should be a concise outline of the content of the paper. It is not sub-divided and should be intelligible without reference to the rest of the paper. A summary is required for both poster and spoken papers.

Key words: Up to seven relevant words or phrases should be included.

The **Introduction** should explain the aims of the investigation with brief reference to previous relevant work.

The **Materials and Methods** should be stated clearly and in sufficient detail to permit the work to be repeated by the reader. New techniques must be described in detail but references should be given to established methods.

The **Results** should be presented concisely, ideally using small Tables and Graphs where appropriate. Results must be statistically validated as necessary to aid interpretation of the data. Means are to be accompanied by standard errors (SE's) or standard errors of difference (SED's) with degrees of freedom (df's).

In all instances, SI units must be used. Chemicals should be referred to by their approved common name (e.g. benomyl) but where a proprietary name is relevant and unavoidable it should be used with a capital initial and the manufacturer named at the first mention (e.g. Benlate, Du Pont (UK) Ltd). Concentrations and rates of application should be clearly expressed and unambiguous, using $L L^{-1}$ etc., not ppm. Acceptable **Abbreviations** are listed in a separate section below (see page 6).

The **Discussion** should interpret and compare results with any previous relevant reports.

References in the text should follow the Harvard system and appear as follows:-

One author - Smith (1982) or (Smith, 1982)

Two authors - Smith & Jones (1982) or (Smith & Jones, 1982)

Three or more authors Smith *et al.* (1982) throughout

The *reference list* should be arranged in alphabetical order, including all authors' names, surname preceding initials (i.e. **Smith A B**). **All journal titles should be given in full, not abbreviated.**

INSTRUCTIONS FOR PRODUCTION OF PAPERS

Typescripts will be reproduced for publication digitally. It is essential to follow the layout instructions precisely as this will determine the quality of presentation in the *Aspects of Applied Biology*. Final papers that do not meet the required standards will not be included.

Preparation:

The preferred package is Word. Please use the following page margin dimensions:

Top 1.6 cm, bottom 2.3 cm, left 2.3 cm, right 2.3 cm. Please justify text, with no line space between paragraphs and do not use a typeface smaller than 12 point (the text is reduced from A4 to A5 during production). If possible use 12 pt Times New Roman. Latin names should be *italicised* throughout.

Please supply all Tables, text figures (graphs) and image figures as separate files, with an indication in the text as to where they should be placed.

Naming convention. Please use your surname and the relevant table or figure number, e.g. Smith.doc for main document; Smith_f1.tif (images); Smith_f2.eps (graphs); Smith_t1.doc (tables).

Text figures. Line art should be provided as Encapsulated PostScript *or* 800 dpi TIFF (greyscale). The drawings should be supplied actual size in a form suitable for high quality reproduction. All text should be in Times New Roman font (12 pt) and lines at least 0.5 mm in thickness. Axes should be labelled and have the numerical scale and the measured quantity with units. The order of preference for symbols is:) # ' ! + % (" .

When multiple symbols or types of lines have been used, **indicate the key within the legend**. For simple figures with no more than three lines, label the curves on the figure and avoid using a key.

Image figures. Image figures should be provided as 300 dpi TIFF (greyscale). Where appropriate a scale mark must be used. If possible two versions of electron micrographs, gels, etc. should be supplied, one

labelled and the other unlabelled. When several images make up one figure, display the images in the desired layout as a single figure.

MS Office (Word, Excel, Powerpoint figures)

Microsoft® Office is essentially a family of applications that can be used to produce a variety of document types including written documents, spreadsheets, presentations and databases. Although we prefer artwork files in **TIFF** or **EPS** or **PDF**, we are also aware that a number of authors already (for convenience) submit their artwork in MS Office formats and therefore we will continue to support these submission types now and in the future.

When preparing your MS Office files you **must** ensure the following points are adhered to:

Make sure that any artwork placed into MS Office applications is at the appropriate, minimum, resolution: 300 dpi for halftones, 500 dpi for combinations (line art and halftone together) and 1000 dpi for line art.

- Do not reduce or enlarge any images after placement in an MS Office application as this can lead to loss of image quality.
- If possible, ensure that you use only truetype fonts. These should preferably be in one, or a combination, of the following fonts: Arial, Courier, Helvetica, Symbol, Times.



For more information on MS Office visit the Office homepage at <http://www.microsoft.com/office>

E-mail

Manuscripts should be prepared as above and sent as an attached file to the Session Organiser via e-mail. This is the preferred method of receipt of papers. If using a diskette or CD, please label with the author(s) name and title of paper/poster.

POSTERS

These must be arranged to fit on vertical A1 boards, each 841 mm high × 594 mm wide (one per poster presenter). Posters will be fixed to the boards with the use of Velcro® which will be supplied at the conference. The title should be concise and printed large and clearly at the top of the left-most panel, followed by the author(s) name(s) and their addresses. Posters should be intelligible without reference to the author or the written paper. The presentation should be arranged in a clear and logical order to read from left to right. Keep the message simple, use clearly captioned tables and figures and avoid unnecessary detail. A typewritten handout can be prepared for interested delegates but must be approved by the Session Organisers before the conference.

All text should be legible from a distance of 2 m. Company logos, trademarks or company names may be used once only. Please clear draft with the Session Organisers.

VISUAL AIDS

Powerpoint® presentations are preferred (tips attached). These should be sent to the AAB Office a few days prior to the conference for approval and to be put onto a CD-ROM (carol.@aab.org.uk). Use of overhead projection or slides is discouraged. However, if you are unable to provide a Powerpoint® presentation, please contact the AAB Office in good time, so that we can arrange a slide or overhead projector at the conference.

Naming Convention: Please label your presentation surname.ppt – e.g. Peterson.ppt. Otherwise we get 25 presentations all named aabconference.ppt!

Powerpoint® slides must be clear and bright. Presentations should be as simple as possible with no more than 6 lines of text or 14 numbers. Graphs and histograms should be very simple, with axes clearly labelled. All lettering on the presentation should be clearly legible. **Logos, company names or trademarks are allowed on the first slide only.** Please clear draft with Session Organisers. Remember, presentations need to be explained to the audience; be careful not to include too many.

ABBREVIATIONS

Where abbreviations are necessary, those below are permitted without definition.

absorbance	A	milligram(s)	mg
acid equivalent	a.e.	millilitre(s)	ml
active ingredient	a.i.	millimetres(s)	mm
aqueous concentrate	a.c.	minimum	min.
boiling point	b.p.	minute (time unit)	min
British Standards Institution	BSI	molar concentration	M
centimetre(s)	cm	month(s)	month(s)
concentration	concn	nuclear magnetic resonance	nmr
concentration x time product	ct	number average diameter	n.a.d.
concentration required to kill 50% of test organisms	LC ₅₀	number median diameter	n.m.d.
correlation coefficient	r	organic matter	o.m.
cultivar	cv.	page	p.
cultivars	cvs	pages	pp.
days(s)	day(s)	parts per million by volume	mg L ⁻¹
days after treatment	DAT	parts per million by weight	mg ka ⁻¹
degrees Celsius (centigrade)	C	pascal	Pa
degrees of freedom	df	percentage	%
dose required to kill 50% of test organisms	LD ₅₀	post-emergence	post-em.
dry matter	d.m.	power take off	p.t.o
Edition	Edn	pre-emergence	pre-em.
Editor	Ed.	probability (statistical)	P
Editors	Eds	relative humidity	r.h.
emulsifiable concentrate	e.c.	revolutions per minute	rev min ⁻¹
freezing point	f.p.	second (time unit)	s
gas chromatography-mass spectrometry	g.c.m.s.	soluble powder	s.p.
gas-liquid chromatography	g.l.c.	species (singular)	sp.
gramme(s)	g	species (plural)	spp.
gravitational acceleration	<i>g_{av}</i>	square metre(s)	m ²
growth stage	GS	standard error	SE
hectare(s)	ha	standard error of difference	SED
high performance (or pressure) liquid chromatography	h.p.l.c.	standard error of means	SEM
hour(s)	h	subspecies	ssp.
infrared	i.r.	surface mean diameter	s.m.d.
International Standardisation Organisation	ISO	suspension concentrate	s.c.
irradiance	w ^{m-2}	temperature	temp.
Kelvin	K	thin-layer chromatography	t.l.c.
kilogramme(s)	kg	tonne(s)	t
least significant difference	LSD	ultraviolet	u.v.
litre(s)	L	vapour pressure	v.p.
litres per hectare	L ha ⁻¹	variety (wild plant use)	var.
mass	<i>m</i>	volume	v
mass per mass	<i>m/m</i>	volume median diameter	v.md.
mass per volume	<i>m/V</i>	week(s) - year(s)	wk, yr
mass spectrometry	m.s.	weight	wt
maximum	max.	weight by volume	w/v
melting point	m.p.	(mass by volume is more correct)	(<i>m/V</i>)
metre(s)	m	weight by weight	w/w
		(mass by mass is more correct)	(<i>m/m</i>)
		wettable powder	w.p.

Only the generic name of an organism may be abbreviated. Thus '*Gaumannomyces graminis* var. *tritici*' becomes '*G. graminis* var. *tritici*' after the first mention, but never 'Ggt' or GGT'.

Common names of viruses may be abbreviated after the first mention, but not the common names of other organisms.

For other abbreviations consult the British Standards Leaflet No. BS 1991 (1976).

PowerPoint Tips

These tips are written for the use of PowerPoint on a PC running W95 or W98. They are by no means exhaustive but are gleaned by our personal experiences of digital presentations.

1. If possible try it out *in situ* before your actual presentation.
2. Whatever medium you are using for your presentation always have a fallback - even an overhead projector can break down!
3. If taking your presentation on a disc or CD then it may fall foul of anti-virus software, especially if it has odd bits in it (e.g. executable files). Always use a clean disc or CD. If using a CD or Zip drive, make sure that the Conference PC has compatible hard and software to access these.
4. If your presentation requires web access be especially aware of possible difficulties caused by security (firewalls etc), access permissions, possibly slower connection speeds, and even network loss. Again - have a fallback. This option is NOT currently available at AAB conferences, because of the high probability of problems occurring.
5. If there are a lot of speakers or a long period after setting up the laptop or PC before a talk it is a good idea to turn off the screen saver and power management settings. The suspend feature also needs to be turned off as it may put the notebook into a hibernation state which may not be straightforward to come out of. It is a good idea to suspend these anyway, in case there is an unexpected stoppage during your talk.
6. Know your projector - different projectors have similar controls in different places. The zoom control may be by twisting the appropriate ring on the lens, by a button on the projector, or by using the remote. If none of these, then you have to physically move the projector further away from the screen to increase the size.
7. 'Pack and Go' - the ability to create the presentation in an .exe file so you don't have to use a PC with PowerPoint on to present - is available within PowerPoint. If you have large presentations to save onto floppy or transfer from PC-PC then use the _pack and go_ function of PowerPoint. In the _File_ drop down menu select _Pack and Go_; this will save a presentation onto multiple disks. To use the discs on another computer just put in disk 1 and click on the .exe file (find by clicking _My Computer_ then clicking the icon for your floppy drive) and this will load the presentation onto the PC. A CD-Rom version is often easier to use, but few PCs have read-write software so it can be difficult to effect late changes to the presentation. [If the presentation is read only, saving under a new name on the conference PC can often allow the file to be changed to read/write format.
8. Check the resolution of the PC - if the PC/laptop resolution is set higher than the projector can work at then this can give the appearance that the projector isn't working. Many projectors only work at 800x600, though some newer ones can work at higher resolution. Know the resolution of your laptop/PC and how to change it before you set off for the conference.
9. Is the projector/PC switched on? - not as daft as it sounds. It may appear to be on but is actually in a _sleep_ mode. There are also several cables hanging out the backs of the PC and projector so make sure that they are actually connected.
10. Don't Copy and Paste an image (e.g. JPEGs from other applications) into PowerPoint because they will be saved as uncompressed, and bloat the final PowerPoint file. Need to use Insert -> Picture -> from file. This preserves the compression information that gets lost if the picture has been already opened for copying.
11. With a notebook - if the notebook screen is working but not the projector then make sure that the screen display is being output to the projector (toggling Fn+F5 usually toggles the display between notebook display and external display)
12. The order of switching on may be important; generally the projector needs to be switched on before the PC - this allows the PC to _detect_ the projector.
13. These tips are generally based on using PowerPoint on a notebook PC running W95 or W98. They are by no means exhaustive but are gleaned by our personal experiences of digital presentation.
14. In some cases, different versions or settings of PowerPoint can lead to changes in colours. It is imperative to check your presentation on site so that you can change colours and settings as necessary