FOOD AND AGRICULTURAL RESEARCH COUNCIL

Annual Meeting of Agricultural Scientists

Instructions to Authors and Speakers

It is intended to publish the Proceedings of the meeting with minimum delay. To this end it will be a great help if authors adhere closely to the following guidelines. This will minimise the amount of editorial and production work required on the manuscripts.

Manuscripts

Date of submission
One hard copy of the manuscript accompanied by its diskette should be submitted to FARC by the date prescribed on the covering letter at least one week before actual presentation.

Content
Papers should be of interest to an international audience and should present original data, new concepts or novel analysis or innovative presentation or interpretation of previously published material. Papers may be of a scientific, economic or technological nature.

Length
Papers should be of no more than 2,500 words. Tables and figures only strictly necessary for the presentation should be included. Papers should include an abstract of no more than 200 words.

Language
Papers and abstracts must be presented in English or French.

Presentation
Authors should make every effort to present their paper at the Conference. However, if they are unable to attend, they must ensure that another member with good knowledge of the work will make the presentation on their behalf.

Preparation
Papers that require excessive editing may be rejected. It is suggested that before submission authors have their papers reviewed by colleagues and their respective heads of institution where it applies.

Each paragraph should be restricted to one theme or a point. Sentences should be concise. Tables and figures must be referred to in the text, and only data referred to in the text should be presented in the tables or figures.

Organisation of Each Paper

Title
The title should be concise. Authors should minimise such phrases as "The use of...", "The effects of ...", or " A Detailed Study of....." in the title of their paper.

Detail of Authors
The name(s) of the author(s) should be accompanied by the institution they represent and its address. In the case of multiple authors from different institutions, the name of each author should be marked with a superscript number beginning with 1. The addresses corresponding to each author should also be marked with the same superscript number. The professional title and rank of the author should not be included.

Abstract
The abstract should be of no more than 200 words.

Keywords
Immediately following the abstract authors should write "Keywords..." and include about five to eight keywords indicating the contents of the articles.

Introduction
The introduction should inform the reader of the overall purpose of the paper and provide concise information on previous work or experience on the theme of the paper.
Main Body of Paper
In the case of scientific papers, it is suggested that authors follow the standard presentation involving the following sections: material and methods, experimental investigation, results, discussion and conclusions. In the case of review articles or description of technological processes, authors should decide on the layout most suitable for their presentation. However, wherever possible a section of conclusions should be included.

Acknowledgements
Where authors desire they may include a short section of acknowledgements. It should not be more than 50 words.

References
The single word 'References' should be used to head the list of cited publications. Only cited publications referred to in the main text or as sources of information in figures or tables should be included in the list of references. In the text, references should be cited by the name of author(s) and year. In case of two authors, both the names should be included. In case of three or more authors, only the name of the first author followed by 'et al.' should be included. In case of multiple papers by the same author(s) in the same year, the first reference should be followed by a, the second by b, etc. The references should be listed in the alphabetical order of the family name of senior author. The year of publication should be used as a secondary criterion for listing the references.

Hypothetical examples of how articles are to be cited in the text and presented in the references section are given below (note: please do not look for these references as they are invented to indicate the principles used in the simplest possible manner).

- Examples
  Citations in text:
  (Mungai 1990)
  (Mungai and Taylor 1998)
  (Mungai et al. 1997)
  (Mungai 1990, 1992)
  (Mungai 1996a, 1996b)
  (Mungai A 1990) [where Mungai B also wrote in 1990]
  (Mungai A in press) [Use sparingly and only if really in press]
  (Mungai A ed. 1990)
  (Mungai A and Taylor BR eds. 1991)

If you are making several quotes from the same work, then use the following to be specific as to location:
(Mungai 1997 p 33)
(Mungai 1997 p 33-44)
(Mungai 1997 ch 5)

Each reference to an article in a periodical or journal must contain the following information in the same order: the name(s) of the author(s), the year of publication (including a following letter in the case of multiple papers by the same author(s) in the same year), the full title of the article, the name of the periodical or journal (italicised), the volume number and the inclusive page numbers of the cited article. Do not use capital letters in the titles except for the initial letter of the first word in the title and proper names. Each word forming the name of the journal should begin with a capital letter.

- Example

References to articles presented in proceedings should include: name(s) of the author(s), the year of publication, the full title of the article, the pages of the article cited, the name(s) of the editors, the title of the proceedings (italicised), the venue and date of the meeting, place (city) published and the publisher.

- Example

Each reference to a book should include author(s) name, year of publication, title of the book, place (city) published, publisher, and number of pages.

Each reference to a chapter in a book should include: author(s) name, year of publication, title of chapter, pages being cited, name(s) of editors, title of book, place (city) published, and publisher.

- Example

Do not italicise the title of 'grey literature', unpublished reports.

- Example

If the publication is a serial, the series title and number (but not italicised) are included between the title and the facts of publication.

- Example
  Ministry of Agriculture and Natural Resources. 1998. How to invest in Mozambique. Business Information Leaflet 10. Port Louis, Foreign Investment Coordination Unit.

Personal communications are not included in a reference list. They are cited in the text as: (Name, personal communication)

Tables
Tables must be submitted separately on individual sheets of paper numbered consecutively. The position of each table should be indicated in the text (e.g. table 1). Title and column headings should be in lower case letters except for the initial letter of the first word and proper nouns. A complete list of tables with titles should be presented on a separate sheet of paper. Tables should fit within maximum dimensions of 24 cm tall by 16 cm wide, preferably, in portrait format, but landscape format will also be allowed. The number and title of the table should appear as a heading within this space. The title should be centred above the table and appear in 10 pt. If it is essential, in order to accommodate the data provided, the text of the table may be reduced to 8 pt, but it is preferable to maintain 10 pt as the standard. Wherever possible tables should be submitted separately on individual sheets of a single excel workbook and on individual sheets of paper numbered consecutively.

Figures
Figures in the form of graphs, diagrams and photographs must be numbered consecutively and referred to in the text (e.g., fig. 1). Drawings, graphs or diagrams may be prepared by computer, in which case they must be reproduced using a printer of high quality with high resolution. Laser printers and bubble jet printers are preferred. Low resolution or matrix printer prepared figures are not acceptable. Each must be prepared on a separate sheet with no labels on the figure. Figures not prepared by computers and printers must be carefully prepared on smooth white drawing paper, using Indian ink or an equivalent quality drawing ink.

A photocopy of the figure with typed labels and legends should accompany each drawing so that the editors can use a standard typeface for all figures. In both computer prepared and hand drawn figures a complete list of figures with titles should be presented on a separate sheet of paper.

For graphs, authors should also provide a table of the original data used for developing the graph points as this will later assist in the development of standard computer graphics for the proceedings (see also section on electronic format). Figures with photographs are only acceptable as high prints.

Half-tone photographs cannot be printed in the Proceedings (but may be used to illustrate the spoken presentations). The maximum size for any figure is 22 cm tall by 15 cm wide. This will leave a maximum of 3 cm beneath the figure for the caption to it. The illustrations may be hand-drawn (black ink on white paper) or computer-generated. In either case, make certain that lines and any stippling are not too fine, otherwise they might be lost during reproduction.

Graphs benefit from appearing in frames, the sides of which can be used as scales, typically the left side for the y-axis and the bottom for the x-axis. Each scale should be labelled indicating the nature of the measure, followed by the units employed, e.g. Concentration g l⁻¹; Yield kg ha⁻¹; Time days; Temperature °C. Remember that the labelling of the scales needs to be accommodated within the maximum dimensions.

In order to standardise the presentation of graphs in the proceedings data used to produce the graphs should also be submitted in tabular form i.e. Excel. Wherever possible graphs should be prepared using Harvard Graphics ChartExcel.
Numbers, Symbols and Abbreviations
The metric system (SI) should be used. Only well known abbreviations should be used (e.g., Fig., mm, avg., wt, meq). Symbols should be used to designate elements and compounds and to indicate percent (%). Arabic numerals should be used for numbers except when the number is the first word in the sentence or the use of a numerical would create confusion. If other units are used, give the S.I. Units in brackets.

Format and Style
To facilitate editing, the hard copy should be double-spaced and paginated. The final version will be printed single-spaced and in this format should not normally exceed 12 pages of A4 including tables, diagrams and references. Shorter papers are preferable. (Should there be a special need for greater length, please first consult with the editor before submitting the manuscript).

Justification
The title, author(s), and institution, tables and figures should be centred. All sub-titles should be justified to the left, and text justified to left and right. Paragraphs will be separated by a single-line space, but not indented. In the list of references the first line of each reference will be left justified and the remaining lines indented by 1.25 cms.

Word Processing and Fonts
The standard operating system for the conference is Windows 95. Manuscripts are preferred composed in Word Versions 6.0 or 7.0 or Word 97. Please state on the diskette which program has been used. Diskettes should be 3.5 inch standard.

After the first page, a running page title (header) for the remaining pages should be provided comprising the title or abbreviated title and the name of the authors. This running headline should not exceed one line. It should be printed in Times New Roman (8 pt.). The font for the rest of the paper will be Times New Roman with the following sizes and characteristics.

Title 14 pt bold capital
letters
Name of author(s) 12 pt bold italics
Institution 12 pt bold
First-order sub-heads (e.g. Abstract, Introduction, Material and Methods, Experimental Investigation, Discussion, Acknowledgements, References) 12 pt bold capital
letters
Second-order sub-heads 12 pt bold
Third-order sub-heads 12 pt italics
Text of abstract 10 pt italics
Text of the rest of the paper 10 pt

Click on amas2003.dot and save target for formatting word documents

Names of genera and species of organisms should be in italics. Footnotes should be 8 pt normal.

Paper Size and Margins
A4 with 32 mm margins left and right and 25.4 mm top and bottom.

Spoken Presentations
The spoken presentation does not need to be identical with the paper in the written proceedings. More detail can appear in the written paper. Since time is short please concentrate on the main message(s) when presenting your contribution to the audience. Fine details of experimental techniques, for example, can be left to the written version.

Time Allowed
Fifteen (15) minutes are allowed for each paper and a further ten (10) minutes will be allowed for discussion. Chairmen will be asked to ensure that speakers keep to time and to encourage them, if necessary, by warning them before the allotted time has run out.

Visual Aids
The following will be available:
• 35 mm projector with carousel
Please ensure that your slides are loaded in a carousel before the session in which your paper is scheduled begins. (There are 8 different ways of loading a slide in a slot, one of them is right. The others cause amusement but waste time).
• Overhead projector
Please prepare acetate sheets in advance.
• Power Point presentations
Wherever possible, Power Point presentations are preferred.

Number of Visual Aids
During a 15-minute presentation it is seldom possible to show more than 4 or 5 illustrations, unless some of them are photographs which can be understood rapidly, in which case a few more illustrations are feasible. The amount of detail that is visible on a screen, and the amount of information which can be assimilated from the screen by the audience is much less than can be seen on or assimilated from a printed paper. Tables for spoken presentations need therefore to be concise with few rows and columns. It is annoying and dispiriting for an audience to be assaulted with a mass of scarcely legible numbers. It still happens but we hope not at AMAS. Similar arguments apply to the number of graphs, which should be on the screen at the same time.

Posters
Submission
The submission should consist of an Abstract of not more than 100 words and a summary paper not exceeding 1200 words with a maximum of three figures or tables. The summary will be published in the Proceedings. In addition, authors should indicate to the FARC any special features of the poster, which are not evident from the summary paper, e.g. video presentation. The format of the summary paper should follow that of papers, as above.

Presentation
Space 1 m high and 2 m wide will be available for each poster. In addition to good scientific content, three basic criteria are required for an effective display; it must be attractive, well organised and self-explanatory. Authors are free to use their creativity to produce attractive posters. The title and author's name should be displayed at the top of the poster in a single row with letters 8 - 10 cm high. A small photograph of the author can be included to assist the audience in contacting the author. The different written sections should preferably be no more than 10 lines each. They should use bold lettering 1 - 1.5 cm high, so as to be easily readable from a distance of 2 m. Use of capital letters only is discouraged. Arrows or numbers should indicate the flow pattern clearly.

Each figure, photograph or table should have a clear caption and be at least 20 by 28 cms. Avoid overloading figures and tables with information and use colour to make them clearer.

To facilitate the transportation and mounting of the posters it is recommended that the different sections be mounted on separate cards ready for attachment to the display area. Authors will be expected to set up their posters on their own boards and stands. If they cannot be present at the conference they may designate someone to act on their behalf.

The programme will include time for a special poster session during which authors or their representatives are expected to be in attendance at their posters.

Commercial promotion is not permitted.

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