



20TH AUSTRALIAN AGRONOMY CONFERENCE

AGRONOMY

SYSTEM SOLUTIONS FOR COMPLEX PROBLEMS

17-21 OCTOBER 2021, EMPIRE THEATRE, TOOWOOMBA, QLD
WWW.AGRONOMYCONFERENCE.COM



Instructions and format guide for paper submission

A template paper Word.doc file has been formatted using the style-sheet required for your abstract and paper. Download and save this file to another name, delete the content and start writing your paper. If you have difficulty using the styles in this template, just follow the formatting instructions listed below and refer to the paper template for guidance.

Click here to [download paper template](#).

Important notes to all authors

- The Title should be brief but specific to the subject of your paper.
- Abstracts are required for all papers and should not exceed 250 words. The abstract should be a précis of the context, aim, approach and findings, i.e. an accurate summary of the information to be presented in the paper. The abstract should not contain citations to references.
- Authors' names and addresses should be shown below the Abstract title, as specified under Author's names and Author's addresses below. The author first name/initial should be followed by the author surname.
- Headings may vary, however, your paper must include an Abstract and should at least include an Introduction (context and aims), a heading related to Method or description of the approach being reported, Discussion of the relevance of the data or field experience, and Conclusions.

File name

Name your completed Word document as follows:

ASAlastname_firstname.doc (e.g. *ASAJones_adam.doc* for Adam Jones paper).

If you are submitting more than one paper, please add a paper number for each paper eg *ASAlastname_initial_#papernumber.doc* (e.g. *ASAJones_adam_#1.doc* for Adam Jones, paper number 1).

ASAlastname_initial_#papernumber.doc (e.g. *ASAJones_adam_#2.doc* for Adam Jones, paper number 2).

Text

- Use **Times New Roman** for all text including headings. Left align all text, images and tables.
- Use the **Normal** style for all text (style-normal) rather than "Body text" styles. Normal text should be 11 point with single line spacing. Text and data in Tables should normally be 10 point, noting that Table captions are bold 10 point.
- Do not indent the first line of a **paragraph**.
- Leave one blank line between paragraphs and before new section headings.
- Authors' **email and web addresses** may be hyperlinked. Hyperlinks to external web references should be placed in the References section, rather than in the body of the paper.
- Use List Bullet or List Number styles where appropriate for **dot point** or **numbered lists**.

Headings and sections

- **Paper title:** (style-title) - 14 point, bold, sentence case (capitals for proper nouns only).
If the title extends to a second line, do not use "enter" to break the line.
Leave one blank line below the title.
Maximum 20 word count.
Do not capitalise after a colon eg Sample paper: a standard template.
- **Authors' names:** (style-author) - 11 point.
First name or initial should come before the family name for each author.



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Highlight the presenting author in bold.
Use superscripts to indicate different addresses.
Use shift+enter to break lines between addresses.
Leave one blank line below the authors' names.

- **Authors' address:** (style-address) - 9 point, not italics.
The corresponding web site and email may be included at the end of each address.
Leave two blank lines after the authors' addresses.
- **Section Headings:**
Heading 1 (style-Heading 1) - 11 point, bold, (not italic) and
Heading 2 (style-Heading 2) - 11 point, italic.
Use sentence case NOT capital letters for headings.
Use descriptive names for Section headings where appropriate incorporating **Abstract**,
Introduction and **Conclusion** into the section headings where possible.
- **Abstract heading:** (style-abstract head) - 11 point, bold.
- **Abstract body:** (style-abstract) - 11 point, not bold. Leave one blank line below the abstract text
- **Keywords heading:** (style-keywords head) 11 point, bold.
- **Keywords:** (style-keywords) 11 point, not bold. No more than a single line of **key words not used in the Title or Abstract**. Leave one blank line below the key words.
- **References:** A simplified form of the Harvard system (also known as the author-date scheme) with minimal punctuation is suggested.

Figures and images

- **Captions** for figures and images (style-Caption) should be 10 point, bold and left justified and placed below the image.
- Figures and images should be placed in the body of the text, left aligned and not wrapped in the text.
- Figures copied from graphic applications (e.g. Microsoft Excel or SigmaPlot chart) should be pasted into the Word document using **Edit>Paste Special>Picture**.
- Images in either colour or black and white are acceptable. Images files can be inserted using **Insert>Picture>From File**. Suitable formats include JPG, GIF, BMP and TIFF. Images should be cropped and reduced where possible using Photoshop or an image editor to produce a file size, before inserting into Word, of around 300 kb or less.
- Outline boxes (such as frames) should be avoided. Do not allow images to "float" over text. Use **Format>Picture>Layout>In line with text**.
- A table with borders removed can be used to arrange two or more images or figures side by side.
- If the drawing tool is used to create a diagram, group the objects using the **Select Objects** arrow on the **Drawing toolbar** and then choose **right-click>Grouping>Group**. Right-click over the toolbars area to access the drawing toolbar.
- **Labels on graph axes** should be clear and legible – any font is ok.

Symbols

- As far as possible use **Insert>Symbol** and select a character from the "normal-text" font set at the top of the Font drop-down list rather than the "Symbol" or "Wingdings" font set.



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Tables

- **Captions** for tables (style- Caption) – 10 point, bold, left justified and above the table.
- Use tables rather than tabs or spaces to align images and text.
- Remove borders from tables and insert horizontal lines only as illustrated (Table 1) using **Format>Borders and shading**.
- Use the Insert Table button on the Standard toolbar and left align tables. Keep formatting simple.
- Data columns should generally be centred or left aligned.
- Use a separate cell for each number and use Shift+Enter rather than Enter to break lines in cells.

Page Layout

- Margins should be set at 20 mm (0.79 INCH) for left, right and top margins and 15 mm (0.59 INCH) for the bottom margin.
- Do not indent paragraphs.

Internet addresses

- If required these should be placed within normal brackets in the text or as part of the references. **Recent access dates are not required** (<https://www.agronomyaustralia.org/>). Digital Object Identifiers may be included in references (<http://dx.doi.org/10.1016/j.agee.2009.08.014>) or ([doi:10.1021/acs.est.5b04814](https://doi.org/10.1021/acs.est.5b04814)).