

Instructions to authors and paper layout for papers for ACOLS ACOFT DS-2009

General

Papers accepted by the organising committee will be made available in full on a conference CD-ROM with the conference handbook. Authors are responsible for submitting manuscripts by the due date and in a style consistent with the formatting and electronic requirements outlined below. It is the author's responsibility to ensure that all relevant authorisations and consents in relation to publication of the paper have been obtained prior to submission of the manuscript.

The work must be presented in concise and clear English. The Abstract (100 words or less) should state concisely the scope of the work and give the principal findings.

Papers will only be accepted if submitted electronically in "print-ready" format using PDF. Where papers are returned to authors for revision, authors are responsible for ensuring manuscripts are re-submitted by the due date.

Format

Papers must be submitted in clear and concise English. The maximum length of the paper is two pages. You are encouraged to use the template (shown on pages 4 and 5 following these instructions) for paper submission.

Page Layout

- Paper size A4 (210 x 297 mm)
- Top and bottom margins are 20 mm and side margins are 15 mm.
- All text in body of the paper to be fully justified.
- No paper numbers, headers or footers.

Title

This should be concise and appropriately informative and should contain keywords necessary to facilitate retrieval by modern searching techniques. Times New Roman bold, 12 point font, left margin justified, each word capitalised.

Authors and Affiliation

The authors' names should be provided on one line with the organisation/affiliation for each author noted using numerical superscripts. Organisation/affiliations on line below the author names, preceded by relevant superscripts. Use Times New Roman 11 point type.

Abstract

The Abstract (no more than 100 words) should state concisely the scope of the work and give the principal findings. It should be complete enough for direct use by abstracting services. Do not use acronyms and references in the Abstract. Use Times New Roman 11 point type.

Additional keywords

Up to 6 keywords not used in the title may be listed beneath the abstract to assist searching techniques. Use Times New Roman 11 point text with word "Keywords" italicised, followed by a colon, then by keywords separated by semicolons.

Headings

Main headings (eg. Abstract, Introduction, Materials and methods, Results, Discussion, Acknowledgments, References) are set in **bold Times New Roman** (not italic) 11point type. Minor headings are set in *italic Times New Roman* 11 point type.

Text

Use Times New Roman 11 point type. No line spacing between heading and text. Text lines in the body of the paper to be single spaced and fully justified. One line between paragraphs. No indent to start paragraphs. Use arabic numerals in the text. Type a space between a numeral and its unit.

Footnotes

Footnotes not to be used.

Units

Use the SI system, especially for exact measurement of physical quantities. If it is a convention to use non-SI units in a particular discipline, then give the equivalent SI values in parentheses. Do not use the double solidus in complex groupings of units; use the negative index system instead, for example $\text{mg m}^{-2} \text{s}^{-1}$.

Mathematical formulae

Do not use two-line expressions in the running text. Display each long formula on a separate line with a line of space above and below it. Set up complex mathematics using an equation editor using Times New Roman, Arial and Symbol fonts only.

Tables

Tables will usually be one or two column widths, but large tables may be set 'landscape' on the page. Refer to every table in the text (e.g. Table 1). Number each with an Arabic numeral and supply a concise title. Provide explanatory material relevant to the whole table in a separate headnote, starting on a separate paragraph from the title. Use table footnotes to refer to specific elements in the table. Use superscript capital letters for table footnotes, and use asterisks only for probability levels. Do not use vertical rules unless essential in presentation of the data. Use Table Formatting (i.e. use table cells, but do not use hard returns within them). In column headings, include the symbols for the units of measurement in parentheses, and use standard SI prefixes to avoid an excessive number of digits in the body of the table. Table headings should be self-explanatory. The table identifier (e.g. Table 1:) and heading are centred above the table in Times New Roman 11 point text, with the heading in bold. Column headings in tables to be Times New Roman bold 10 point. Other text in tables to be Times New Roman 10 point font.

Figures

Refer to each figure in the text (e.g. Fig. 1). Place figures in the text, not at the end. Check that figures are numbered in the order in which they are discussed in the text. Captions should be self-explanatory, centrally located below the figure. Figure identifier (e.g. Figure 1:) and caption should be in Times New Roman 11 point text, fully justified. Figures should be embedded into the document at the appropriate location. Graphics may be either colour or black and white but colours used need to be chosen to enable printing in black and white without loss of integrity.

References in text

References are cited chronologically in the text by author and date and are not numbered. All references in the text must be listed at the end of the paper, arranged alphabetically; all entries in this list must correspond to references in the text. In the text the names of two co-authors are linked by 'and'; for three or more, the first author's name is followed by '*et al.*'. Check that all references mentioned in the text are in the References, and *vice versa*. List references in the text in chronological order, separated by semi-colons. List references in the References list in alphabetical order. In the text, do not use a comma between the author's name and the date.

References List

Give full journal and book titles in the References list. Times New Roman 9 point text. Style examples:

Chapter in book/conference proceedings

Shafique, M.S. and Skogerboe, G.V. (1983). Impact of seasonal infiltration function variation on furrow irrigation performance. In "Advances in Infiltration", *Proc. Nat. Conf. Advances in Infiltration*. p292–301. American Society of Agricultural Engineers, St Joseph.

Journal

Quirk, J.P. and Schofield, R.K. (1955). The effect of electrolyte concentration on soil permeability. *Journal of Soil Science* **6**, 163–78.

Whole Book or Monograph

Northcote, K.H. (1979). A factual key for the recognition of Australian soils. Rellim Technical Publications Pty Ltd, Adelaide.

Sample paper begins on the next page.

Title; Sample For Your Reference (To Be Converted To PDF)

Cuthbert Blackadder¹, Aloysius Badheart² and Dick Y. Bird^{1,2}

¹Department of Optics, Well Run University, Angorachina, SA 5731.

²Department of Not Very Much, Sydney, Australia.

Abstract

This is a 100 word abstract that will be copied from this document (along with the title and author details) and pasted into the booklet of abstracts that conference attendees will receive. The whole paper will be put on a CD (in pdf format) that will go into the back of the booklet. The main body of the paper follows and must be separated from the abstract by *two* lines. Use Times New Roman 11 point font.

Keywords: Up; To; Six; Keywords; Are; Allowed

Introduction

The Introduction should not exceed what is necessary to indicate the reason for the work and its essential background. It would normally be less than 300 words in length. Text lines in the body of the paper are to be single spaced and fully justified. One line between paragraphs. No indent to start paragraphs. Use arabic numerals in the text. Type a space between a numeral and its unit. Delete this text and insert your own words here.

Note that there is only one space between paragraphs and that paragraphs are not indented. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here.

Materials and Methods

The materials and methods section should contain sufficient experimental detail to enable the work to be repeated. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here.

Field Sites

The above is an example of a subheading. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here.

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Results and Discussion

The discussion should explain the significance of the results in the context of existing knowledge on the topic. Refer to each figure and table in the text (e.g. Table 1, Fig. 1). Place tables and figures in the text at the appropriate location, not at the end of the paper. Check that figures and tables are numbered in the order in which they are discussed in the text.

Table 1: **The effect of not much on selected soil properties**

Treatment	Earth worms (number m⁻²)	Bulk density (g cm⁻³)
Treatment 1	164	0.96
Treatment 2	365	1.23
Treatment 3	21	0.1

Figure 1: Figure captions for single figures are located below the figure, single spaced and fully justified. Use Times New Roman 11 point type.

Figure 1: If two figures are placed side by side, each caption is to be centrally located below the figure, single-spaced, fully justified and sized to the width of the figure. Use Times New Roman 11 point type.

Figure 2: If two figures are placed side by side, each caption is to be centrally located below the figure, single-spaced, fully justified and sized to the width of the figure. Use Times New Roman 11 point type. Align top lines of captions.

Conclusions

The maximum length of the paper is two pages for oral and poster presentations. Papers in excess of these limits will not be accepted for publication. Delete this text and insert your own words here. Delete this text and insert your own words here. Delete this text and insert your own words here.

Acknowledgements

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References

Northcote, K.H. (1979). A factual key for the recognition of Australian soils. Rellim Technical Publications Pty Ltd, Adelaide.
Quirk, J.P. and Schofield, R.K. (1955). The effect of electrolyte concentration on soil permeability. *Journal of Soil Science* **6**, 163–78.
Shafique, M.S. and Skogerboe, G.V. (1983). Impact of seasonal infiltration function variation on furrow irrigation performance. In “Advances in Infiltration”, *Proc. Nat. Conf. Advances in Infiltration*. p292–301. American Society of Agricultural Engineers, St Joseph.

PLEASE CONVERT YOUR DOCUMENT TO PDF FORMAT PRIOR TO SUBMISSION

Authors must ensure that:

- 1) the PDF is not secured by any password protection AT ALL,
- 2) all fonts are embedded,
- 3) figures are in acceptable resolution, and
- 4) the page size in the PDF is A4.

Note: authors who use Adobe Acrobat Distiller can obtain joboptions files from:

http://www.causalproductions.com/authors/causal_job_options_20080427v3.zip