

Northern Beef Research Update Conference 2011

Guide for Authors for Posters

General information

Each poster presenter will be required to provide a poster as well as a one page paper (No paper, no poster presentation). This one page paper will appear in both the hard copy and the CD of the conference proceedings. The content of the one page paper will not be peer-reviewed but layout and format will be checked by the conference editor.

There are two sets of instructions

1. Guide for posters
2. Guide for the poster paper in the conference proceedings

1. Guide for posters

Displaying your poster

An update on this will be provided closer to the conference. Until we know the actual numbers of posters, the period of display and whether there is time within the conference program for one of the authors to present the poster has yet to be determined.

Poster boards are 960 mm wide; they can be joined or are stand alone. Each poster should be prepared in portrait style with a maximum width of 850 mm and maximum depth of 1200 mm. Velcro for attaching your poster will be available at the conference.

Organising your poster

Posters dealing with research projects should be arranged as follows:

- 1. Title** The title of your submitted paper
- 2. Authors** Who was involved and their affiliations
We suggest that a photograph of the presenter be included in the display
- 3. Introduction** This should include a statement about the aims of the study
- 4. Methods** This should outline a description of the methods including any assumptions
- 5. Results** The main results should be identified. Make use of graphics where possible.
- 6. Conclusions** List the main findings and any comments about progression of the work, if applicable

Other types of posters should include items 1,2 and 3 then followed by other headings as appropriate.

Formatting your poster

Keep fonts simple and use no more than 2 font faces

Font size – the poster should be easily legible at a distance of 1.5 m. The following minimum font sizes are recommended;

- Title – 84 point
- Authors/addresses – 42/30 point
- Section headings – 30 point
- Text – 24 point

Keep use of colour printing to a minimum

Maintain a consistent style

Neutral colours work better as a background than bright colours

Make use of graphics where possible

Only include what is absolutely necessary – delegates have the paper in the proceedings
Do not overload tables and figures with information
In summary, keep it simple.

2. Guide for the poster paper in the conference proceedings

Manuscript style - general

The layout and formatting style are based on Animal Production Science.
Manuscripts are to be prepared in MS Word.

Page setup

Paper: A4

Margins: top, bottom, left and right: 2.5cm each

Gutter: 0

Header and footer: 1.0 cm each. Do not enter anything in the header and footer; these will be used by the editor for running page headers and line numbers

Font: Calibri

Font size: 11 point except in cases specified below

Headings

Poster papers dealing with research projects should include Title, Introduction, Methods, Results, Discussion/Conclusions and References (should any be cited). Other types of poster papers should have a Title and, at least, have an Introduction.

Type all headings in lower case letters with only the first letter of the first word plus any proper name capitalised.

The paper title is to be centred, have a font size of 14 point and be in bold style.

Headings (Introduction, Methods, etc.) are on a separate line, start at the left margin, have 12 point font size, bold style and no full stop at the end.

Separate all headings, except the paper title, from the previous section by one blank line.

Author organisation and location

Author names are to be typed centred under the paper title, separated by one blank line from the title, in 12 point font size and italic style. Capitalised alphabetic superscripts (A, B, etc) after each name are to be used to indicate locations and corresponding author.

Author organisation and location are to be typed centred under the author names, separated by one blank line, in 11 point font size and normal style. Each location and the corresponding author are to be preceded by the appropriate superscript relating them to the author.

Corresponding author (see previous paragraph and Animal Production Science format)

Include an email address at bottom left of the paper of the author to be contacted for further information. Remove the hyperlink from the email address, if present.

Paper length

Maximum length of the poster paper is one A4 page.

Paragraphs

No blank lines between paragraphs.

First line of each paragraph is to be indented by a 0.5cm tab except for lists.

Justification: full (left and right).

Line spacing: single (no additional spacing before and after).

Footnotes: place these in the text area of the page, not in the page footer.

Numbers: In the text, type all numbers as numerals except at the start of a sentence. In headings, spell out the numbers from 1 to 9.

Figures

Each figure should be embedded in the appropriate place within the manuscript. A caption containing the figure number and legend should be placed below the figure and separated from it by a blank line. In both the text and captions refer to the figures using the abbreviation "Fig." and Arabic numerals (e.g. Fig. 1). The captions, including figure label, are to be left and right justified in 11 point font size. The figure labels are in bold style and followed by a full stop (e.g. **Fig. 1.**). Continue the legend on the same line with the keys to symbols used appearing in the legend and not on the face of the figure. Do not rely on colours to distinguish lines or areas in the figures as printed editions of the proceedings will be in greyscale.

Tables

Tables should be inserted in the appropriate place in the text. Each table is to have a title comprising the table number (e.g. **Table 1.**) and a description ending with a full stop, all in bold, 11 point type. The table is to be separated from its title by one blank line. Content in the body of the table is to be in 10 point type. Only the first letter of the first word and proper names of row or column headings, or in table entries, should be in capitals. The dimensions of units should be shown in the headings in brackets. However, if this is not possible, they may be inserted into the body of the table. Where the measure of variation is presented in a separate column or row, \pm should not be repeated before each value. There should be no vertical rulings between columns. Superscripts (alphabet capitals) should be clearly indicated, with notations being immediately below the table. When tables are referred to in the text they should be typed with a capital e.g. Table 1.

Nomenclature and units

Present all results in metric (S.I.) units

Time of day must be indicated by the 24 hour clock.

Use kg/ha, g/m², kg/ha.day etc.

The format for dates is 30 November 2006.

Time units should be expressed in full, e.g. day, second (not d, sec).

References

Within the text references should be restricted to the authors' names followed by the year of publication. They should conform to the following examples. (Smith 1984), (Smith *et al.* 1986), (Smith 1984a, 1984b; Smith and Jones 1990; Robert *et al.* 1992).

A complete list of references cited in the text must be arranged alphabetically at the end of the text and preceded by the first order heading **References**. The listing style is to follow that used by Animal Production Science.

Submission of manuscripts

All papers are to be submitted to the Conference Editor, Dick Holroyd (richard.holroyd@deedi.qld.gov.au) by 15 April 2011.