

NOTES FOR CONTRIBUTORS

General

The Editor is pleased to receive suitable articles for **Tropical Grasslands** on the understanding that they are original, that they are not offered to any other journal for publication and that the authors agree to vest copyright with the Society¹. Suitable articles should pertain to the science, evaluation, use or economics of pastures or forage crops in tropical and subtropical regions. Articles can include the results of applied research; species or cultivar evaluation; pasture establishment, development, maintenance and evaluation; animal performance; soil fertility; critical field observations; documented case studies of successful primary enterprises; analyses of grazing systems and reviews of relevant topics. Results can be from controlled environment, glasshouse, field plot or grazing experiments, may report surveys on forage related problems or may describe, validate or show the application of computer models.

The Journal is distributed to 60 countries and 80% of the copies are sent outside Australia. Contributors are not required to be members of the Society, although the Society is always interested in welcoming new members. Contributions of a suitable nature from countries other than Australia are encouraged. They should be of international interest and not locally specific (for example, studies of fertilizer requirements of a particular soil type, or grazing trials applicable only to one location are not suitable).

The Journal has no restriction on paper length; short papers (2–4 text pages) will be listed as Technical Notes. The Journal would particularly welcome Review Articles on subjects related to pastures or forage crops.

Notes on preparing the manuscript

1. Layout: *The front page* should give only the title, name(s) of author(s) and address(es), including the present address of authors who have moved, and an abbreviated title for use as a page heading (Running Head). To indicate the addresses of more than one author, numerical superscripts (1, 2, 3, etc.) should be used.

The headings should be as follows:

Main headings should be in upper case (capitalised), not underlined and centred on the line (see the heading of this article as an example).

First level sub-headings should be in italics (or underlined) and centred on the line. Only the first letter of the first word should be capitalised.

Second level sub-headings should be in italics (or underlined) and left aligned. Only the first letter of the first word should be capitalised.

Third level sub-headings, if required, should be in normal type, not underlined and left aligned. Only the first letter of the first word should be capitalised.

If further sub-headings are required, they should be in normal type and be run-on headings with a colon following the heading and three spaces separating the heading from the text.

There is no obligatory *order* for *headings*, but the usual layout is: ABSTRACT, INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS (if required), ACKNOWLEDGEMENTS, and REFERENCES. Following these sections should come the TABLES, FIGURES, and a LIST OF CAPTIONS FOR FIGURES.

2. References: (a) References should be listed in alphabetical order by Authors' surnames.
 - (b) Authors' surnames should be in upper case, followed by the initials. With more than one author, the names are separated by a comma.
 - (c) The year of publication (in parentheses) follows the author(s) name(s) and is separated from the title of the article by a dash (—).
 - (d) Both the title of the article and the Journal title are written out in full. Book titles should be enclosed in double quotation marks.

¹This vesting does not in any way restrict the author copying or distributing copies of the article for his/her own purposes.

- (e) The journal name should either be in italics or underlined.
- (f) The volume number must either be double underlined or in bold face and followed by a colon.
- (g) The complete page references of the beginning and end of the journal article or book chapter must be included.

The following are examples of the required layout. For further examples, please refer to recent journal issues, or to the publication—Anon. (1974)—**Bibliographic Guide to Editors and Authors**. (American Chemical Society: Washington D.C.).

Journal article:

MANNETJE, L. 't and SHAW, N. H. (1972)—Nitrogen responses of a *Heteropogon contortus* and a *Paspalum plicatulum* pasture in relation to rainfall in central coastal Queensland. *Australian Journal of Experimental Agriculture and Animal Husbandry* 22: 228–235.

Article or book chapter:

BOND, J. G., TURNER, N. C. and BEGG, J. E. (1978)—Responses of pasture plants to water deficits. In "Plant Relations in Pastures". Ed. J. R. Wilson. (CSIRO: Melbourne). pp 50–66.

ANON. (1967)—The world food problem. A report of the President's Science and Advisory Committee (US Government Printing Office: Washington). 45 pp.

ANDREW, C. S. and PIETERS, W. H. J. (1976)—Foliar symptoms of mineral disorders in *Lotononis bainesii*. CSIRO, Australia, Division of Tropical Crops and Pastures, Technical Paper No. 17.

3. Tables and figures: Tables and figures should be set out separately at the end of the paper, their point of insertion marked in the text at the end of a paragraph by "Insert Table/Figure 'x' here".

Tables should not use vertical lines, but horizontal lines may be used to indicate heading width in relation to data columns. Units should be in parenthesis below the heading but above the appropriate data columns. For headings, side headings and table entries, only the first letter of the first word and cultivar names should be in upper case. Table captions and side headings should be in italics or underlined.

Figures are normally reduced to column width (12.5 cm). Captions for figures, which should be brief but explanatory, are to be listed on a separate sheet of paper at the end of the article. Figures and plates should be submitted approximately twice the size of the final reproduction. Figures should be drawn boldly and neatly in indian ink, or equivalent, on good quality paper. Glossy, black and white photographic prints are acceptable. If numbers and letters are entered on originals, they must be done neatly, and not, for example with a manual typewriter. It is preferable for figures to be submitted without lettering; the lettering should then be written or typed on to a photocopy. This information will then be typeset onto the originals during printing. Captions for figures should be in normal type.

The table or figure number should be in upper case (*i.e.* TABLE 1, FIGURE 1).

4. Typing requirements: Two copies should be submitted to the Editor. All manuscripts should be written in the English language. Manuscripts must be typed with double spacing throughout and there should be a margin of at least 3 cm on the top and left hand sides. Good quality paper should be used; A4 paper size is preferred. All pages except the title page must be numbered consecutively. All paragraphs should be indented 5 characters from the left hand margin. If the manuscript has been prepared on a word processor, a letter quality printer must be used for the submitted copies.
5. House style: Dates in the text should be written—February 15, 1987. In tables and figures, the above style can also be used but if space is at a premium, either Feb. 15, Feb. 15, 1987 or 15.ii.87 can be used.

Abbreviations for such standards as CSIRO, CIAT *etc.* do not need full stops. Full stops are not required if the abbreviation uses the last letter of the word (*i.e.* Qld for Queensland but S. Aust. for South Australia). Use Anon. for an anonymous publication in the text but ANON. in the reference list. Non-standard abbreviations should be defined when first used in the text.

Units must be metric. The following is a list of the more commonly used abbreviations in **Tropical Grasslands**:

metre	m	megalitre	ML	minute	min
centimetre	cm	gram	g	hour	h
hectare	ha	kilogram	kg	day	d
litre	l	tonne	t	year	yr

For a more detailed list, a publication of standardized abbreviations such as—A.S.T.M. (1980)—**Standards for Metric Practice E 380-79. (American Society for Testing and Materials: Philadelphia)** should be consulted. However in the text, discretion should be used in abbreviating units so that ambiguity does not arise.

Compound quantities. A slash (/) between units is the only acceptable form (*i.e.* kg/ha, kg/ha/d). In the text (particularly in the discussion) it is permissible to use the non-abbreviated form—cows per hectare, *etc.*

Numerals should be used for all measurements in text, even for units 1 to 9 (for example, 9 times, 5 plots, 2 samples). The only exceptions are—(i) when a numeral commences a sentence, and (ii) when a numeral qualifies another (*i.e.* two 0.5 m² quadrats), or (iii) when 'one' is used in other than a strictly numeric sense (*i.e.* when one sees . . . ; and an increasing one for tropical).

Tables referred to in the text should have only the first letter in upper case (*i.e.* Table 1). However when referring to *Figures*, the abbreviated version is used (*i.e.* Fig. 1).

Footnotes should be used sparingly and should use the symbol—1, 2, *etc.* as a superscript in the text (see the first page of this article).

Expressions such as *et al.*, *i.e.* should be underlined or in italics. In references to unpublished data or to a personal communication, no underlining or italics of these words are required (*i.e.* R. Thompson, pers. comm.; R. Thompson, unpublished data).

Common names of plants should be in lower case, whereas for a cultivar name, the first letter is in upper case (*i.e.* green panic, Petrie green panic). However when the common name is the name of a person, place *etc.*, then that name can be capitalised (*i.e.* Rhodes grass, Mitchell grass).

Scientific names must be underlined or in italics but the classifications (*cv.*; *var.*; *sp.*) or their plurals (*cvv.*; *spp.*), and the cultivar name are not (*i.e.* *Macropodium atropurpureum* *cv.* Siratro).

6. Refereeing: It is expected that articles should have been subjected to a formal, internal refereeing system, or at least have been reviewed by one of the authors' colleagues, prior to submission to the Editor.

Articles for **Tropical Grasslands** are refereed by at least 1 scientist who has expertise in the particular field covered by the submitted article. An International Editorial Board was appointed in 1987.

7. Reprints: The minimum reprint order is 100 copies, at a cost of \$A15.00 per journal page (costs current for 1987). Orders in excess of 100 copies will be charged at \$A6.00 per page per 50 copies. Engravings for figures will be charged at cost. Reprints must be ordered, and a purchase order or requisition number enclosed, when galley proofs are returned.

8. Correspondence: Correspondence on editorial matters should be addressed to:—

Editor,
Tropical Grasslands Society of Australia,
c/- CSIRO,
Cunningham Laboratory,
306 Carmody Road,
ST. LUCIA, 4067. Queensland, Australia.

Matters relating to Journal subscriptions and back issues should be addressed to the Secretary at the same address.

Kevin F. Lowe, Editor.
September 1987