Slovensko agronomsko društvo

Slovenian Society of Agronomy

NEW CHALLENGES IN AGRONOMY SYMPOSIUM

With international participation

Instructions for authors of oral presentations and posters on preparing papers for the SYMPOSIUM PROCEEDINGS

Prepare the manuscript using Word for Windows. Use B5 (JIS) page size and Times New Roman throughout.

Page margins: top 25 mm, bottom 15 mm, left 20 mm and right 15 mm.

The contribution must not exceed eight typed B5 pages, including the abstract, tables and figures. Use single line spacing. The language of the contribution must be correct.

Write the title in sentence case, bold, left aligned, in 12-point font.

Leave one blank line in 11-point font below the title. Then list the first name and SURNAME[1] of the author and co-authors, separated by commas, in 11-point, left-aligned, regular font. Do not include academic or teaching titles in this line; provide footnote markers instead (References → Insert Footnote).

Give the authors' titles and the names and addresses of their institutions or companies in footnotes on the first page, in 9-point font. Include the authors' email addresses, as illustrated below.

Leave one blank line in 11-point font after the author names, followed by the Slovenian abstract.

Slovenian abstract

Use a bold, 10-point heading. The abstract text must be in 10-point font and justified. It should be informative, contain no more than 200 words and form a single paragraph. Use active verbs in the third person.

Keywords: Place the Slovenian keywords immediately after the abstract, without a blank line, in 10-point font. Separate keywords with commas. Both labels, "Izvleček" and "Ključne besede", must be bold.

Leave one blank line in 11-point font, followed by the English title. Format the English title in the same way as the Slovenian title: sentence case, bold, 12-point font and left aligned.

Leave one blank line in 11-point font after the English title, followed by the English abstract.

English abstract

Use a bold, 10-point heading and 10-point, justified text. Authors are responsible for ensuring the linguistic accuracy of the abstract before submitting the final manuscript incorporating the comments of the two reviewers.

Footnote examples

1 PhD, Biotechnical Faculty, P.O. Box 95, 1000 Ljubljana, email: naslov@naslov.si

2 University Graduate Engineer in Agronomy, Semenarna Ljubljana d.d., Dolenjska cesta 242, 1000 Ljubljana, email: naslov@naslov.si

Key words: Place the English keywords immediately after the abstract, without a blank line, in 10-point font. Both "Abstract" and "Key words" must be bold.

Leave two blank lines. The main text should then contain the following sections in this order:

1 INTRODUCTION

2 MATERIALS AND METHODS

3 RESULTS AND DISCUSSION

4 CONCLUSIONS

5 REFERENCES

Review papers may use different section headings. Section headings must be bold, with a paragraph space before the following text. Leave one blank line between sections, tables and figures. Use 11-point font for both headings and body text.

Sections may be divided into subsections, numbered as follows: 1, 1.1, 1.1.1. Subsection headings must be in sentence case and bold.

Tables and figures

Number tables and figures separately and consecutively. Use 11-point italic font for captions. Place table captions above tables and figure captions below figures.

Tables should meet the following requirements:

- Use 11-point font wherever possible; 10-point font may be used exceptionally,
- Begin table headings with a capital letter,
- Centre all columns except the first column containing row labels,
- Use a simple layout with single lines, without bold text or shading,
- Explanations, sources or a legend may appear below the table in 10-point font.

Figures must not be too dark. Figures include charts, drawings and, exceptionally, high-resolution photographs.

- Choose appropriate line weights and styles for line charts,
- Use clearly distinguishable, widely spaced hatching patterns,
- Avoid including too many lines or bars in a single chart,
- Keep backgrounds clear and avoid shading wherever possible,
- Avoid dark tones.

Capitalise the first word at the beginning of a sentence and in table, figure and appendix captions. Use lower case when referring to tables, figures and appendices within the text.

Citing references in the text

Cite sources in parentheses at the end of the relevant statement, for example: (Dolničar et al., 1995; Šantavec, 1997). For works with more than two authors, give only the first author followed by “et al.” For works with two authors, give both names: (Dolničar and Šantavec, 2000).

5 REFERENCES

Use 10-point font for the reference list. Arrange references alphabetically by author and list all authors. Example:

Asmus, F. 1995. Ergebnisse aus einem langjährigen Dauerfeldversuch zur organisch-mineralischen Düngung auf Tieflehm-Fahlerde. Archives of Agronomy and Soil Science, 39: 359–367

For source types other than journal articles, follow the Biotechnical Faculty guidelines: http://www.bf.uni-lj.si/?id=2733.

General guidelines

• Italicise the Latin names of botanical species,

• End each item in a list with a comma and the final item with a full stop.

Email your contribution to barbara.ceh@ihps.si by 1 November in the year preceding the symposium.

Please follow the instructions above.

Each contribution will be assessed by at least two reviewers appointed by the Editorial Board. The reviewed manuscript will be returned to you by email. Please revise it in accordance with the reviewers' comments and return it as soon as possible to the technical editor at barbara.ceh@ihps.si.

We welcome original, previously unpublished contributions. Review papers are normally reserved for invited lectures addressing the symposium's main theme. The Editorial Board may also accept additional review papers on particularly topical subjects.

For further clarification or information, please contact the Society's Executive Committee or Organising Committee.

Executive Committee of the Slovenian Society of Agronomy