TEMPLATE FOR OPERATIONAL/NON-SCIENTIFIC PAPERS (EXTENDED SUMMARIES) AND ABSTRACTS TEMPLATE

First author, second author and third author

List Institution/Employer and/or address of all authors. Superscript should be used to indicate which author belongs to which Institution/Employer or address

(Underline the name of the presenting author)

## ABSTRACT (SUMMARY)

These instructions are intended to guide contributors to the Pest Animal & Weed Symposium when preparing operational/non-scientific papers (extended summaries). Page size is A4 with all margins (top, bottom, left and right) set at 20 mm. Single line spacing should be used throughout the paper. Headers and footers should be left blank. Any paper or abstract which does not conform to these guidelines will be returned to the author for correction with suggested changes. All documents are to be saved as Microsoft Word files using the first author’s surname followed by their first initial (e.g. SmithJ.doc) and received by the editors by the submission date specified. Abstracts should be no more than 250 words.

**Keywords**: up to six relevant words can be included, with commas between words.

### INTRODUCTION

The font for text (including the abstract) should be 12 pt Arial, with two spaces between each sentence. All paragraphs throughout the text should be justified with a 12 pt line space between paragraphs.

### HEADINGS

Headings for extended summaries need not follow typical conventions for scientific papers. All first order headings (such as **ABSTRACT, INTRODUCTION and appropriate subsequent HEADINGS to present your subject**) will be 12 pt, Arial, capitals and bold (as outlined above). Two 12 pt line spaces occur before the heading and one after.

## Second order headings

All second order headings should be in 12 pt, bold and Arial font with only the first letter of the first word capitalised. One 12 pt line space occurs before and after the heading.

#### Third order headings

All third order headings should be in 12 pt Arial and underlined with only the first letter of the first word capitalised. One 12 pt line space should occur before the heading, with no line space between the heading and paragraph text.

### Scientific names

At the first mention of a species (plant, animal or pathogen), use the common name followed by the full scientific name in italics. For example, miconia *(Miconia calvescens*). After the first use of a species, be consistent with using either the common or shortened scientific name throughout the remaining text (e.g. *M. calvescens)*.

### Chemical names, numbers and dot points

Any type of measurement should include a space before the abbreviated unit. For example 7 mL of water.

#### Chemical names

Please use the trade names for chemicals and where possible follow this with standard active ingredient names of chemicals and the concentration starting with a lower case character (e.g. 600 g/kg metsulfuron methyl or 0.1 g/kg sodium fluoroacetate (1080). The first letter of trade names should be a capital (i.e. Access® Foxoff®). Indicate the registered name ® (i.e. Doggone®)or trademark symbol ™ at first mention. Rates should be given consistently throughout text as either:

1. The quantity of active ingredient (a.i.) such as glyphosate @ 10 g a.i./ha; or sodium fluoroacetate @ 0.1g/kg; or
2. The quantity of product (Grazon® DS @ 500 mL/100 L water, Doggone @ 6 mg/bait).

Please use the standard units such as L/ha, g/L, g/kg or mg/bait type.

##### Numbers and dot points

All numbers less than 10 should be written in full (as shown) except where followed by a standard measurement. For example:

* Nine years; and
* 2 mL.

Numbers 10 or above should be written numerically (e.g. 10 replicates).

Each new dot point or number list should start with a capital as shown below:

1. An example of a number list; and
2. Second entry.

A colon should be used to introduce the list, and semi-colons should be used between the list entries. Indentation of the dot point or number should be between 0.5 and 0.75 cm.

### Figures and tables

Results should be supported with any necessary diagrams or statistical analyses, and these must fall within the page margins, as outlined above. All units should be in standard SI nomenclature.

#### Figures

Each figure should be numbered (e.g. Figure 1.) and inserted in the text after the first reference to it. All figures are to be justified left, with a 12 pt line space before the figure and after the caption. No line spaces occur between the figure and caption. The figure number in the caption (i.e. Figure 1.) is 12 pt Arial and bold, as outlined below. Captions are in 12 pt Arial and are placed below the figure.

Photos/images should be submitted as separate files in JPEG format and emailed with the paper. File names should be the surname of the author and the figure number (e.g. SmithJ Figure 2.jpeg).

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**Figure 1.** Diagram showing standard formatting for authors.

##### Tables

Each table should be numbered (e.g. Table 1.) and inserted in the text after the first reference to it. All tables are to be justified left, with a 12 pt line space before the caption and after the table. No line spaces occur between the caption and table. The table number in the caption (i.e. Table 1.) is 12 pt Arial and bold, as outlined below. Captions should be in 12 pt Arial and placed above the table.

**Table 1.** Guidelines for authors using tables in submitted papers.

|  |  |  |
| --- | --- | --- |
| Title | Column title one | Column title two |
| Row title one | 1 | 3 |
| Row title two | 2 | 4 |

All text within the table should be between 8 and 12 pt (depending on the amount of data), Arial and justified left. Numbers are to be centred within the column as shown above. If cells contain numbers and text it should be justified left. No vertical borders should be used within tables. Use horizontal borders only at the top and bottom of the table and to separate column titles from the rest of the table.

### References within the text

Within the text refer to authors as Anderson (1991) or (Anderson 1991) or Westcott and Dennis (2002). Where cited references have three or more authors use Vogler *et al*.

(2002). Where multiple references are cited, order by date, then alphabetically by first author surname. Please follow the format below for reference lists.

### ACKNOWLEDGMENTS

Enter acknowledgments here if required.

### REFERENCES

All references should be in 12 pt, Arial, justified and in alphabetical order. For references with the same author, dates should be used to list publications from earliest to latest. A 12 pt line space should be used between entries. Reference all cited material as outlined below. Use italics for full names of journals and titles of books.

Anderson, A.N. (1991). *The ants of southern Australia – A guide to Bassian fauna*. (CSIRO, Australia).

Department of Agriculture Western Australia (2001). ‘Declared Plants List’. <http://www.agric.wa.gov.au/programs/app/dec_pl/declaredplants.htm>. (Agriculture Western Australia, Bentley).

Department of Natural Resources and Mines (2004). ‘Pest Fact: Chinee Apple’. <http://www.nrm.qld.gov.au/factsheets/pdf/pest/PP26.pdf>. (Queensland Government, Brisbane).

Hannan-Jones, M.A. and Playford, J. (2002). The Biology of Australia Weeds 40. *Bryophyllum* Salsb. Species. *Plant Protection Quarterly* 17(2): 42-57.

Vogler, W., Navie, S., Adkins, S. and Setter, C. (2002). Use of Fire to Control Parthenium Weed. (Rural Industries Research and Development Corporation, Canberra).

Vogler, W. (2004). Pers. Comm.

Westcott, D.A. and Dennis, A.J. (2002). The ecology of seed dispersal in rainforests: implications for weed spread and a framework for weed management. In Grice, A.C. and Setter M.J. (eds). *Weeds of Rainforests and associated ecosystems*. Cooperative Research Centre for Tropical Rainforest Ecology and Management. Rainforest CRC, Cairns. Pp. 19-23.