ASSCT

Australian Society of Sugar Cane Technologists

Publications Committee

August 2019.

INSTRUCTIONS TO AUTHORS OF PAPERS - DETAILS

The Publications Committee of the Australian Society of Sugar Cane Technologists has prepared the following detailed guidelines as an aid to authors submitting papers to the Society's Annual Conference.

Please follow these guidelines strictly. Major deviations could result in manuscripts being rejected outright or returned to authors for rewriting.

1. DEADLINES:

11 October 2019	Submit title and brief general outline (not a formal extract) of up to half an A4 page to Editor by e-mail in Microsoft Word format.
22 November 2019	Submit completed paper to Editor, using Microsoft Word, by e-mail.
7 February 2020	Submit poster abstracts where 1,000-word paper option not used

> The deadline of **November 22** will be waived only **in exceptional circumstances and with prior approval from the Editor.**

2. SUBJECT MATTER:

Subject matter must reflect the stated aim of the ASSCT - *the promotion of cane sugar technology in all its aspects*. Material lacking sufficient technical depth; only vaguely related to sugar technology; or containing a considerable bias towards commercial promotion, will not be considered.

All papers, extended abstracts and posters should demonstrate the relevance of the work to improving the profitability, productivity, environmental and/or social aspects of the industry.

Papers with scientific or technological content considered either **too theoretical or too basic** will be considered outside the scope of the Conference and should be submitted to relevant scientific journals or more suitable forums. Where such a paper has been published in another forum, authors may submit an extended abstract to ASSCT (*Section 3.2*)

Papers are to be written in the context of an audience with sound technical understanding and should only contain background information relevant for this readership. Papers considered to contain unnecessary background information may be rejected or returned to authors for revision.

3. TYPE AND LENGTH OF PAPER:

The society will accept five different types of papers.

3.1 Full papers
The length of a full paper should not exceed 4,000 words, plus <u>necessary</u> figures, diagrams, photographs, data tables and references. Papers considered to contain excessive tables and figures may be returned to the author for review.

Papers considered by the Publications Committee to not display adequate technical merit to justify a full paper may be returned to the author for review and resubmission as a short, or poster paper.

Full papers longer than 4,000 words may be accepted at the discretion of the Editor and Publications Committee, providing the length is justified on the grounds of technical merit. Authors intending to submit a paper longer than 4,000 words should notify the Editor as soon as they become aware that the limit will be exceeded.

Full papers will have 15 minutes of conference time scheduled for delivery and 5 minutes for questions.

3.2 Short papers
The length of a short paper should not exceed 2,000 words, plus necessary figures, diagrams, photographs, data tables and references. Papers considered to contain excessive tables and figures may be returned to the author for review.

Papers considered by the Publications Committee to not display adequate technical merit to justify a short paper may be returned to the author for review and resubmission as a poster paper.

Short papers will have 10 minutes of conference time scheduled for delivery and 5 minutes for questions.

3.3 Extended abstracts
Authors may submit extended abstracts of papers published in or to be submitted to other journals or forums. Extended abstracts are to be used to promote information or work related to sugar technology and of interest to technologists, but outside the scope of the conference or previously published elsewhere. They must provide suitable attribution to the publication in which the original paper appeared, and provide access details for the original paper, for instance publication web addresses.

The length of an extended abstract should not exceed 1,500 words, plus data tables and references. Given that this information has already been published elsewhere, diagrams, and photographs are discouraged.

Extended abstracts will have 10 minutes of conference time scheduled for delivery and 5 minutes for questions.

3.4 Poster papers
Authors have the option to submit a paper not exceeding 1,000 words plus references for inclusion in the Proceedings, providing this paper and a maximum 300-word abstract are received by the Editor prior to 22 November 2019. Otherwise an abstract only of no more than 300 words must be submitted prior to 7 February 2020. This is in conjunction with a poster to be displayed at the conference.

A paper or abstract relating to a poster must contain relevant information including key results.

Poster papers considered by the Publications Committee to provide insufficient information may be returned to authors for review.

Poster papers will have 5 minutes of conference time scheduled for delivery and questions, plus attendance at the poster session.

3.5 Suppliers' case studies
These are designed to allow suppliers to the Industry Equipment Exhibition to demonstrate benefits to the sugar industry of new services, products or equipment. Each should present at least one case study that shows realised or potential benefits. The paper should not exceed 2,000 words, plus <u>necessary</u> figures, diagrams, photographs, data tables and references. Papers considered to contain excessive tables and figures may be returned to the author for review.

Papers that present just a list of services, products or equipment will be rejected – their benefits need to demonstrated.

Short papers will have 10 minutes of conference time scheduled for delivery and questions.

4. PRESENTATION:
Each paper outline accepted by the Publications Committee will be assigned an identification code. This code should be used when completed papers are submitted.

Completed papers should be e-mailed to the Editor (asscteditor@bigpond.com) as a **Microsoft Word** file, with tables and illustrations embedded in the text. A template will be sent to authors when the Editor acknowledges receipt of the Outline. Papers not in the correct format will be returned to authors for correction and may be rejected if not resubmitted by the due date in the correct format.

4.1 Title
The title should be as brief as possible, and followed by the authors name, using initials or preferred given name, together with organisation represented and its location.

4.2 Authorship
While there is no restriction on the number of authors, only major contributors to the paper should be named in the title of a paper, with associates covered in acknowledgments. Any students or recent graduates involved in authorships should be identified and a separate statement of their contribution provided to the Editor to facilitate their inclusion in the selection of the Society's annual bursary awards.

In deciding the ranking of authorship, authors should refer to standards generally applied to scientific publications. In general, persons credited as authors could be required to take public responsibility for the material through having participated in designing or conducting the research, or writing or revising reports of its results.

4.3 Technical abstract
The technical abstract must be self-explanatory, state the justification for, and scope of the research or work covered, and give the main results and conclusions. The abstract should be positioned below the title and author headings and be about 300 words covering the following:
* Why the study was done (maximum two sentences)
* How the study was done (maximum four sentences)
* The results obtained (maximum six sentences), and
* The conclusions (including the benefits) drawn from the study (maximum four sentences).

4.4 Style
Do NOT underline headings or text and use capital letters sparingly. Do not confer capital letters on every mill station, tool, piece of equipment or apparatus etc. Whole numbers under

10 should be spelt out in the text, except when referring to identifiable quantities, e.g. 5 t/ha, and in tables. Botanical and zoological technical names should be rendered in italics. Names of chemicals should be written out in the text, at least at their first occurrence, except when reaction equations or complex compounds are dealt with, when standard symbols should be used.

Use SI units for all measurements. Standard abbreviations should be used such as: mm, cm, m^2, km, km^2, m^3, ha (hectares), t (tonne), L (litre), mL, h (hour), kW, kWh, kJ, º, ', " (degree, minute, second [angle]), r/min, kappa, N, °C. For 'per' use a forward slash with symbols, e.g. kg/m^3, instead of $kg.m^{-3}$.

4.5 Tables/Equations
Figures and tables must be kept to a minimum number and size (maximum A4, portrait format, if at all possible). Data must be arranged in order to fit A4 portrait layout and not landscaped. Tables must be numbered consecutively in Arabic, e.g. Table 1, Table 2 followed by a brief explanatory heading, referred to in the text as such and presented in ASSCT style. Data should not be presented in both text and table format. A few lines of text can sometimes replace simple tables.

Simple equations (i.e. one-line equations with subscripts and superscripts) should be typed directly into the text. Others should be rendered in Microsoft Equation Editor, if at all possible, so that errors, changes or corrections can be applied to the electronic document.

4.6 Figures/Photographs
Authors must give due consideration to the necessity and relevance of figures and diagrams, rather than include them simply because they are readily generated by computer. Figures and/or photographs should be sent electronically and embedded in the text. Use of colour may enhance the readability of figures in the electronic format adopted for ASSCT conference papers. The size of documents can be reduced significantly by utilisation of the "compress pictures" in the "tools" tab, which appears when "save as" is accessed in Microsoft Word and PowerPoint. The individual figures and photographs should be in a format accessible to the Editor in case additional editing is necessary.

Figures should be numbered consecutively in Arabic numerals, e.g. Figure 1, Figure 2, followed by a brief explanatory title, and referred to in the text as such.

4.7 Videos
Links to videos or web-based materials can be embedded in the text. Short videos that are stored on the USB stick and then on the ASSCT website are preferred as this will ensure that they remain available to future readers. Videos must be sent at the same time as the full written text so they can be assessed as part of the reviewing process. An appropriate place in the text should be indicated for a link that the Editor will create in the final production phase, e.g. {insert link for video 1 here}.

4.8 References
References to literature are given in the text as Smith (1931) or (Smith, 1931) for one author, as (Smith and Jones, 1959) for two authors and as (Smith *et al.*, 1959) for three or more authors. While use of the term *et al.* is appropriate in the text for references to more than two authors, all authors' names must be provided in the list of references.

The reference list is collected at the end of the paper in alphabetic order, following the referencing style used by CSIRO Publishing, as in the examples below:

Author(s) - surname first, initials last, date in parentheses followed by title, publication, publisher and place of publication if applicable, volume number, page numbers.

Journal article:
> Kingston G (1994) Benchmarking yield of sugarcane from estimates of crop water use. *Proceedings of the Australian Society of Sugar Cane Technologists* 16: 201–209.
> Meier EA, Thorburn PJ, Probert ME (2006) Occurrence and simulation of nitrification in two contrasting sugarcane soils from the Australian wet tropics. *Australian Journal of Soil Research* 44: 1–9.

Paper in electronic media (CD, USB storage drive)
> McBain GD, Harris JA, Miller KF, Vigh SN (2002) Temperature distribution in a vertical cooling crystalliser. *Proceedings of the Australian Society of Sugar Cane Technologists* 24:, 7 pp.

Web pages
> Anon. (2006) Plant protection (approved sugarcane varieties) declaration 2003. http://www.legislation.qld.gov.au/legisltn/current/p/plantproapdc03.pdf (accessed 23 July 2007).

Book chapter/conference proceedings
> Tonta J, Toory V, Julien MHR (1996) Contribution of agricultural economics to sugarcane research and development in Mauritius. In *Sugarcane: Research towards efficient and sustainable production* (Eds JR Wilson, DM Hogarth, JA Campbell, AL Garside) pp. 287–290. CSIRO Tropical Crops and Pastures, Brisbane.

Book
> Perry RH, Green D (1984) *Perry's chemical engineers' handbook*. 6th edn. McGraw-Hill: New York.

Report or bulletin
> Jones RK (Ed.) (2007) *Research and development strategies to advance the Australian sugarcane industry*. SRDC Technical Report 1/2007, Sugar Research and Development Corporation, Brisbane.

Each of these elements **MUST** be present to constitute a **VALID** reference. If a work cannot be found because of insufficient detail, it will be deleted as useless, and authors thereby risk accusations of plagiarism.

References in the text that are not in the list of references will also be deleted. Similarly, references in the reference list not referred to in the text will be deleted. If several papers by the same authors in one year are cited, a, b, c, etc. are placed after the year. Please ensure that all references are in the standard ASSCT form given above.

4.9 Keywords
Place up to six (6) appropriate keywords on the first page of the text, beneath the title/author headings. These words are published on the title page of each paper and are added to a library computer index to facilitate storage and retrieval of ASSCT papers.

5. PROPRIETORSHIP OF INFORMATION & LICENCE TO PUBLISH RELEASE FORM:
A prerequisite to publication is that authors sign and return to the Publications Committee a Proprietorship of Information Release Form. The form is available on the ASSCT website (www.assct.com.au).

6. ADDRESS:
Send all correspondence, concerning papers to:
The Editor
ASSCT Ltd.
e-mail: asscteditor@bigpond.com

INSTRUCTIONS TO PRESENTERS OF PAPERS AND
SUPPLIERS' CASE STUDIES - DETAILS

PowerPoint will be the only medium used for presentation at the ASSCT conference. Below are guidelines that have been established to ensure readability and relevance. Submission of presentations prior to the Conference is required to allow compatibility with Conference computers and software to be checked.

1. CONTENT:
Each slide should contain text no smaller than 32 point. To avoid problems of compatibility, presenters should select a font that is in common use and is sans serif. This requirement also applies to tables included in the slide. Graphs and photographs should project clearly.

Presenters are requested to limit the number of slides to fewer than 20 for a full paper, 7 for an extended abstract or suppliers' presentation, and 3 for a poster paper, and to elaborate on the main points/tables/graphs rather than reading verbatim from the slides.

2. SLIDE BACKGROUND:
The colours used for text should contrast strongly with the background of the slide, and across the entire slide image area.

3. ANIMATION AND THE USE OF POP-UPS:
While animation can be used to highlight important issues, excessive use in presentations is discouraged. Use requires many additional mouse-button operations, and there is a significant risk that problems with the animation will disrupt the presentation.

Presenters must notify the Presentations Coordinator of any custom animation or video sequence embedded in the presentation, including how that sequence is triggered.

Video clips should be inserted in the presentation as an object type *video clip* rather than a *movie*. A video sequence may not run if inserted as a *movie*.

4. NUMBERING SLIDES:
Slides should be numbered sequentially and include the total number of slides - in the format 3/13, meaning: slide 3 of 13. The recommended position for these numbers is the bottom right corner of the slide. This numbering scheme will provide:
• the technicians operating the computer/projection system with a reference to assist in scrolling to other slides during question time, and,
• the session chairman with a measure of the presenter's progress relative to the time allowed for the presentation.

5. SUBMITTING POWERPOINT PRESENTATIONS:
To avoid problems with PowerPoint presentations, the conference organisers require that **ALL** PowerPoint presentations **MUST** be loaded on to conference computers before the presentation takes place. Authors are required to submit their PowerPoint presentations by **3 April 2020. Details of how to submit these presentations will be made available well before this date.**

An update to the PowerPoint presentation may be allowed up to one day prior to the Conference presentation.