

Instructions for authors

Authors are requested to indicate their preference for oral or poster presentation at the time of submission. Papers not accepted for oral presentation will be considered for acceptance as posters. Provisionally accepted papers will enter an editorial process and be returned for checking prior to inclusion in the proceedings.

The instructions for submission and the method of publication are identical for oral and poster papers. **Papers must be registered before November 1, 2022** using the web portal <https://registration.isfc.eu> following the instructions given below. Authors are responsible for English level of their papers and oral presentations. If some difficulty occurs please contact us via admin@isfc.eu.

Papers will be reviewed by the scientific committee and authors will be informed of provisional **acceptance or rejection of the paper by December 31, 2022**. Provisionally accepted papers will enter an editorial process and be returned for checking prior to inclusion in the proceedings.

Acceptance of the paper will be confirmed provided that the delegate fee for at least one of the authors is received by early registration deadline.

NOTE: First, register your paper (Authors, Title, Abstract), then wait to the acceptance of your paper. We will inform you via email about the acceptance of your paper. Please, then you will be able to upload your paper via our portal.

TIMETABLE FOR PAPERS

Registration of papers before November 1, 2022

Acceptance or rejection of the paper before December 31, 2022

Send the full paper before February 28, 2022

Proceedings of the Conference will be distributed to delegates at the meeting. It is imperative, therefore, that the deadlines and instructions are strictly observed.

Your accepted paper or poster has to be uploaded via the web portal (<https://registration.isfc.eu>). The uploaded file should be suitable for reading into Microsoft Word 2021.

PREPARATION OF MANUSCRIPTS

Length: The maximum page allocation for manuscripts, prepared according to the format given below, is as follow (including abstracts where required, tables, figures and references):

- Plenary paper max. 15 pages A4
- Oral paper and poster max. 2 pages A4

Language: All papers must be written in English.

Format: Papers should be typed or printed on A 4 paper single pacing, 20 - 20 mm wide margins and a type size of 10 point. Reductions in type size will not be accepted for test, tables or references. The line spacing to single space, style font Times New Roman CE or Times New Roman.

Title: The title should be in bold type, lower case with capital first letters. Name of authors should be in capitals (not bold) followed by the address in lower case (not bold).

Text: The text should be arranged under headings of Introduction, Materials and Methods, Results and Discussion, Conclusions and References. An abstract is not required for plenary paper.

Main headings : Capitals in bold and to the left

Second headings : Lower case in bold and to the left

Third headings : Lower case in italics and to the left

The text should run on from the second and hind head links Headings should not be numbered.

Tables: Should be included in the text (and disd) in the desired position. They must fit the A 4 page allowing for margins. The title should be brief but precise and in lower case (not bold). The title number should be in bold and to the left. The lining and general layout of the tables should conform with the examples enclosed.

Figures: Should be kept to a minimum. The title should be brief but precise and in lower case (not bold). The author's name and figure number should be in bold and to the left.

Summary: Will be maximal 10 line accepted for English version.

Species: May be referred to by full common English names followed by the scientific (Latin) name in italics and brackets at fires mention. Capitol letters associated with the English names can be dispensed with except where proper nouns are involved. Latin names should be typed in italics.

References to rates: should be in the form : kg/ha or kg/ha per day etc.

Concentrations: Should appear as g/kg, mg/kg etc. and not as percentages.
Digestibility may appear as a decimal fraction or as a percentage value.

Spellings: Should conform to the preferred spellings given in the Concise Oxford Dictionary or the Oxford dictionary for Writers and Editors. The suffix - ize rather than - ise should be used in verbs taking this form (e.g. fertilise, utilise). Numerical data should be in SI (metric) units and standard abbreviations and statistical terms may be used without explanation (e.g. DM for dry matter, s.e. standard error, UK, EC etc.) Abbreviations using capital letters do not take full stops.

Footnotes: should be avoided in the text.

References: Should be cited in the text either in form of Anderson and Jackson (1997) or (Anderson and Jackson, 1997) depending on the context. When there are more than two authors use et al. after first name. All references cited in the text should be listed alphabetically at the end of the paper. Author's names, titles of journals and books should be given in full. For publications in another European language the original title of the paper or book should be given with an English translation of the title in square brackets.

Proofs: Will be corrected by the Editors and not returned to authors. The Editors reserve the right to make minor amendments without reference to authors. Papers requiring major precision will be returned to authors for amendment before the proof stage.

Reprints will not be available.

General: The following general guidelines should be followed to ensure uniformity of presentation.

Introduction: A brief statement should be made clearly stating the aims of the work and its relevance.

Materials and Methods / Results and Discussion:

It is expected that data will be replicated and subjected to an appropriate statistical analysis. Where this is not possible, e.g. large scale trials, the steps taken to ensure elimination of bias should be stated. Analytical methods should not be detailed unless novel but appropriate references quoted. The source of proprietary products, e.g. additives, should be given (e.g. XYZ plc, Cardiff).

When mean values are quoted e.g. crop composition, the number of samples and standard error should be stated. Do not use.

Conclusions: The main conclusions of the work and its relevance should be summarised.

For present of papers: Will be on disposition data projector.

References: It will not be possible for the Editors to check all references. Authors are asked to pay particular attention to the accuracy of references and their presentation.

PLEASE CHECK THAT YOUR PAPER DOES NOT EXCEED THE PERMITTED LENGTH WHEN PRINTED!

DO NOT FORGET TO ALLOW SPACE FOR FIGURES.

FOLLOW THE INSTRUCTIONS GIVEN IN FORMAT.

DO NOT REDUCE PRINT SIZE.

Guidelines for the Preparation of Scientific Posters

Construction

- Make the poster fit a board length 1 000 mm and breadth 800 mm high.
- Posters can be made up on one large sheet or up to six smaller sheets (which can go in your suitcase!)
- Use thick paper (plastic coated is reasonable) or card.
- Divide the poster into sections (e.g. title, message, introduction, methods, results and conclusions). Make it clear in which order they should be read by numbering (1, 2, 3, ... or lettering A, B, C,...).
- Titles should be 2.5cm high, text 1cm high.
- Photocopy enlargements should be avoided as they produce poor quality
- Use a sophisticated lettering system, photographic enlargements or a high quality computer output.
- Keep logos discrete.
- No references.

Clarity is the key word

A simple graph (in colour), a table or a photograph will attract and aid understanding. Too many will confuse.

Golden rules!

- Posters are a visual way to let people know in the simplest of terms about your work.
- If people see and remember one visual image relating to one main point, then you have succeeded.
- The objective of a poster is not to explain every interesting aspect of an experiment; it is to show that aspect which is open to presentation through the poster medium.
- With a poster the medium and the message are closely connected. What you did and what the result was should be said in large print, simply and be instantly seen by the viewer.

Remember

Most people passing your poster are not interested in details - think how much of other people's posters you read! - give them a handout instead.

- Posters must be clear and easy to read. Type size should be large. If it is not visually clear, few people will make the effort to read it.
- Use less information, not more (i.e. a poster should not merely duplicate the summary).
- Respect the size of type suggested - this will ensure readability. If you think you need smaller text to include everything then you have too much information!
- The message - "the hook" - that you wish to impart should be the first thing that is read.
- Avoid design for design sake: colour should be used to enhance the story that you are presenting, not to show off!
- Consider a photo, table or graph, especially if it helps to explain your story. But not too many!
- Logos (maximum two per poster) should be discrete - this is a scientific meeting (10cm x 10cm maximum).
- Proof read, do it again, then get somebody else to do it!
- Ask yourself - which posters do you have time or the interest to read? Then compare those with your own.

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