

## EGF2025 - Instructions for the preparation of invited 10 page papers

### 1. GENERAL INFORMATION

To ensure uniformity of style and layout throughout the proceedings we request that you follow these instructions carefully. Please also look at the example paper shown on this website.

All invited papers will be peer-reviewed. Accepted papers will be published in the EGF *Grassland Science in Europe* publication for this conference.

You must write your paper in MS Word (Version 2007 or later) and submit documents only in this format. Previous results of printing can be seen in the EGF Proceedings, published in the series '[Grassland Science in Europe](#)'.

Authors must keep in mind that *Grassland Science in Europe* will be printed in black and white.

#### **Language**

Papers must be written in English (United Kingdom spelling). Prior to submission please have your manuscripts checked by a native English speaker to ensure correct language, punctuation and spelling.

#### **Reviewing**

All submitted papers will be peer-reviewed. Papers with substantial comments or corrections will be returned to authors for revision.

### 2. LAYOUT – FORMATTING OF MANUSCRIPT

The style of the whole MS Word document should be set as 'Normal'. Page size is A4. It is recommended that you use the template available on the EGF 2025 Website.

#### **Length of paper**

The total number of pages is restricted to 10, including tables, figures, images, references and acknowledgements. As a guideline, an A4 page holds approximately 3,000 characters, including spaces.

### **Page layout and structure**

Each contributed paper must contain the following:

- Title
- Author(s)
- Author affiliations
- Abstract not exceeding 200 words
- Keywords - up to a maximum of 6
- Main text divided into sections. Suggested sections are Introduction, Materials and methods, Results and Discussion, Conclusions, Acknowledgements, References.

Page size and font should be set as follows:

- Page size is A4
- All four margins to be set at 2.5 cm
- Single line spacing and left-aligned text
- Font Times New Roman, size 12, except for tables and for the reference list; size 10
- Do not use bold font style
- Do not use indentation
- When using the common name for plant species, please give the respective Latin name in brackets at first mention
- Use italics for Latin biological names, journal titles, for Latin phrases such as 'et al.' and also for the statistical parameters  $P$  ( $P < 0.001$ ) and  $R^2$  ( $R^2 = 0.87$ ).
- Do not use soft returns ('Shift Enter') at the end of line. Press 'Enter' at the end of a text paragraph or a caption.
- Turn the hyphenation option off
- Use single ('.....') instead of double quotation marks (".....")
- For symbols and international characters, use the 'Insert/Symbol/Times New Roman' option of MS Word

### **Title and headings**

- The title should have a maximum of 15 words.
- Name(s) of author(s) and the address of the affiliated institute(s): Please check the order and affiliation of the authors carefully.
- The title and section headings should be typed in lower case letters and not in capitals. There will be only one level of headings permitted for the offered papers. Section headings will generally be Abstract, Introduction, Materials and methods, Results and Discussion, Conclusions, Acknowledgements, References. If necessary, authors can choose their own headings.
- Footnotes should not be used. Put the information in brackets at the appropriate place in the text.

### **Tables**

- Use MS Word to create your tables. Do not paste in tables created in other software packages.
- Notes in tables should be referred to by superscript numbers.

### **Figures**

- When preparing figures, remember that the paper will be reduced in size to 80% of the original A4 when printed and the size of lettering in a drawing/graph should never become smaller than 2 mm after reduction. When making a full-page graph it is advisable not to reduce the font size to less than 16 points.

- Please use font 'Arial' within figures.
- Figures will be printed in black and white, therefore do not use coloured lines/symbols on figures.
- Preferably use vector-oriented figures, so that the content can be edited. Excel and PowerPoint are normally ok; jpg and bitmap are not.

### **Images/photographs**

- Photographs should be used sparingly.
- If you are using images/photographs, please use high resolution images.
- Remember that the proceedings will be printed in black and white.

### **Acknowledgements**

- Any acknowledgements should follow the conclusion.
- If grant support is acknowledged, the complete names of the funding agencies should be included unless these are well understood, e.g. EU.

### **References**

- For references within the text: use the format 'author (year) or (author, year)' for a single reference only, or '(author, year; author, year)' for more references; please use round brackets only. Use '&' and not 'and'; for example, not Ardiani and Scimone, but Ardiani & Scimone. If there are more than two authors per reference, reduce to 'first author *et al.* (year) or (first author *et al.*, year)'. If several papers by the same first author or by first authors with the same surname and published in the same year are cited, the year of publication should be suffixed by the letters a, b, c, etc. All sources quoted in the text should be listed in the list of references at the end of the paper. No references should be given in the abstract. Example: Smith (1996) found that... or...It has previously been shown that.... (Smith, 1996).
- For the list of references: Use 'Times New Roman' size 10.
- References should be listed alphabetically. If there are more references by the same author, please place them in chronological order.
- Each reference should be arranged as follows:
  - For journal articles:
 

Author(s) (year) Title. *Journal Title* (in full) volume number, page-page.  
 Dulphy J.P., Demarquilly C., Baumont R., Jailler M., Hotelier L. and Dragomir C. (1999) Study of modes for preparation of fresh and conserved forage samples for measurement of their dry matter and nitrogen degradations in the rumen. *Annales de Zootechnie* 48, 275-288.
  - For book chapters or contributions:
 

Author(s) (year) Chapter title. In: Editor(s) names (eds) *Book Title* (in full), Publisher, Address, page-page.  
 Cherney D.J.R. (2000) Characterization of forages by chemical analysis. In: Givens D.J., Owen E., Axford R.F.E. and Omed H.M. (eds) *Forage Evaluation in Ruminant Nutrition*, CAB International, Wallingford, UK, pp. 281-300.
  - For whole books:
 

Author(s) (year) *Book title*, Edition, Publisher, Address, pages.  
 Frame J., Charlton G.F.L. and Laidlaw A.S. (1997) *Temperate Forage Legumes*, CAB International, Wallingford, UK, 336 pp.
  - For conference proceedings:

Author(s) (year) Title. In: Editor(s) names (eds) *Proceedings Title*. Proceedings name, Publisher, Address, page no.-page no.

Ritchie M.E. and Olf H. (1999) Herbivore diversity and plant dynamics: Compensatory and additive effects. In: Olf H., Brown V.K. and Drent R.H. (eds) *Herbivores: Between Plants and Predators*. The 38th Symposium of the British Ecological Society, Blackwell Science, Oxford, UK, pp. 175-204.

- For previous papers from Grassland Science in Europe:  
Use the same format as for a journal paper without including the conference title etc.  
Todorova P. and Kirilov A. (2002) Changes in permanent grassland composition and feeding value during the growing season. *Grassland Science in Europe* 7, 170-171.
- Use a hard return after each reference and no hyphenation. Do not leave blank lines between references.

### **Abbreviations, units and numbers**

- Only SI units and abbreviations should be used.
- Abbreviations should be explained when they first appear in the text. If a non-standard abbreviation is to be used extensively, it should be defined in full.
- For mineral contents in soil, fertilisers, manures, plants and animal products, etc., the elements (i.e. P, N, K, etc.) should be used instead of their oxides. Isotopes should be indicated as <sup>14</sup>C, <sup>32</sup>P, etc.; ions should be mentioned as H<sup>+</sup>, Mg<sup>2+</sup>, etc.
- For molar concentrations italic M should be used.
- Write units of measurement in scientific notation (use kg ha<sup>-1</sup> and not kg/ha, use Mg and not tonnes), concentration as g kg<sup>-1</sup> or mg kg<sup>-1</sup> and not as percentage (%) or as ppm.
- In numbers, use the 'full stop' decimal separator instead of 'comma', e.g. 230.4 (two hundred and thirty and four tenths) instead of 230,4. Where a number does not refer to a unit of measurement it should be spelled out unless it exceeds one hundred. Where a number begins a sentence it should also be spelled out.
- There should be a single space on each side of \*, /, >, <, -, +, = etc.
- When using units, please include a space after the number and before the unit, e.g. 5 kg ha<sup>-1</sup> not 5kg ha<sup>-1</sup>.