

The New Zealand Society of Animal Production (NZSAP) holds an annual conference in late June/early July and pre-publishes papers to be presented at each Conference.

Peer Review

Every manuscript will be peer reviewed by two referees and the editor before publication. Reviewers will be asked to evaluate and comment on the scientific content and merit and the correctness of presentation of text, illustrations and references. The senior author, in preparation of the final copy of the paper, will respond in writing to the editor on any criticism/suggestion made by the reviewers and how these have been dealt with.

Submission Abstract

Expressions of interest in presenting a paper at the Conference are sought as Submission Abstracts with a deadline in mid-November of the preceding year. The deadline date and a template for the Submission Abstract are printed in the October newsletter and listed on the web site. Each Submission Abstract must contain the surname and initials of all authors and the name, address, phone number, fax number and email address of the corresponding author to facilitate contact regarding the submission. The Submission Abstract template is set (excluding title and authors) in 12 point Times Roman. A maximum of 350 words is allowed. Do not include tables, equations or references. The Submission Abstract should be self-contained, readable and easily understood by people not intimately involved in the field. It should contain clear objectives, appropriate data (with statistical parameters such as standard error of means of probability estimates) and conclusions as appropriate. While reporting science results it should indicate the value of those results to the relevant science and/or farming community. Unnecessary jargon and abbreviations, and information not relevant to the objectives and conclusions, should be avoided. The wording of the submission abstract may differ from that of the final published abstract. If possible, submit the Abstract electronically to the Executive Secretary by the advertised date.

Notification

Authors will be advised of the acceptance of their paper for presentation at the Conference within 21 days of the closing date for submissions. Following are instructions for preparation of the paper for publication.

Typescript

THREE copies of the typescript of the Paper, in the required format must be submitted to the Editor by the published deadline. An electronic copy of each paper should be supplied only with the final version of the paper after incorporating any changes/amendments made following peer review. Papers already published or submitted elsewhere will not be accepted. Line numbers should be printed on the typescript to aid referees.

Length of paper

The standard manuscript will be approx. 8 pages of A4 in text (<3,000 words), plus figures and tables. There should be no more than four tables and figures. It should not exceed four pages of in the Proceedings, including tables and figures. One page of printed text is equivalent to approximately 900 words. The paper by Clark *et al.* (2000) on pages 15-18 consisted of 8 pages of text (2962 words in 258 lines). The abstract should be single spaced with the remainder double-spaced.

Contract presentations - individual presentations will be published as a topic within the overall contract presentation. The total length of this form of publication will equal its

equivalent as 10-minute oral presentations. Length of invited review papers will be at the Editor's direction.

Font

Times Roman 12 pt for the text with larger fonts (sans serif) in figures to allow for reduction.

Title

The title should be brief, accurate and informative and typed in bold lower case. Where a paper is a **BRIEF COMMUNICATION** it is typed in bold upper case letters before the title. Refer to and use the template for brief communications.

Short Title

You must provide a short, informative title (<35 characters) for the page header.

Name/s

Authors' initials and names should be in upper case characters with a full address of the first author. This may include division or department within the organisation responsible for the work. Addresses of authors from other organisations should be indicated by a numerical superscript, **to be placed at the foot of the first page of the paper as a footnote.**

Abstract

The abstract should be clear, descriptive and constitute one paragraph of not more than 200 words. The abstract will be single-spaced. It should be informative, intelligible when divorced from the paper, and devoid of undefined abbreviations, equations, and reference citations. It will include results with measures of variance and identify any new techniques or concepts, ending with a conclusion or mentioning a direct application.

Keywords

Relevant keywords derived from the whole manuscript should immediately follow the Abstract. Abstracting agencies uses keywords. **A semicolon should separate each word listed. Finish with a full stop**

Line Spacing

All hard copy text and references should be typewritten at double spacing on one side of the paper [except for the abstract, which is single-spaced]. Lines should be numbered.

Introduction

This section should define the area of research, summarise previous relevant work and precisely state an experimental hypothesis or reason for the study.

Materials and Methods

These should be described clearly and succinctly. Sources should be identified and methods referenced where possible. New methods must be validated. Statistical procedures must also be adequately described or referenced.

Results

This section should contain original information with supporting tables and figures without references or discussion. Tabular material and figures should be utilised to avoid detailed textual descriptions. Table and figure headings must stand alone.

Discussion

The contents of the Results section should be related to those of previously published studies and then pragmatically interpreted. Anomalous or unexpected results should be explained. Conclusions or recommendations should be made at the end of this section.

Acknowledgements

Institutions and the names (preferably untitled) and affiliations of those supporting or assisting the study can be acknowledged precisely.

References

(Brown, 2001) Brown (2001) (Brown *et al.*, 2001) Brown *et al.* (2001) Brown & Blue (2001)

A publication citation within the text should always include the first author's surname and the year of publication. If there are two authors, use the symbol "&" between the names. If there are more than two authors, the name of the first author should be followed by "*et al.*" and then the year. When this form of citation produces duplication (i.e., same first author with more than one publication in a single year), each of them should be distinguished with a lower case letter after the year (e.g., 1984a; 1984b). The lettering sequence will be based on order of appearance in the Reference list.

Citations are to follow the Harvard System, i.e., in the text they are to be by author's name and year of publication, and in the list at the end of the paper in alphabetical order of authors' surnames. When listing a reference with two or more authors, **do not** insert "and" or "&" before the last name. Works by the same author should first be listed in alphabetical order on a second or third co-author's surname and then in chronological order. In those cases where duplication occurs, especially as a consequence of the use of *et al.* within the text, lower case letters should be used as described in the preceding paragraph.

Titles of periodicals should be quoted in full, lower case, except for proper nouns, and italicised, and followed by volume numbers, italicised, and page numbers, not italicised. Particular attention should be paid to the spelling and accentuation of non-English words. Compare with originals where possible. Titles of books should not be italicised or placed in inverted commas; the location and name of the publisher (in that order) should be given.

Format, punctuation, etc., of reference lists, should follow the following format, e.g.,

McEwen, J.C.; Clarke, J.N.; Knowler, M.A.; Wheeler, M. 1989: Ultrasonic fat depths in Romney lambs and hoggets from lines selected for different production traits. *Proceedings of the New Zealand Society of Animal Production* 49: 113-119

Merriam, G.R.; Wachter, K.W. 1982: Algorithms for the study of episodic hormone secretion. *American journal of physiology* 243: E310-E318

SAS. 1995: JMP Version 3, SAS Institute, Cary, NC, USA.

Cox, D.W. 1997: The copper-transporting ATPases defective in Menkes disease and Wilson disease. *In: Fischer, P.W.F; L'Abbé, M.R.; Cockell, K.A.; Gibson, R.S. ed. Trace elements in man and animals-9 (TEMA-9) Ottawa, NRC Research Press. pp 41-46*

Book pagination: pp = pages p = page

Unpublished work or personal communications should be acknowledged in the text, but excluded from the References; you may cite unpublished data if you have a copy of it (referees may ask) and "personal communication" will be accepted only with a signed letter of verification from the person named. Papers accepted for publication elsewhere should be cited as in press. "In preparation" and "submitted" are not acceptable reference forms. Referees may ask you to supply any reference cited that is not available in the public domain.

Tables

Tabular material must be essential to the understanding of the text. If a paper is based on extensive analytical data, a small section of indicative representative analyses should be selected to indicate the unpublished range on which the paper is based. Each table should be printed on a separate sheet and placed after the references. They should be numbered serially in Arabic numerals and referred to in the text. The numbers of columns in a table must allow a table fitted upright on a single page. Abbreviations on the table should be adequately

explained in the caption or in footnotes. Descriptive notes should be kept to a minimum. Units of measurement should be placed in column heads.

The heading and the sequential number, only should be in bold, upper case followed by a colon, e.g., **TABLE 1:** followed by the title written in lower-case characters. Each table should stand-alone and be understood without reference to the text.

Figures

Each figure must be essential to elucidating the text and should stand-alone and be understood without reference to the text. They should be numbered consecutively in Arabic numerals regardless of whether they are photographs, line drawings or graphs, and each must be referred to in the text. List all captions after the reference section of the manuscript.

At submission, figures may be printed on the same page as the figure title (legend), to assist referees. However, when the corrected paper is resubmitted, figures must be printed alone (without titles) to allow scanning if necessary. The author's name, paper number, and figure number must be written lightly in soft pencil on the back or margin of each, e.g., Peterson#55 Fig 1. NB: originals of figures (or camera-ready copy) should only be submitted with the final version of the paper (i.e., when no further amendments are necessary), they will be returned upon publication only if specifically requested.

Figures will be printed at the smallest size consistent with clarity and compatible with page format. Detailed guidelines for their preparation are given below. Failure to comply with these specifications will result in the figures being returned for redrafting. All drafting costs are to be borne by the authors.

Figures must be produced with regard to the size of the printed page (Including caption); that is, 72 mm width for single column, 148 mm width for double column, or 100 mm width for intermediate size figures with side captions, and maximum depth of 202 mm. Figures should be drafted at approximately twice the intended final size. Lettering should be in sans-serif type (such as Arial) with only the first letter of the first word of each label, and of any proper names, capitalised. Names of all hydrographic features and of generic and species names should be italicised.

The minimum letter height after reduction should be about 1.5 mm for a capital letter; thus, for a 50% reduction, the minimum original size of the capital letter would be about 3 mm (12 pt). Symbols, grid marks, line thicknesses (minimum reduced width 0.25 mm), and ruled or dotted patterns should be of sufficient size and density to withstand reduction without fading away or blocking up (a reducing photocopier can provide a good indication of whether the size or type of pattern you choose is suitable).

Always clear patterns away from areas of type, and avoid mixing typefaces on the same figure. For graphical figures, grid marks should point inwards (unless they obscure information on the graph itself); legends to axes (horizontal and vertical) should run parallel to the axes, from left to right and from bottom to top. State the value being measured followed by its appropriate SI unit in parentheses. Parts of composite figures should be labelled A, B, C (capitals only, no dots or brackets). The style of the figures within any one paper should be as closely matched as possible.

DO NOT use colour or grey shading and keep high contrast. For graphs, use only left vertical and bottom horizontal lines (i.e., **no boxes or frames**). Test your figure by reducing it in size to fit this column. Adjust font size and symbols so that it is legible.

Figure files

For inclusion of electronic diagrams on disc use **TIFF format**. (**Please include a good hard copy**). Save TIFF files separately from the text file and label with author name, paper number and figure number, e.g., Peterson#55Fig2.tif. There is, to date, no satisfactory means of converting MS Excel graphs to TIFF. Print the figure on a high-resolution printer (600

dpi), scan it at 100% 300 dpi (or if much small detail 150%) greyscale (not linear). Then using software such as PhotoShop, save it in TIFF set to greyscale using LZW compression mode if available. This should produce a high-quality image in a file of a few hundred kb. Multi-megabyte files are unwieldy and unnecessary (and will not fit on a disk).

Photographs

Photographs should be provided as TIFF files: follow the instructions above for scanning and creating a TIFF file. Photographic prints should be of good contrast, on glossy paper, and should be at least as large as the intended printed size. Bar scales on photographs are preferable to stated magnifications. Lettering and bar scales should never be applied directly to the surface of the print but instead on a clear overlay with registration marks. The minimum size of lettering should be about 1.5-2 mm after reduction, but labels (A, B, C) should be slightly larger.

Statistical analysis and graphical presentation of data

Adequate description of the data, and of the experimental design, should precede and complement formal statistical analysis. Deviations from the intended design must be described. The method of statistical analysis should be selected after consideration of the original experimental design, treatment structure, and anything unexpected or unusual noticed during the experiment. When data has been transformed, so that the assumptions of the statistical analysis are satisfied, this should be stated. Summary statistics should be accompanied wherever possible by estimates of their precision.

Means will usually be accompanied either by the standard error of mean (SEM), or by the standard error of differences between means (SED), together with a note of the number of replicates used. Confidence intervals (usually at the 95% level) or Least Significant Differences are equally acceptable. If emphasis is on the spread of the data values, rather than on the precision of the mean, then the standard deviation (SD) or the range may be given. Levels of statistical significance which can be mentioned without further explanation are * $P < 0.05$, ** $P < 0.01$ and *** $P < 0.001$.

Use of scientific mathematical or statistical symbols

If Greek letters or uncommon symbols are used in the manuscript, they should be written very clearly and if necessary a note such as “Greek lower case chi” should be put in the margin. Highlight or bold these symbols on the final hard copy. Check your galleys carefully as symbols can be changed between your software and the publishing software.

Copyright Release form

All authors must sign the Manuscript Submission and Copyright Release form (available on the New Zealand Society of Animal Production website at <http://nzsap.org.nz/congen/copyrt.pdf>). Note the requirement for proof of Animal Ethics approval in the form of a protocol approval number in section 5.