

Agricola Specifications

In certain cases some of these specifications may not be practical or even possible. Please use your own discretion as to the relevancy of the requirements, but do not use this as an excuse not to adhere to the requirements. The Agricola is a scientific/semi-scientific publication where research information of various subject areas can be published to the benefit of our agricultural community.

1. Requirements

- 1.1. All submitted articles must be approved by the appropriate Chief Researcher, a colleague or a relevant peer. The approval affirming that the article has been checked for content, spelling, grammar and format. The name and email address of the person approving the article must be submitted with the article. Articles not adhering to the specifications will not be considered for publication and will be returned to the respective authors.
- 1.2. Articles must be submitted in electronic format on CD.
- 1.3. All graphs, maps, photos, etc. must be submitted in the original file format, e.g. TIFF format. Authors are encouraged to take photos in the highest possible resolution to ensure quality pictures for publication.
- 1.4. Graphs must be transferred into the MS Word document but all graphs must also be submitted in the original TIFF (image) file format or the original Excel file format.

2. Format

The following specifications and format are required for all articles.

2.1. General:

2.1.1. Length of article

Total length of article including tables, figures and references: between 3 and 5 pages (maximum 7 pages).

2.1.2. Page set-up settings

Margins: top, left and right - 1,5 cm
bottom - 2,5 cm

2.1.3. Page numbers

Pages must be submitted in the correct order but all pages must be unnumbered.

2.2. Text:

2.2.1. Open lines

Font size: 9

One line must be left open between:

- 2.2.1.1. The title and the author's name
- 2.2.1.2. The author's name and the author's address

- 2.2.1.3. Each heading and the proceeding text
- 2.2.1.4. Paragraphs
- 2.2.1.5. Text and table headings
- 2.2.1.6. Tables and text
- 2.2.1.7. Text and figures
- 2.2.1.8. Figures and figure descriptions
- 2.2.1.9. Figure descriptions and text
- 2.2.1.10. The author's address and the first heading
- 2.2.1.11. The text and each proceeding heading

2.2.2. Title

Font: Arial; full caps
Font style: Bold
Font size: 14
Alignment: Center

2.2.3. Author's initial(s)/name and surname

Male authors: initial(s) only plus surname
Female authors: first name, middle initials, if any, and surname.

Font: Arial; full caps
Font style: Italic
Font size: 10
Alignment: Center

2.2.4. Author's address

Font: Arial; capital and small letters
Font style: Regular
Font size: 9
Alignment: Center

2.2.5. Headings

Font: Arial; full caps
Font style: Bold (no colon)
Font size: 9
Alignment: Left

- 2.2.5.1. All articles must contain the following headings:
 - 2.2.5.1.1. Abstract
 - 2.2.5.1.2. Introduction
 - 2.2.5.1.3. Materials and Methods
 - 2.2.5.1.4. Results
 - 2.2.5.1.5. Discussion
 - 2.2.5.1.6. Summary/Conclusion
 - 2.2.5.1.7. References
 - 2.2.5.1.8. An abstract of approximately 100-150 words must precede the introduction.
 - 2.2.5.1.9. Acknowledgements and, where relevant, a brief preface may be included.

2.2.6. Sub-headings

Font: Arial; Capital and small letters
Font style: Bold
Font size: 9
Alignment: Left

2.2.7. Paragraph settings and body text

Font: Arial; capital and small letters
Font style: Regular
Font size: 9
Alignment: Justified
Line spacing: Exactly - 12 point
Text layout: 1 column

2.2.8. Acronyms

The first time that an acronym is used in the text, that which it stands for must be typed out in full and the acronym must be included directly after in parentheses. Thereafter the acronym can be used alone. An acronym should not be used as the first word of a sentence, rather use the full description. A glossary of acronyms can be provided if many acronyms are used in the text.

2.2.9. Endnotes

Endnotes must be used instead of footnotes and must be numbered consecutively as superscripts in the text.

2.3. Tables and figures

2.3.1. Table and figure headings/descriptions:

Font: Arial
Capital and small letters
Font style: Regular (not bold and not italic)
Font size: 8
Alignment: Left

Tables and figures must be either page width (18cm) or half page width (8,5cm) (portrait and not landscape format).

All tables and figures should, where possible, be in black and white only. Colour must only be used in special cases.

Tables must have the table number plus full stop and a complete heading above the corresponding table and no full stop at the end.

e.g. Table 7. Rainfall recorded in Namibia (mm per month) for 1996

Figures must have the figure number plus full stop and a complete description below the corresponding figure and end in a full stop.

e.g. Figure 2. Protein contents (% of DM) of blood meal and fish meal.

No abbreviation for the word Figure must be used.

2.3.2. Headings and text within tables:

2.3.2.1. Headings:

Font: Arial
Capital and small letters
Font style: Bold Regular
Font size: 8
Alignment: Left, right, centred

2.3.2.2. Text

Font: Arial
Capital and small letters
Font style: Regular
Font size: 8
Alignment: Left, right, centred

2.4. Scanning

All diagrams, graphs, pictures, maps etc. used in articles, must be submitted separately in TIFF image format scanned or produced at a resolution of 600 dpi at least.

2.5. References

2.5.1. Literature references in text

Mention the author's surname and the date (year) of the publication.

All the references mentioned in the text must be cited at the end of the article in the reference list and vice versa.

If the author's surname(s) is/are mentioned as part of the sentence then include the date in parentheses immediately after the/each author's surname

e.g. Owens (1988) and Darwin (1992) or Ortega, Bryant & Drawe (1995).

If both the author's surname and the date are mentioned in parentheses, a comma must separate them

e.g. (Owens, 1988).

If more than one author is mentioned in parentheses, the author's surname and date must be separated by a comma and the different authors and dates must be separated by a semi-colon (;). The authors must be mentioned chronologically with the oldest publication mentioned first

e.g. (Owens, 1988; Darwin, 1992) or (Clements, 1928; Westoby, Walker & Noy-Meir, 1989).

If one article was authored by two authors, the above format must be used but mention must be made throughout of both author's surnames separated by **'& or and'**

e.g. Owens & Darwin (1990) or (Owens & Darwin, 1990), but Narjisse (1991) and Ortega, Bryant & Drawe (1995).

If one article was authored by three or more authors, mention only the first (main) author and refer to the other authors as ‘*et al.*’ (*italics*). The word ‘*al.*’ must have a full stop. However, the first time that you refer to the authors, the full names of all authors must be written.

e.g. Owens *et al.* (1991) or (Owens *et al.*, 1991), but (Scholes, Dowty, Caylor, Parsons, Frost & Shugart, 2002) if it is the first time.

If two or more articles were published by the same author(s) and they are cited together, they are separated by a comma or a semi-colon

e.g. Owens (1993, 1997) or (Owens, 1993; 1997).

If two or more articles were published by the same author(s) in one year, they are further numbered with small letters ‘a’, ‘b’, ‘c’ etc.

e.g. Owens (1993a, 1993b) or (Owens, 1993a; 1993b).

2.5.2. Reference list

Font: Arial

Authors’ surnames and initials: All capital letters (all caps)

The rest of the citing: Capital and small letters

Font style: Regular

Font size: 8

Indentation: 5mm left indent from the second to the last line of each publication cited

Alignment: Justified

The reference list must be in alphabetical order and not numbered.

The author’s surname(s) and initial(s) must be in capital letters, separated by a comma and with a full stop after each initial.

The date (year) of the publication must follow directly after the author’s surname(s) and initial(s) and have a full stop.

The title of the article and publication information must be in capital and small letters. The publication information must also be in *italics*.

When referring to a single page use ‘p’ and when referring to more than one page use ‘pp’.

When referring to an entire article, cite the title of the journal, the volume number and only the first page number on which the article begins, separating the journal volume number and that of the page number with a colon (:).

See the following example. Note the use of capital and small letters, abbreviations and punctuation marks.

2.5.3. Journal articles, reports etc:

ALBRIGHT, J.L. & ARAVE, C.W., 1997. *The Behaviour of Cattle*. CAB International, Wallingford, UK.

BESTER, F.V., 1988. Die bepaling van die grasproduksie van natuurlike veld [Determining the grass yield of natural veld]. *Agricola* 6: 26–30.

HARDY, M.B. & WALKER, R.S., 1991. Determining sample size for assessing species composition in grassland. *J. Grassl. Soc. S. Afr.* 8 (2): 70–73.

LARDY, G.P., ADAMS, D.C., KLOPFENSTEIN, T.J. & BRINK, D., 1998a. Use of the NRC Model for evaluating nutrient balances of grazing beef cattle. *Nebraska Beef Report*. p 7. University of Nebraska, Lincoln, Nebraska.

MUFANDAEDZA, O.T., 1977. Diet preferences of cattle and defoliation patterns under grazing on legume-improved veld. *Ann. Rep.* 1976. pp175–180. Div. of Livestock and Pastures, Salisbury, Rhodesia.

NELSON, M.L., 1997. Escape protein supplementation of steers fed grass silage-based diets. *J. Anim. Sci.* 75:2796.

O'CONNOR, T.G., 1994. Composition and population responses of an African savanna grassland to rainfall and grazing. *J. Appl. Ecol.* 31: 155–171.

2.5.4. Books, proceedings etc:

CLANCY, M.J., SWENSON, K. & WILSON, R.K., 1966. Development and application of a new chemical method for predicting the digestibility and intake of herbage samples. pp 445-453. In: *Proc. X. Int. Grassland Congr.* Helsinki, Finland.

MPHINYANE, W.N., 2001. Influence of livestock grazing within piospheres under free range and controlled conditions in Botswana. *Ph.D. thesis.* University of Pretoria, Pretoria, South Africa.

OWENS, F.N. & ZINN, R.N., 1988. Protein metabolism of ruminant animals. In: D. C. CHURCH (Editor). *The Ruminant Animal – Digestive Physiology and Nutrition.* Prentice-Hall Inc., Englewood Cliffs, New Jersey.

2.6. General

2.6.1. The use of the SI Units

The following as guideline how to write certain expressions.

$P \leq 0,05$

200,05 ± 20,05 **but not** 200.05±20.05

et al. **but not** et al

pp for pages and p for page

kg/ha or kilogram per hectare **but not** kilogram/hectare or kg/hectare

Expression of time: minute = min

hour = h

day = d

Expression of plane angles: degree = °

minute = ‘

second = “

litre = L or l

The symbol, L, was adopted by the 16th CGPM (1979) in order to avoid the risk of confusion between the letter I and the number 1. The script letter ell (l) is not an approved symbol for the litre, but is widely used in South Africa and is recognized as such in SABS M33a [1] as the preferred symbol in South Africa. Namibia is using the same SI Units standards.

Grouping of digits: 10 000 **but not** 10,000 or 10.000

10 000 000 **but not** 10,000,000 or 10.000.000

However, this practice is not usually followed for numbers having only four digits on either side of the decimal marker except when uniformity in a table is desired. (The only exception is in certain specialised applications, such as engineering drawings and financial statements.)

Unit symbols are not followed by a period unless at the end of a sentence.

“Its length is 50 cm.”

or: “It is 50 cm long.”

but not “It is 50 cm. long.”

A space must be left open between the numerical value and the unit symbol.

20 kg **but not** 20kg

15 m **but not** 15m

7,5 m/s² **but not** 7,5m/s²

10 °C **but not** 10°C

10 % **but not** 10%

The only exceptions to this rule are for the unit symbols for degree, minute and second for plane angles.

X = 15°30'20"

Abbreviations:

Second or s **but not** sec

Square meter or m² **but not** sq.m

Hours or h **but not** hrs

Litre or L or l **but not** lit or l

X = 0,0025 = 0,25 % **but not** X = 0.0025 = 0.25% or

X = .0025 = .25% or

X = 0.25 percent

(Remember the symbol % represents simply the number 0,01 or 1/100)

It is recommended that the word “to” be used to indicate a range of values instead of a range dash (or a long hyphen) because the dash can be misinterpreted as a minus sign.

2.6.2. Editing

2.6.2.1. No apostrophes for plural abbreviations, e.g. *NGOs*, *SMEs*

2.6.2.2. Only the first term in a hyphenated pair is capitalised, e.g. Medium-term Plan

2.6.2.3. Numbers and dates

2.6.2.3.1. 1980s rather than *1980's*, *80's*, *'80s*, or *Eighties*

2.6.2.3.2. Numbers from 1 to 10 are written out in full, unless they occur in the same sentence as numbers greater than 10 or at the start of a sentence. Numbers greater than ten are given in figures **unless** they occur at the start of a sentence.

2.6.2.4. between = two items compared; *among* = more than two items compared)

2.7. Spotlight on Agriculture

The Spotlight on Agriculture is a flier (two pages or 800 to 1000 words) where information of a specific topic are presented in such a way that it will catch the readers' attention immediately. The following structure can be followed:

Introduction

Materials /Methods /Methodology

Results

Discussion

Summary/Conclusion

References

Depending on the topic, authors are encouraged to make use of images and graphs to illustrate certain points.