

## NZ PLANT PROTECTION: DETAILED FORMATTING INFORMATION

Please follow these instructions carefully. If in doubt about any of the details check New Zealand Plant Protection 58 (2005) or a subsequent issue.

### Title

Centred, bold, capitals, no full-stop. Titles should be approximately 10 words. Scientific names must be given for organisms mentioned in the title.

### Authors

One line space below the title; centred, capitals except for "and" which should be in lower case. Use authors' initials not full names.

### Author affiliation

One line space below the authors; centred, lower case, italics. Use superscript numbers to illustrate affiliations where authors are from more than one organisation. Present the corresponding author's email address on the line below the last address, using the following format:

*Corresponding author: smithm@research.co.nz*

### Major section headings

Centred, bold, capitals, e.g. **ABSTRACT, INTRODUCTION**, etc. Leave one line space before a section heading but no space after a heading.

### Keywords

Put immediately at the left hand margin on a separate line at the end of the abstract. The heading "**Keywords:**" is in bold lower case and followed by a colon. The keywords are in lower case, but not bold. They are separated by a comma and the last one is followed by a full-stop. Include up to 10 keywords.

### Subheadings

Put on a separate line, against the left hand margin in bold, lower case with no punctuation.

### Paragraphs

Use single spacing. Put a hard return at the end of each paragraph. Please refrain from using paragraph formatting, such as setting line spacings before and after paragraphs. The printer requests that you do not indent the start of the each paragraph.

### Text

Use italics for scientific names. Scientific names (*Latin binomial*) must be given for organisms mentioned in the title or keywords; the authority and taxonomic classification may be given in the introduction. Standard New Zealand common names, as agreed by referees and the editor, may be given in parentheses after the scientific name and may thereafter be used in the text. Abbreviations for common names in the text should be avoided.

Use a "/" for "per something", e.g. g/m<sup>2</sup>. Put a space between a unit and a number; e.g. 10 cm not 10cm. However, there is no space between the number and unit for degrees Celsius or percent, e.g. 25°C and 50% not 25 °C and 50 %. Write numbers that are less than 10 and refer to objects in words. For measurements and 10 or more objects use numbers. SI units should be used wherever possible and given in standard abbreviations except for litres which should be written in full.

Use standard common names for **chemicals** as given by the Agricultural Compounds and Veterinary Medicines Group ([www.nzfsa.govt.nz/acvm/registers-lists/acvm-register/index.htm](http://www.nzfsa.govt.nz/acvm/registers-lists/acvm-register/index.htm)) but identify all test products once by trade name and formulation. This can be done in parentheses at the first mention in the text (not in the abstract), in tables or in an appendix. All rates must be expressed as rate of the active ingredient (ai). Where a chemical is used contrary to label recommendations, e.g. at a different rate or in adverse weather conditions, this should be stated in the paper. The active ingredient in organic compounds should be given once, in the text or table, but the compound can otherwise be identified by its trade name.

### Statistical analyses

Statistical analyses must be appropriate and the type of analyses used outlined in the methods. Give probability levels, along with an LSD, SE or use lettering to indicate significant differences. Some guidelines relating to the presentation of statistical information are given below.

- **Use of P-values.** It is acceptable to present  $P=0.045$ , rather than  $P<0.05$ , if this is the value calculated from the statistical package used. In some situations, it will be valid to discuss results where  $P<0.10$ ; this would generally be when there are other analyses that back up this result. Remember that a P-value is an *estimate of probability* not an absolute value so should be treated as such. A standard error describes data more accurately than a P-value.
- **F statistic, chi-square statistic and degrees of freedom.** It is usually superfluous to present the F or chi square statistic. The degrees of freedom should be obvious from the description of the experimental design given in the Materials and Methods section.
- **Less common statistical tests.** More detailed information, including the statistical test value, the degrees of freedom and the probability value, may be presented for these tests.
- **Standard errors.** In general it is preferable to present pooled SEs rather than the SE for individual treatment means. However, in some cases (e.g. if SEs are quite different between treatments) it is more appropriate to present individual SEs. The SE used should be clearly defined, particularly in figures and tables.
- **Statistical programs and tests.** Commonly used statistical programs such as GenStat (note new spelling) should be mentioned but not referenced. Likewise, analysis of variance (ANOVA) and linear regression need no explanation but less common statistical programs, tests, models or procedures should be fully referenced.

### Tables

Please use the table feature in Word to generate tables. Keep tables as simple as possible and insert in the appropriate place in the body of the paper. Restrict tables to nine columns. Leave a one line space above and below the table. Set out as below. Use horizontal lines as in example. Do not use vertical lines. Please ensure that all the numbers are aligned correctly and are centred under column headings. Use numbers in superscript to indicate footnotes.

**TABLE 1: Weight of weeds (kg/m<sup>2</sup>) and number of insect pests (no./m<sup>2</sup>) in my garden at different times of the year.**

Season	Weeds <sup>1</sup>	Insects
Spring	15	1200
Summer	30	4900
Autumn	50	5200
Winter	12	500

<sup>1</sup>Gardener obviously required.

## Figures

In the hard copy of the manuscript, print all figure captions on one page and each individual figure on a separate page at the end of the manuscript. Please email all figures as individual files, separate from the rest of the manuscript. Figure captions must be at the end of the main manuscript file, not with the figures. Computer-generated files should be at 600 dpi for black and white line artwork and 300 dpi for colour or greyscale artwork. They should be saved in a commonly used format, such as tif or jpg. Incorporate legends to symbols within the figure, not in the caption.

In the text, if figures are referred to in parentheses use "(Fig. 2)", otherwise write "Figure 2". If there are two plots in one figure these should be referred to as "(Figs 1a & 1b)" or "Figures 1a & 1b".

## References

Set references out as in the examples below **but do not use indents**. Follow the reference formatting style used since New Zealand Plant Protection 58 (2005). The style is the same as the Royal Society of New Zealand journals (New Zealand Journal of Crop and Horticultural Science, New Zealand Journal of Agricultural Research, etc.). Detailed instructions and examples are given in an accompanying document available from the NZPPS web site.

1. Do not use a reference to common statistical packages, such as SAS or GenStat. A description of the version in the Methods section is sufficient, e.g. ... GenStat for Windows (release 4.2) was used for statistical analyses.
2. References that are available both on the web and in hard copy should be referenced to the hard copy version. References that are available only on the web should be cited in the text as (Author 2000), (Organisation 2000) or (Anon. 2000) in the same way as any standard reference. The reference should then be cited in the reference list as outlined below. It is **essential** to include the date on which the document you are referring to was accessed.
  - Anon. 2000. Blight control products available to the Irish potato industry. [www.potatocongress.org](http://www.potatocongress.org) (accessed 23 August 2000).
3. In-text citations are written as described below.
  - (Smith 2001) or Smith (2001)
  - Two co-author names are linked by & (Smith & Jones 1996).
  - Three or more co-authors are cited as [first author et al.] with no italics (Smith et al. 1997).
  - Different references in the same bracket are separated by a semi-colon (Smith 1997; Jones 1998), with the oldest references coming first. Two references published by the same author in different years are separated by a comma (Smith 1997, 1998), while references by the same author in the same year are distinguished by letters (Smith 1994a, b).

4. Some points about reference formats are listed below.

- There is a full-stop after the year.
- All authors are separated by commas; there is **no** “and” before the last author. There is no punctuation between an author’s initials or between the author’s surname and initials (e.g. Smith AB, Jones JF, Brown AB 1953.).
- Editors of books to follow same format as authors with ed. after the names. The list of editors **precedes** the title of the book. Please include the name of the publisher as well as the city and country where the book was published.
- Page numbers are always at the end of the reference
  - Pp. 23 – 30. (range of pages in book)
  - p. 21. (single page in book)
  - 400 p. (number of pages in a book)

5. Examples

Alias AN, Smith HH, Jones KC 1992. Prairie grass control in the Waikato. *New Zealand Journal of Agricultural Research* 12: 96–104.

Francis SM, Peddie JP, McDonald CA, Hofflich MJ 1974. Control of *Ovis aries* (woolly aphid) in North Canterbury hill country. *Proceedings of the 12th New Zealand Weed and Pest Control Conference*: 55-62.

Francis SM, Peddie JP, McDonald CA, Hofflich MJ 1998. *Ovis aries* (woolly aphid) control on the Canterbury plains. *Proceedings of the 28th New Zealand Plant Protection Conference*: 55-62.

Francis SM, Peddie JP, McDonald CA, Hofflich MJ 2004. A review of *Ovis aries* (woolly aphid) control. *New Zealand Plant Protection* 75: 55-62.

Bolger JM, Moore MK 1993. How to win and lose an election in three years. In: Peters W, Jones R ed. *Life in New Zealand*. Beehive Press, Wellington, New Zealand. Pp. 46–125.

Foot D 1997. *New Zealand agrichemical manual*. Wham Chemsafe Limited, Wellington, New Zealand. 400 p.