



## *Publications Committee*

August 2019.

# INSTRUCTIONS TO AUTHORS SUMMARY

### IMPORTANT INFORMATION

- Authors are requested to submit papers in **ONE FILE ONLY**, with tables and figures embedded in the text which should be in Microsoft Word.
- Authors requiring **audio-visual equipment** to aid in presentation of papers during Conference are requested to submit **PowerPoint** files to the **Presentation Coordinator** no later than **3 April 2020** to enable checks on compatibility prior to the conference.
- **Papers and posters should demonstrate how their findings impact on: Optimal use of resources; Profitability; Problem solving; and/or People to demonstrate relevance to the sugar industry.**
- Special consideration and encouragement will be given to practical grower and mill-based papers that highlight achievements in the adoption of innovative practices that are resulting in positive changes on farms and in factories. Ideally, these papers should be written by combinations of growers, mill staff, scientists and extension officers.
- Five types of papers will be considered:
  - Peer-reviewed papers – detailed information published, with a 20-minute oral presentation followed by 10 minutes for questions and comments.
  - Short papers – new work published in outline without full disclosure of information, with a 10-minute presentation followed by 5 minutes for questions and comments.
  - Extended abstracts – information or work related to sugar technology but either published elsewhere or outside of the scope of the conference, with a 10-minute oral presentations followed by 5 minutes for questions and comments.
  - Posters – published abstract, a 5-minute oral presentation and attendance at a relevant poster-viewing session.
  - Suppliers' case studies - Presentations by industry equipment exhibitors – non-peer reviewed published extended abstract of a case study/studies showing the benefits of new product(s), service(s) and/or technology, with a 10-minute oral presentation.
- The 2020 Conference Proceedings will be published in electronic form only on a USB memory stick. There will not be a printed version of the Proceedings.
- A book of Abstracts will be provided to all Members and Conference delegates.

- 1. Address:** Send correspondence concerning papers to:  
The Editor  
[asscteditor@bigpond.com](mailto:asscteditor@bigpond.com)
- 2. Deadlines:**
- |                         |  |
|-------------------------|--|
| <b>25 October 2019</b>  | Submit <b>SYNOPSIS</b> of proposed paper to Editor by e-mail.  |
| <b>22 November 2019</b> | Submit <b>COMPLETE PAPER</b> to Editor by e-mail.  |
| <b>7 February 2020</b>  | Submit <b>POSTER ABSTRACTS</b> where 1,000-word paper option not used  |
| <b>3 April 2020</b>     | Submit <b>POWERPOINT PRESENTATIONS. Details of how to submit these presentations will be made available well before this date.</b> |

- 3. Subject matter:** Content of papers must normally be previously unpublished, appropriately relevant to sugar cane technology, and of sufficient technical/scientific worth. Extended abstracts of material previously published or intended for publication elsewhere may also be submitted providing that they are of appropriate relevance and interest. Presentations from suppliers of services, products or equipment must be in the form of case studies that demonstrate improvements in the profitability, productivity, environmental and/or social aspects of the sugar industry.
- 4. Length:** Full papers – Maximum 4,000 words, plus necessary tables, figures and references.  
Short papers – Maximum 2,000 words, plus necessary tables, figures and references.  
Extended abstracts – Maximum 1,500 words, plus necessary tables and references.  
Poster papers – Authors have the option to submit a paper of maximum 1,000 words for inclusion in the Proceedings, providing it and a maximum 300-word abstract are received prior to 22 November 2019. Otherwise an abstract alone of maximum 300 words must to be submitted prior to 7 February 2020.  
Suppliers' case studies - Maximum 2,000 words, plus necessary tables, figures and references.  
 For more information on the types of papers see Details (*Section 3- Instructions to Authors*)
- 5. Authorship:** There is no restriction on the number of authors, but only major contributors to a paper should be listed as authors. Associates should be covered by acknowledgments (details in, *Section 4.2- Instructions to Authors*).
- 6. Identifying:** Each abstract accepted by the Publications Committee will be assigned an Identification Code. This code **MUST** be used when the final copy is sent to the Editor and when the PowerPoint presentations are forwarded to the Presentations Coordinator.
- 7. Final copy:** Completed papers should be e-mailed directly to the Editor (Dr Peter Allsopp): [asscteditor@bigpond.com](mailto:asscteditor@bigpond.com) in Microsoft Word, with all text, data tables (and figures, if applicable) as one file. Tables and figures **MUST** be kept to a minimum number, be in portrait format. The maximum size for each table is A4. The subject line of the e-mail must include the Identification Code assigned to the paper.
- 8. Keywords:** Place up to six (6) keywords on first page of text, after the title/author headings.
- 9. Release form:** Authors **MUST** *sign and return* Proprietorship of Information Release & Licence to Publish Form.
- 10. PowerPoint:** Details of how to submit these presentations will be made available well before this date.

***PAPER PRESENTATION TIME AT THE CONFERENCE:***

- **Full papers: 20 minutes maximum presentation, 10 minutes questions.**
- **Short papers: 10 minutes maximum presentation, 5 minutes questions.**
- **Extended abstracts: 10 minutes maximum presentation, 5 minutes questions.**
- **Poster papers: 5 minutes maximum presentation plus attendance at poster session.**
- **Suppliers' case-studies: 10 minutes maximum presentation.**