

Instructions for the preparation of full-length manuscripts

1. GENERAL INFORMATION

With the acceptance of your preliminary abstract you are invited by the EGF2021 scientific committee to submit a full-length contribution. For EGF-Symposium 2021 the full-length manuscript is **a 3-page short paper**.

We need to receive your full manuscript by Thursday **31 December 2020**. *An extension of this deadline will not be possible due to the whole review, editing and proceeding preparation process.*

Your contribution should be submitted (uploaded) using the following website:
<https://www.conftool.org/egf2021/>. Only papers submitted this way will be considered for publication.

The accepted full-length contributions will be published in the conference proceedings, which will be published as volume 26 of the book series 'Grassland Science in Europe'. The book will be available in electronic format at the symposium.

Please note: Only payment of the registration fees for the presenting author entitles you to have your manuscript published in 'Grassland Science in Europe'.

2. REVIEW PROCESS / QUALITY CRITERIA FOR 'GRASSLAND SCIENCE IN EUROPE'

All full-length manuscripts will be peer-reviewed by at least two reviewers. Thus, submission does not guarantee acceptance of a manuscript.

If there are comments or corrections, the papers will be returned to you for revision. Manuscripts showing serious shortcomings in layout or formatting will be rejected. Note that all papers should fit within the theme of the Symposium: 'Sensing – New Insights into Grassland Science and Practice'. Assignments of papers to short voluntary oral presentations or poster sessions will be made by the Scientific Committee after final review of all submitted papers.

To maintain the standard of publications in 'Grassland Science in Europe', it is important that certain quality criteria are met. These criteria include:

- The research contributes to improve scientific knowledge in the area.
- The research question (or the aim / objective of the study) is clear.
- The research presented is of good scientific quality with a well-designed experiment or survey.
- The methods used are appropriate for the research purpose or question.
- The manuscript presents results based on adequate data and a sound data analysis.
Manuscripts which only present a planned endeavour (declaration of intent) will not be accepted. We strongly encourage the authors to include a key table or figure.
- Conclusions are clear and justified.

Therefore, your paper will be evaluated according to the following criteria:

- Clarity and quality of the research method
- Innovativeness of the study
- Informativeness of the title and its ability to reflect the content
- Clarity of the research question (aim / hypothesis)
- Appropriateness and correctness of statistics (if relevant)
- Justification of conclusions and their ability to answer the research question
- Linguistic quality
- Compliance of the formatting to the instructions

Acceptance of the manuscript is required to present the corresponding research during the symposium (inclusive poster presentation).

3. LANGUAGE

Papers must be written in English (British spelling). Prior to submission please have your manuscripts checked by a native English speaker to ensure correct language, punctuation, and spelling. Manuscripts with serious linguistic shortcomings will not be accepted for publication.

4. LAYOUT – FORMATTING OF MANUSCRIPT

To ensure uniformity of style and layout throughout the proceedings please follow these instructions carefully. Please also look at the *example 3-page short paper* shown on the website <https://www.uni-kassel.de/tagung-konferenz/egf-2021/downloads>.

You must write your paper in MS Word (Version 2007 or later) and submit documents only in this format.

When you start to prepare a MS Word document, the style of the whole document should be set as 'Normal'. Please check that no paragraph has its style automatically changed by the 'AutoFormat' function of MS Word. **We strongly recommend using the *manuscript template* available from the website <https://www.uni-kassel.de/tagung-konferenz/egf-2021/downloads> to ensure correct formatting.**

Length of paper

The total length of the manuscript is 3 pages, including tables, figures and references. If the length of the manuscript exceeds this limit, it cannot be accepted.

Page layout and structure

Each contribution must start with the title and the author(s).

An abstract, which should not exceed 200 words, follows the title. A list of keywords (up to a maximum of 6) should then be given. The main text should follow, divided into sections. The last section should list references alphabetically.

Page size and font are set as follows:

- Page size is A4, all four margins are to be set at 2.5 cm
- Single line spacing and left-aligned text (the editor will correct the text from left-alignment to full page width adjustment)
- Font Times New Roman, size 12, except for tables and for the reference list; size 10 points
- Do not use bold characters or 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 ($R^2 = 0.87$)
- 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 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. There will be some predetermined headings (Abstract, Introduction, Materials and methods, Results, Discussion, Results and discussion, Conclusions, Acknowledgements and References). If needed, you can choose your own heading.

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.

Figures, graphs, and photographs

- The proceedings of EGF2021 will be prepared only in electronic format, therefore, figures, graphs and photographs in colour are welcome.
- The minimum resolution of pictures must be 300 dpi and the size of lettering in a drawing/graph should never become smaller than 2 mm at 100% zoom. 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.
- Similarly, bear in mind that a figure difficult to read because of its reduced size is counterproductive.
- Put the full-size (100%) originals at the correct place in the manuscript. Photocopies of artwork are unsuitable.
- When inserting a figure in the manuscript, use the "Top and Bottom" option from the Wrap Text menu. Do not wrap text around the figures.
- Give figure captions at the correct place in the manuscript in normal (regular) lower case letters.
- Create a gif or jpeg file of your figure files. Submit them together with the MS Word file of your paper.
- Please, preview your paper carefully before submission.

Acknowledgements

Any acknowledgements should follow the discussion. If references to grant support are cited, write out complete names of the funding agencies unless these are well understood, such as 'EU'.

References

For references within the text: use the format 'author (year)' for a single reference only, or '(author, year; author, year)' for more references; please use round brackets only. Use 'and' and not '&'. If there are more than two authors per reference, reduce to '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.

For references with more than seven authors, please give the first six authors as well as the last author (example: Connolly J., Sebastià M.-T., Kirwan L., Finn J.A., Llubra R., Suter M., ... Lüscher A.).

Each reference should be arranged in the appropriate standard 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 Olff H. (1999) Herbivore diversity and plant dynamics: Compensatory and additive effects. In: Olff 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 paper 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.

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 ¹⁴C, ³²P, etc.; ions should be mentioned as H⁺, Mg²⁺, etc. For molar concentrations italic *M* should be used. Write units of measurement in scientific notation (use kg ha⁻¹ and not kg/ha, use Mg and not tonnes), contents and concentrations as g kg⁻¹ or mg kg⁻¹ (resp. g dm⁻³) 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.