

INSTRUCTIONS FOR AUTHORS

UPDATED 20/11/2019

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 in the New Zealand Journal of Animal Science and Production.

Peer review

Upon their receipt, submitted papers will be quickly assessed for suitability by nominated committee members. If initially considered broadly acceptable, each paper will be forwarded to the editor and reviewers.

Every manuscript published in the New Zealand Journal of Animal Science and Production (NZJASP) will be peer reviewed by two independent reviewers and the Editor before publication. Reviewers will be asked to evaluate and comment on the scientific content and merit, as well as 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 detail how these have been dealt with.

Authors are requested to suggest suitable independent reviewers at the time of abstract submission. Append the names and contact details of three or more potential reviewers to your abstract. These may or may not be used, at the discretion of the committee.

For reviewers of “Brief Communications”, please note that the word limit for these contributions is **2100 words**. Brief Communications require an Abstract of 150 words. Headings will usually include Abstract, Keywords, Introduction, Materials and methods, Results and discussion, Acknowledgements and References. The word limit imposed for “Brief Communications” means that the results presented and the discussion of these results cannot be explored to the same level of detail as in a full paper for the Journal. Please comment on the validity of methods used and soundness of the discussion while keeping in mind that the authors cannot discuss every point in detail due to the nature of this contribution.

Submission

Submission abstract

Expressions of interest in presenting a paper at the Conference are sought as Submission Abstracts with a deadline in early December of the preceding year. The deadline date and a call for abstracts are printed in the October NZSAP Newsletter and listed on the web site. Abstracts are to be submitted online via the NZSAP website. The same Submission Abstract format should be used regardless of whether the authors propose to submit a full paper or a brief communication. When submitting a brief communication, the words “**BRIEF COMMUNICATION:**” in upper case. The title should be written in lower case. For ALL Submission Abstracts, the list of authors must contain the last name followed by the initials of all authors, written as AB Smith, CD Jones and EF Brown, and the name, postal address, and email address of the corresponding author to facilitate contact regarding the submission. **For all submitted papers a maximum of 300 words is allowed for the Submission Abstract.** 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 and 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 Submission Abstract must be submitted online via the webform on the NZSAP website by the advertised deadline.

Notification of acceptance of submission

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

Submission of copies of manuscripts for peer reviewing

An electronic MSWord document of the manuscript of the paper for publication is to be forwarded to the Editor by the advertised date. Pages should be numbered and the manuscript laid out with 1.5-line spacing in the required style. Lines should be numbered consecutively throughout the manuscript to aid reviewers. **Papers already published or submitted elsewhere will not be accepted.**

Submission of final corrected manuscript for printing

Following peer review and adjustment of the manuscript as requested by the reviewers and the Editor, the final copy of the paper for publication should be forwarded to the Editor by the advertised date as an electronic file via email. The text, tables and figure captions should be submitted as a Microsoft Word file. Figures should be provided as a high-resolution file, such as TIF or jpg either imbedded in the word document or as a separate file. Standard excel files reproduce very poorly in publishing programmes. Your manuscript will be allocated a number, e.g., #55: please label any files with your last name and the number according to the following style “Last name#55.doc” or “Last name#55Fig2.jpg”.

Manuscript Submission form

The final submission **MUST** be accompanied by a Manuscript Submission form signed by the Corresponding Author on behalf of all authors of the paper to indicate that they approve of its publication in its current form. The manuscript submission form is available on the New Zealand Society of Animal Production’s website.

Format

Full paper: Requirements are the same, whether Full Papers are accepted for oral or poster presentation. Papers should not exceed **4,000 words**, including all text other than tables, figures and their captions, without prior approval of the Editor. The submitted hard copy of the manuscript should be 1.5 line spaced 12 point Times Roman text followed by figures and tables with their captions printed one per page. **There should be no more than a total of four tables and figures.** Tables and figures should contain data which is referred to in the text and relevant to the core message of the paper. Headings will usually include Abstract, Keywords, Introduction, Materials and methods, Results, Discussion, Acknowledgements and References.

Contract presentations– contract organisers need to select from one of two options for papers in their session:

a. *Peer-reviewed papers for publication in the journal.*

Papers must meet all the requirements of a full paper and must be submitted to the editor in early February for approval by the committee and for peer review alongside standard articles. The session chair could make suggestions as to appropriate reviewers.

b. *Presentations with accompanying summary only.*

These speakers will not produce a full paper; instead a 400-word summary will be included in the “Contracts” or “Farmer-day” section of the journal. This summary will be reviewed by the conference organiser or session chair and the journal editor. The summary will follow the requirements of an abstract (see below), but may contain citations and a table or figure.

Invited papers - Length of invited review papers where the headings and layout may differ to a Full Paper or Brief Communication, will be at the Editor’s discretion.

Brief Communication – Requirements are the same, whether Brief Communications are accepted for oral or poster presentation. Brief Communications should not exceed **2100** words, including all text other than tables, figures and their captions. The submitted copy of the manuscripts should be 1.5 line spaced 12 point Times Roman text formatted for an A4 page, and include a maximum of **two** figures and/or tables. Brief Communications require an Abstract. Headings will usually include Abstract, Keywords, Introduction, Materials and methods, Results and discussion, Acknowledgements and References.

Format and content guidelines

Title

The title should be brief, accurate and informative. It should be typed in lower-case bold letters with the leading letter of the first word and any proper (or real) nouns being in upper case. Where a paper is a brief communication the words “**BRIEF COMMUNICATION:**” are to be typed in upper case bold letters before the title.

Short title

You must provide a short, informative title of less than 35 characters for the page header.

Author name(s)

Author’s initials upper-case characters and last name in lower case with initial uppercase. A full address for each author must be supplied in Italics. Addresses of authors from different organisations should be indicated by a numerical superscript and listed sequentially below the list of author’s names with each author’s name annotated with the appropriate superscript included after the last name before the following comma. For example, author names and organisation information should be written as:

AB Smith^{a*}, CD Jones^b and EF Brown^c

^a*Faculty or Department, University, Postal address, City, Country;* ^b*Research Organisation, Postal address, City, Country;* ^c*Company, Postal address, City, Country*

Include dual NZ-Māori name if it is part of the formal, full institutional name. On a separate line below the list of author’s addresses include the email address of the corresponding author as “**Corresponding author:* E-mail: xxxxx” with the name of the corresponding author annotated with an “*” after the address superscript.

Abstract

The Abstract should be clear, descriptive and constitute one paragraph of **not more than 200 words**. Note, this is shorter than the Submission Abstract. It should be informative (not indicative), intelligible when divorced from the paper, and devoid of tables, figures, undefined abbreviations, equations, and reference citations. The Abstract should summarise

results with measures of variation and identify any new techniques or concepts, ending with a conclusion or mentioning a direct application.

Keywords

Keywords are relevant for the use of abstracting agencies. They should be derived from the whole manuscript and listed below the Abstract. Use a lower case letter to start each word, separate each listed “word” with a semicolon and no punctuation mark at the end.

Headings and paragraphs

“Sentence case” with upper case for the leading letter of the first word and the rest as lower case.

Font should follow the following format for the various levels of headings:

- a. **Bold** (On a separate line), such as “**Materials and methods**”
- b. ***Bold*** (On a separate line), such as “***Experimental design***”
- c. ***Bold*** (Text running-on on the same line), such as “***Trial 1***. In this study the number of ...”)

Headings should not be numbered. First line of a new paragraph is to be indented and must not begin with a numeral.

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. Where applicable, an indication of the approval of the supervising Animal Ethics Committee should be given (the number is not published but will be required on the submission form).

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.

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 and weaknesses acknowledged. The Discussion should finish with a conclusion or recommendation.

Acknowledgements

Institutions and the untitled names and affiliations of those supporting or assisting the study can be acknowledged along with the source of funding to undertake the reported investigation.

References

(Brown 2001), Brown (2001), (Brown et al. 2001), Brown et al. (2001), (Brown & Blue 2001) and Brown & Blue (2001) are examples of the appropriate style of citing references within the text.

Where these forms of citation result in duplication as with a listed author having more than one publication in a single year being cited, the references should be distinguished with a lower case letter after the year written as 1984a,b. The lettering sequence will be based on alphabetical order then by issue/publication/pagination if known. If unknown, then order by alphabetical order of title.

Citations are to follow the Harvard System. In the text they are to be in alphabetical order by quoted author's name and year of publication, and in the list at the end of the paper in alphabetical order of all author's last names. When listing a reference with two or more authors, do not insert "and" or "&" before the last name. In those cases where duplication of a listed reference occurs in the text as a consequence of the use of et al. the lower case letters used to distinguish the references should be included in the Reference list.

Titles of periodicals should be quoted in full. Use upper case for the leading letter of principal words such as "Journal of Dairy Science". The title should be followed by volume number and, if appropriate, the part number in brackets without a separating space. Both the volume and part number to be written in plain text (not bold) and not italicised, a colon and the page numbers written in plain text (not bold) and not italicised followed by a full stop. 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 name and location of the publisher should be given with an indication of the pagination of the paper in the book or the total number of pages in the book. Examples of different forms of listing references are listed here.

Long SP, Bernacchi CJ 2001. Gas exchange measurements, what can they tell us about the underlying limitations to photosynthesis? Procedures and sources of error. *Journal of Experimental Botany* 54: 2393-2401.

Leopold AC 1975. *Plant growth and development*. United States, McGraw Hill Book Company. 600 p.

McCullagh P, Nelder JA 1989. *Generalized linear models*. 2nd edition. London, Chapman & Hall. 532 p.

Hemberg T 1985 Potato rest. In: Li PH ed. *Potato physiology*. New York, Academic Press. Pg. 353-358.

Douglas GB, Donkers P, Foote AG, Barry TN 1993. Determination of extractable and bound condensed tannins in forage species. Proceedings of the XVII International Grassland Congress, Palmerston North, New Zealand 8–21 February 1993. Pg. 204-206.

Leathwick JR, Clarkson BD, Whaley PT 1995. *Vegetation of the Waikato Region: current and historical perspectives*. Landcare Research, Hamilton, New Zealand. LC9596/022. 59 p.

Note: For book pagination p = total number of pages and pg = page and pp = pages.

When citing a website do not underline the URL. Provide date of retrieval/viewing/accesion.

Garrick DJ 2010. Consequences of genomic prediction in cattle. Proceedings of the Interbull Workshop. Genomic Information in Genetic Evaluations, Paris, France 4–5 March 2010. Interbull Bulletin 41.

http://www.interbull.org/index.php?option=com_content&view=article&id=78&Itemid=112 [accessed 29 May 2010].

If a DOI is known, cite as

Waghorn GC, Hegarty RS 2011. Lowering ruminant methane emissions through improving feed conversion efficiency. *Animal Feed Science and Technology*. doi 10.1016/j.anifeedsci.2011.04.019.

Unpublished work or personal communications should be acknowledged in the text, but excluded from the Reference list. You may cite unpublished data if you have a copy of it as referees may ask to see it. This should be listed in the text as (AB Smith, Unpublished data). A personal communication will be accepted only with a signed letter of verification from the person named. This should be listed in the text as (AB Smith, Personal communication). "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 at the time of reviewing.

Tables

Each table must be essential to understanding the text and should stand alone and be understood without reference to the text. They should be numbered consecutively in Arabic numerals and referred to in the text. The manuscript should be marked with “[Insert Table *n* about here]” on a line by itself to indicate placement of each Table. In submitted manuscripts each Table, with its caption, should be printed on a separate sheet and placed after the References. 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. The numbers of columns in a table should, except under extenuating circumstances, allow a table to fit in portrait on a single page. Abbreviations in the Table should, where possible, be explained in the caption rather than in a footnote to the Table. Any table notes should be listed with superscript number, 1, 2, 3 etc. Descriptive notes should be kept to a minimum. Units of measurement should be placed in column headings. Indications of the error associated with a listed value should have the same number of decimal points as the listed value. The number of decimal points in the listed values should be aligned with the magnitude of the error. A caption should be written above each table as “**Table 1**” followed by the title written in lower-case characters with full stop at end of caption text and at end of any note text.

Figures

Reference to figures in manuscript text as (Fig. 1) or (Figs. 1, 3, 7) or (Figs. 2–4). Reference as Figure 1 if at start of sentence or caption.

Each figure (graphs, photographs or line drawings) must be essential to understanding the text and should stand-alone and be understood without reference to the text. They should be numbered consecutively, and each must be referred to in the text. The manuscript should be marked with “[Insert Figure *n* about here]” on a line by itself to indicate placement of each Figure. In submitted manuscripts, each figure, with its caption, should be printed on a separate sheet and placed after the Tables which follow the References. Abbreviations in the Figure should be explained in the caption or in a legend as part of the Figure. The caption should be written above the figure as “**Figure 1**” followed by the title written in lower-case characters (not bold) with full stop at end of caption text and at end of any note text.

Figures will be printed at the smallest size consistent with clarity and compatible with page format. The page size is 72 mm width for single column, 148 mm width for double column and maximum depth of 202 mm. Use a reducing photocopier to check the clarity of your Figure and the legibility of the text and numerals at the size it will be printed, before submitting it.

Lettering in figures 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. Always clear patterns away from areas of type, and avoid mixing typefaces on the same figure.

For graphical figures, there should be no more than six values on either axis with grid marks pointing outwards. Axis labels for both horizontal and vertical axes 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 brackets. Use only left vertical and bottom horizontal lines for the graph with no boxes or frames and no outline to the legend.

Parts of composite figures should be labelled “(a), (b) and (c)”. The style of the figures within any one paper should be as closely matched as possible.

DO NOT use colour shading. Maintain a high contrast. Figures should be provided in the final version of the paper in TIF or JPG format.

Equations

Equations presented in text should be centred within the single column with one line space above and below if it will not fit within the line text.

Statistical analysis

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. It should be stated when data have been transformed to satisfy assumptions of the statistical analysis. 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 (LSD) 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) standard error (SE) or the range may be given. **Note that the SEM is not the same as the SE, the latter being a population parameter estimating the SD.** The inclusion of actual probability values when comparing data sets is preferred to indicating the level of statistical significance (but remember that P is not an absolute value so express it to a sensible number of digits – usually two decimal places). Levels of statistical significance which can be mentioned without further explanation, are * $P < 0.05$, ** $P < 0.01$ and *** $P < 0.001$. Note that P is uppercase and is not followed by a space. No hyphen is required in the term “P value”.