

11th North American Agroforestry Conference
May 31 – June 3, 2009
Stoney Creek Inn, Columbia, Missouri

Instructions to Authors for Oral Presentations, Posters and the Proceedings

General information

Registration: All presenters must register prior to March 1, 2009. The conference registration form is available at www.centerforagroforestry.org. A discounted student rate is available. Hotel reservations are your responsibility. Please see the conference website for information about making a reservation at the Stoney Creek Inn. We suggest that you book your hotel room early, as the number of rooms available at the special conference rate is limited.

Cancellation: If you will not be able to give your presentation at the conference, please contact Julie Rhoads as soon as possible at RhoadsJ@missouri.edu so that the organizers can modify the conference schedule accordingly. Registration fees are refundable in part – please see the registration cancellation information located at the bottom of the registration form.

Oral presentations

Speaker Introduction Information: A short paragraph (no more than 80 words) of personal information is requested for your introduction by the session moderator before your presentation. Your introductory information must be e-mailed by May 1, 2009, to the following e-mail address: GoldM@missouri.edu. Please write "Speaker Introduction Information" in the subject line of your e-mail, followed by your name. Make sure to indicate your name and the title of your presentation in the text of the e-mail.

Oral Sessions: The plenary and contributed oral sessions will be held in four conference rooms that are all located in close proximity to each other. Plenary sessions will be held in a large room called the "Salon A" (capacity 234). Contributed oral sessions will be conducted concurrently in the Salon A and three other conference rooms (capacity varying from 48 to 114). All rooms will be set theatre style (without tables).

Duration: Contributed sessions are will be held during the morning and afternoon on Monday, and on Wednesday morning. The sessions are scheduled to run back-to-back as 20-minute presentations with an additional 10 minutes attendee transition time between session rooms. As four contributed sessions will be held concurrently, a tightly kept schedule is essential.

Therefore, to make the best use of your allocated time-slot, plan on limiting the length of your presentation to a maximum of 15 minutes to allow time for your introduction and questions from the audience. **It is essential for the flow of the program that all speakers keep to the time allocated for their presentations.** Session moderators will be stringent in making sure all speakers respect the allocated time limit so that sessions begin and end on time and that presentations are held synchronously between rooms according to schedule.

Audio-visual Equipment: All conference rooms will be equipped with a session computer, digital projector for electronic presentations, screen, microphone and a podium. The concurrent session rooms all have a wireless internet connection. Please check well in advance with conference organizers if you would like to have access to any other type of equipment. Audio-visual assistance will be available onsite during sessions to help resolve any technical problems that may arise.

Uploading Presentations: All presentations will be uploaded in advance onto session computers. Speakers must use the session computers for their presentations. Use of a speaker personal laptop will only be allowed if there is a very special need (e.g. use a particular software) and if permission to do so is obtained in advance, i.e. before the Conference.

Presentation Information: Your presentation should be prepared using PowerPoint. Please bring a copy of your electronic document to the conference on a CD (not DVD) or USB memory key. You should name your document as follows: YourName_SessionNumber (available from the conference schedule). Please label your CD or USB key with your name so that we can return it to you.

All speakers are requested to check-in at the conference desk with their electronic documents well in advance of their scheduled talk, i.e. Sunday from 1 p.m. to 10 p.m. or Monday from 7 to 8 a.m. for those giving presentations Monday; and Sunday from 1p.m. to 6 p.m., Monday from 7 a.m. to 6 p.m. or Wednesday from 7 to 8 a.m. for those giving presentations on Wednesday. **Please do not leave this until the last moment.** An audio-visual person will be onsite to upload your electronic presentations onto session computers.

Oral presentations tips¹

Plan on giving a presentation that will last a maximum of 15 minutes to allow some time for your introduction and questions from the audience.

Do not crowd too much information into your presentation. Concentrate on a few main points, making sure to leave enough time for wrap-up and conclusion.

Make sure that diagrams, graphs and tables can easily be read by everyone in the audience, including those sitting at the back of a large conference room.

The text appearing on a video projection should be concise and in point form. This text is there to help listeners follow your presentation, not replace it.

Text written in upper and lower case is more readable than that written entirely in capitals.

Use serif type fonts such as Times, Times New Roman or Palatino, as they are easier to read in continuous text. Use a print size that is 24 points or more.

Do not overload the screen background or overuse animated transitions, as the latter can be time consuming.

Speak loudly and clearly into the microphone. Be sure to repeat any comments or questions from the audience before answering.

If your presentation includes many large digital images, please make sure that they are of an appropriate size and resolution to ensure clarity without creating an unnecessarily large PowerPoint file. For example, to obtain an image that will be slightly less than full screen, set your size and resolution to: 6 x 9 inch image at 150 dpi, which is equivalent to a 900 x 1350 pixel image.

¹ Adapted from the ASA-CSSA-SSSA 2007 International Annual Meetings Presentation Tips (http://www.acsmeetings.org/poster_oral/)

Poster presentations

Poster Session: The poster session will be held on Monday, and posters will be on display from 5:00 p.m. to 7:00 p.m. Poster presenters are requested to stand beside their poster between those hours. The Monday evening banquet and after-banquet program with speakers will be held in the same room immediately following the poster session. We ask that there be no conversations conducted at the posters during the after-banquet program.

Upon arrival at the conference, poster presenters will be requested to go to the conference registration desk, where they will be given a pre-assigned poster board number. Set-up time for posters is during the break in the program from 4:00 – 5:00 p.m. on Monday. Posters must be removed by 10:00 p.m. on Monday.

Display: The poster display corkboards are 4 ft. x 4 ft. and authors will be assigned to use only 1 corkboard and easel per poster. Authors must respect this size restriction. Posters will be attached to the display board by means of push pins supplied by the conference organizers.

Backlit photos, sound or projection equipment, computer presentations or freestanding displays and tables are strictly prohibited. If you wish to have an exhibit containing these items on display during the conference, please indicate on the conference registration form that you wish to reserve an exhibit table (for a \$200 fee).

For your poster setup, you may wish to bring a supply of business cards, information handouts or a pad of paper for attendees to leave their contact information. These should be made available in a pocket that you will bring and can be attached to the poster or poster board, not left sitting on the floor.

Poster presentation tips¹

Design your poster to ensure maximum visual appeal and readability.

Do not crowd too much information into the poster; concentrate on a few main points instead.

Limit the amount of print material by providing summaries under clearly defined headings.

Keep your text in short, concise and clear statements.

Diagrams, graphs, photographs and tables are good ways of presenting a large amount of information.

Use a print size that can be easily read at a distance of 1 m (3'), i.e. 24 points or more.

Highlight your title, headings, and subheadings by using bold, colors or colored lines. Headings and subheadings should be at least 25% larger than the body of the text.

Text written in upper and lower case is more readable than that written entirely in capitals.

Use serif fonts such as Times, Times Roman or Palatino for the main text, as they are easier to read in continuous text. Non-serif fonts such as Arial or Helvetica are suggested for diagrams and graphs.

Make sure that images are at an appropriate resolution for their printed size and that figures will be readable from 1 m (3') away.

¹ Adapted from the ASA-CSSA-SSSA 2007 International Annual Meetings Presentation Tips (http://www.acsmeetings.org/poster_oral/)

Proceedings

Submission of Proceedings: Abstracts submitted for oral and poster presentations will be published in the Program and Book of Abstracts, which will be printed and distributed to all conference participants. Conference Proceedings will also be published on CD, and distributed free of charge to all attendees. A printed version of the Proceedings will also be available for sale. Please indicate on your conference registration form that you wish to purchase a printed copy of the Proceedings.

Speakers and poster presenters may submit a paper for publication in the Proceedings. Papers must be submitted prior to March 1, 2009. No extensions will be granted. Papers should generally be between 3 and 10 pages in length. Manuscripts should not exceed 5 MB in size. All papers will be converted to .pdf documents for inclusion on the Proceedings CD.

We ask authors to respect the formatting instructions provided below for the manuscript. Conference organizers may perform some minor editing and formatting for final preparation of the proceedings. Otherwise, manuscripts are the sole responsibility of the authors and will be printed as submitted. Conference organizers WILL NOT proofread or edit papers for spelling, grammar or consistency, nor will they reformat manuscripts that are not submitted according to instructions. However, they reserve the right to request modifications or refuse any paper that does not meet standards, either in terms of length, format or content.

All manuscripts must be submitted as a Word document, and sent by e-mail or on a CD. The file name should be the surname of the person presenting the paper. If the same person is submitting more than one paper, the files must be titled as the speaker's surname followed by a sequential number. For example, Johnson1, Johnson2, etc. Send final manuscripts by e-mail to GoldM@missouri.edu or, for those on CD, by mail to:

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There is no need to send a hard copy of the final manuscript, but authors should test print their manuscript prior to sending it to ensure the formatting is correct. Email confirmation will be sent within 5 days of receiving the manuscript. If you do not receive written confirmation in this time frame, please contact Dr. Gold at GoldM@missouri.edu.

Language: Manuscripts for the Proceedings must be submitted in English.

Detailed manuscript format

General Format and Template: Page format must be North American letter size (8.5" x 11"). Margins must be 1" or 2.54 cm on all sides. Do not number your pages, as page numbering will be added to the final version of the proceedings. Use 12 point Times New Roman throughout the manuscript, with the exception of the title and name of authors (see below). The whole text must be single spaced, fully justified, with a one-line or 12-point space between paragraphs. Do not include colors in the manuscript text. Latin species names should be written in italics. A manuscript template, indicating all fonts, spacing, margins and suggested formatting is included at the end of the instructions for authors.

Title: The title of the paper should be centered and typed entirely in capitals using 14 point bold Times New Roman.

Authors and Addresses: Authors should be listed immediately under the title, centered and typed in 14 point Times New Roman. The authors' names should be written as follows: First name Surname. Affiliations and addresses should be provided next in 12 point, with numbers in superscript used to link the correct address to each of the names.

Abstract: The abstract as well as the body of the manuscript should be in 12 point Times New Roman, single-spaced and limited to 250 words. Keep a one-line or 12-point space between paragraphs and between abstract and keywords.

Headings: Main headings should be in capitals and centered. Sub-headings should be in bold and left justified. All headings should be in 12 point Times New Roman.

Tables, Figures and Photos: Tables and figures should be prepared in black and white. Photos may be in color for the CD version of the Proceedings. Please note however that the printed version of the Proceedings that will be available for sale at the Conference will be printed in black and white only. Use 300 dpi resolution for photos. The figures and/or photos should be electronically imbedded in the manuscript as ".jpg" pictures with lettering that is large enough to read (minimum 10 point). Separate electronic files, slides or photos will not be accepted. Equations may be included as "pictures". Test print a copy to make sure the formatting for the figures and equations is correct.

Captions: Photos and line drawings should be called "figures" in the text and must be referred in the text by number (e.g., Fig. 1 and Fig. 2). Figures should be numbered and captions placed below each figure. Figure captions should be formatted flush left with the edge of the figure. Each table must be referred to in the text by successive number (e.g., Table 1). Tables should be numbered with the title formatted flush left with the column margin or the table edge if it is centered on the top edge of the table.

Page Design: Tables and figures should appear in the paper as soon as possible after they are first mentioned. Figures or photos may be shown as either a single column or side-by-side on the page. If side-by-side, they should be the same height. A table may appear in either portrait or landscape format in order to allow it to fit on a single page. If the table has only a few columns or the figure is narrow, the tables or figures should be centered on the page. All table or figure margins must be at

least 1 inch (2,54 cm). For large tables, it may be necessary to use a smaller type font to get all the data to fit on a page, but do not use a font less than 10 point. Consider spreading a longer table onto several pages or dividing it into more than one table.

Acknowledgements: All acknowledgements, including those regarding funding sources, must be included at the end of the paper, immediately before the Literature Cited section.

Literature Citations: Reference should be cited in the text using the surnames of the authors and the year, for example (Squire 1977) or Squire (1977). Two-author citations should be cited as Brady and Weil (2002), or (Brady and Weil 2002). If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g. Simonet et al. 1990). If two references have the same citation, use a, b, c, etc. after the year. For example, (Squire 1977a) and (Squire 1977b) for the text citation and reference list. In the text, groups of references should be ordered chronologically and then alphabetically for those published in the same year.

Literature Cited section: All references should be listed at the end of the paper with the second and subsequent lines of each citation indented one quarter of an inch (63 mm). Example of bibliographic citations illustrating the punctuation and style for references are provided in the manuscript template (next pages). Make sure to check your text against the Literature Cited section of your manuscript to ensure that all references are cited properly and that all citations actually appear in the text, tables or figures. References must be listed in alphabetical order according to the surname of the first author and not numbered. References with the same first author are listed in the following order: (1) Papers with one author only are listed first in chronological order, beginning with the earliest paper; (2) Papers with two authors follow and are listed in alphabetical order by the surname of the second author; and (3) Papers with three or more authors appear next and are arranged chronologically.

MANUSCRIPT TEMPLATE – TITLE ALL CAPITALS, 14 POINT BOLD TIMES NEW ROMAN FONT

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Abstract: The abstract should be in 12 point Times New Roman, single spaced, and limited to 250 words.

Key Words: proceedings, instructions. (Note: key words are in addition to those appearing in the title.) Maximum 10

MAIN HEADING (CENTERED, CAPITALS)

Secondary heading (Bold and left justified)

The body of the manuscript should be 12 point, Times New Roman. The whole text must be single spaced, fully justified, with a one-line or 12-point space between paragraphs. Do not include colors in the manuscript text. Page format must be North American letter size (8.5" x 11"). Margins must be 1" or 2.54 cm on all sides. Latin species names (e.g. *Abies balsamea*) should be written in italics.

Tables and figures should appear in the paper as soon as possible after they are first mentioned. Figures or photos may be shown as either a single column or side-by-side on the page. A table may appear in

either portrait or landscape format in order to allow it to fit on a single page. Please check the “Instructions to authors” for more details on tables, figures and captions.

Reference should be cited in the text using the surnames of the authors and the year, for example (Squire 1977) or Squire (1977). Two-author citations should be cited as Brady and Weil (2002), or (Brady and Weil 2002). If there are three or more authors, the citation should give the name of the first author followed by et al. (e.g. Simonet et al. 1990). If two references have the same citation, use a, b, c, etc. after the year. For example, (Squire 1957a) and (Squire 1977b) for the text citation and reference list. In the text, groups of references should be ordered chronologically and then alphabetically for those published in the same year.

All references should be listed in alphabetical order according to the surname of the first author in a Literature cited section placed at the end of the paper. References with the same first author are listed in the following order: (1) Papers with one author only are listed first in chronological order, beginning with the earliest paper; (2) Papers with two authors follow and are listed in alphabetical order by the surname of the second author; and (3) Papers with three or more authors appear next and are arranged chronologically.

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