

**Preparation & Submission of Manuscripts for the
Grazing Lands Conservation Initiative's
5th National Conference on Grazing Lands, December 9th - 12th, 2012**
The Caribe Royale, 8101 World Center Dr., Orlando, FL 32821

Submission Format.

Submit papers camera ready via FTP (file transfer protocol).

Acceptable Formats

- MS Word, Office 2007 version or later (.doc file extension)
- Apple's "Pages" software (.pages file extension).
- Adobe Acrobat PDF document submitted WITH one of the above.

Unacceptable Formats

- Power Point presentations.
- MS Excel Spreadsheets WITHOUT separate, supporting MS Word document.
- Adobe Acrobat PDF document WITHOUT an editable MS Word.

Other Requirements

- Name, address, phone, fax and email of the principal author at the end of the manuscript.
- Upload papers to the FTP server by November 15th, 2012.

Papers will be published as presented. All papers will be spell checked and edited in appearance for uniformity. If the means are available, submission of an Adobe Acrobat (.PDF) version of the manuscript in addition to the MS Word version would be appreciated.

File Transfer Protocol (FTP).

Submit papers camera ready via FTP. Most internet browsers are capable of accessing FTP sites. Other options include: FileZilla or Core FTP for Windows (both free FTP clients) or Cyberduck or Fetch for Mac. If using a browser window type in: <ftp://glci.org>

Log in with the following: username: submit@glci.org password: gr@ze0ngr@ss (the "O" is a zero and the phrase is actually "graze on grass").

Upload your file(s) to the server by clicking on the file name on your computer, copying and pasting into the FTP server or by "dragging and dropping" the file onto the server in the appropriate folder. There are two folders available: [5NCGL Oral Papers](#) and [5NCGL Poster Papers](#). Please place your file in the correct folder. Files should be scanned prior to uploading with anti-virus software. **Please note that you MUST use a compatible browser or an FTP client to complete the transfer. I would suggest if you do not already have one on your computer that you use FileZilla (it is free) and can be downloaded at <http://filezilla-project.org/>**

(Should you have any questions or difficulty, please contact Monti Golla, Conference Administrator, at grazinglands@verizon.net or via phone at 979-777-9779.)

File Names.

File names MUST be in the following format: Last name-First name.doc (of the lead author's name)

If more than one paper is submitted then use: Last name-First name-Title of Presentation.doc

Manuscript Length.

The maximum length of papers is 6,000 words (about 9 pages). As an approximation, each full manuscript page of single spaced text, tables or figures, is the equivalent of about 650 words. Note that you will be allocated about 20-25 minutes for your presentation, and another 5 minutes or so for questions, unless you have worked with us on a different format.

PLEASE SEE THE INFORMATION BELOW FOR DETAILED FORMATTING INSTRUCTIONS

TITLE

(Should be typed in upper case bold letters, centered, 3/4" from the top in 14 pt.)

Authors ¹

ABSTRACT: This template is set up with the correct margins and formatting to help you in preparing your paper for inclusion in the proceedings. Please indent the abstract and keyword sections 0.5" from each margin. Use one blank line (or space) between the last author and the abstract section.

Keywords: Feel free to use up to five key words. Please allow one blank line between the abstract section and the keywords, and allow two blank lines between the keywords and your first heading (the start of the two column format).

Formatting Instructions

Please use a two column format for the body of the paper following the title, authors and abstract. Include two blank lines after the abstract and keyword sections before you begin the two-column format. The paper should be fully justified (right and left).

Font and Pitch

It is recommended that a serif font be used (such as Times New Roman or equivalent), and that the paper be typed in 11 pt. The title of the paper should be in 14 pt. and the footnotes for the author information should be in 10 pt.

Margins

Document margins should be .75" on the top and bottom and .50" for the right and left margins.

Author-Information

Allow one blank line space under the last line of your title. Insert authors' names, beginning with first name, middle initial, and last name. Footnote each author in 10 pt with the name of their organization/institution, Address, City, State, Country (if other than USA), phone and email address. Do NOT include additional titles, degrees, departments, or unnecessary addresses. One blank line should follow the last author line before your abstract.

Body or Paragraphs

Indent the first line of each new paragraph. Use single space format. Please do NOT use spaces or hanging indents; use the Tab key to indent (0.25"). Use full justification, letting the text wrap—no hard returns except when starting a new paragraph. Use the base font already indicated (11 pt). Do NOT double space between paragraphs.

Headings (Introduction, Methods, etc.)

Headings should be centered in the column. One blank line should follow before and after each new heading in your paper. Your first heading (i.e. "Introduction") should follow these same guidelines.

Subheads

Subheads should be positioned flush left to the column. One blank line should precede each new subhead. Begin the new paragraph directly below each subhead.

Tables

It is recommended that you use the table features of your word processing software, and include them near the text where they are discussed. Please do NOT use spaces to align the columns of your table. Also, do NOT use the "columns" feature to create tables. Identify each table with a bold numeric reference and left justify it at the top of your table (i.e., Table 1.).

¹ Organization/Institution, Address, City, State, Country (if other than USA), phone and email address in 10 pt.

Table 1. Example of a Sample Table and the Table Caption.

Sample Description	X	Y	Z
Sample Test I	1	2	3
Sample Test II	6	2	2
Totals	7	4	5

These written instructions serve as a representative sample of how your finished paper should look when printed on your home or office printer.

Graphics

Embed each graphic in your document locating them near the text where they are discussed. (It is recommended that graphics are at least 300 dpi) Include a center justified caption for the graphic and place it below the graphic (i.e., Figure 1.). Use two spaces to indent after the figure reference, followed by the figure caption.



Figure 1. Example of a Figure Caption. Be sure to include this in the body of your paper.

Page Numbering

Do not use any page numbering.

References

Use “References” as a heading name, with your listing that follows in the base font size (11 pt). Arrange each reference alphabetically. Do NOT use end notes. Refer to the example below.

References

1. Goldman, S.J., Jackson, K., and Burszlynsky, T.A. (1986). Erosion and Sediment Control Handbook. McGraw-Hill, New York. (example of book reference)
2. Emerson, W.W. (1967) “A classification of soil aggregates based on their coherence in water.” Australian Journal of Soil Resources, 5:47-57. (example of a Journal or Magazine Article)
3. Pitt, M.W. and Yapp, T.P. (1992) “Perceptions of Land Degradation and Awareness of Conservation Programs in Northeastern New South Wales.” Proceedings of the 7th International Soil Conservation Organization Conference, Sydney, September 27-30, 1992, pages 115-124. (example of a Professional Paper)