**Author Instructions** **TITLE 13PT**

# Subtitle 13pt

Author (name), please underline the presenting author 12pt Author’s position, author’s organisation & address 12pt Email address of author (for correspondence)

**SUMMARY** Limit to a maximum of 300 words, 12pt.

**Keywords**: Maximum five keywords (do not include words in the title or subtitle) 12pt

## PAPER STRUCTURE

If applicable, the paper should consist of a **SUMMARY (**including **Keywords), INTRODUCTION, MATERIALS and METHODS, RESULTS, DISCUSSIONS, ACKNOWLEDGEMENTS** and **REFERENCES.** Leave out any of the headings that are not applicable to your paper.

## HEADINGS 12PT

Paragraph 1 body text, left justified.

Paragraph 2 body text.

## Subheading 12pt

Paragraph 1 body text, left justified.

Paragraph 2 body text.

**ACKNOWLEDGMENTS 10PT**

Left justified 10pt.

**REFERENCES AND FURTHER INFORMATION 10PT**

Referencing style: Harvard (Author, Year), Left justified 10pt.

# AUTHOR INSTRUCTIONS FOR THE 22nd NSW WEEDS CONFERENCE

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**SUMMARY** In order to maintain a uniform style for papers at this conference, the committee requests that all papers follow the same format. The paper should use Times New Roman font, with margins set at 25 mm for left, right, top and bottom. Please save the full paper as a word document and start the file name with your surname then initials. Full papers are limited to four pages. Submit the paper via the online portal on the conference website.

**Keywords**: Paper format, text citation, reference style.

## NUMERALS

Use Arabic numerals for all percentages (e.g. 2%), numbers of 10 and above (e.g. 65 234) and numbers followed by a unit (e.g. 6 ha). Spell out numbers less than 10 and do not start a sentence with a numeral.

## METRIC UNITS

Use metric units and their standard (*Systeme International*) SI abbreviations. If in doubt, use the full word. Abbreviations should follow the form L ha-1 for expressing litres per hectare.

## COMMON AND SCIENTIFIC NAMES

At the first mention of the species in the text, use the full scientific name and authority (e.g. *Eichhornia crassipes* (Mart.) Solms) followed by the standard common name (if common names are to be used) (e.g. water hyacinth). One easy way to find the authority of a species that occurs in NSW is to type the scientific name into the search function at [http://plantnet.rbgsyd.nsw.gov.au/search/simple.htm](http://plantnet.rbgsyd.nsw.gov.au/search/simple.htm%20) (RBG&DT 2013).

In subsequent uses, the genus can be abbreviated (e.g. *E. crassipes*). Use italics or underline both genus and species names. Common names are in lower case except in the case of proper nouns, e.g. Bathurst and Noogoora burrs.

## CHEMICAL AND TRADE NAMES

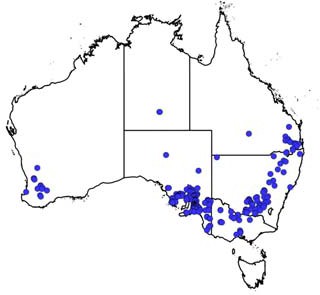
At the first mention, use the common chemical name of the active ingredient/s and then the tradename, or refer to the active ingredient only. If possible, base all concentrations on the active ingredient (e.g. 4 kg ha-1 a.i. dalapon (74% w/v 2,2-DPA)).

## ABBREVIATIONS

Aside from abbreviations of SI units, and abbreviating the genus name, only use abbreviations in the text of the paper once they have been defined, e.g. Cooperative Research Centre for Australian Weed management (CRC AWM).

## TABLES AND FIGURES

Tables and Figures must be numbered consecutively (Table 1 and Figure 1). For tables the label is to go above and for figures the label is to go below as per the following examples.

**Table 1.** Herbicide control efficacy on weed.

|  |  |  |
| --- | --- | --- |
|  | Weed Density (plants m-2) | Control (%) |
| Herbicide A | 9 | 78 |
| Herbicide B | 15 | 91 |
| Herbicide C | 26 | 97 |

**Figure 1.** Distribution of silverleaf nightshade in Australia (http://avh.ala.org.au).

## REFERENCE STYLE

**Journal articles:**

Diatloff, G., Lee, A.N. and Anderson, T.M. (1976). A new approach to Salvinia control. *Australasian Journal of Pest Management* 9(2), 65-7.

## Books and book chapters

Parsons, W.T. (1973). 'Noxious weeds of Victoria', p. 137-9. (Inkata Press, Melbourne).

Chancellor, R.J. (1970). Herbicides and our changing weeds. *In* 'The flora of a changing Britain', ed. A.S. Parkes, 2nd edition, p. 82-97. (Thames and Hudson, London).

## Conference Proceedings

Use the journal style although the proceedings title is not italicized.

## Internet articles

Anonymous (2008). Distribution of silverleaf nightshade in Australia. [http://avh.ala.org.au](http://avh.ala.org.au/). (accessed 16 January 2022).

RBG&DT, Royal Botanic Gardens and Domain Trust (2013). PlantNET - The Plant Information Network System of the Royal Botanic Gardens and Domain Trust, Sydney, Australia. [http://plantnet.rbgsyd.nsw.gov.au](http://plantnet.rbgsyd.nsw.gov.au/) (accessed 16 January 2022).