Rural Extension and Innovation Systems Journal
Guidelines for authors of Practice articles
(12 pt Verdana)

**NOTE**: *Authors, save this file to your computer. It is a Word template file formatted in the REIS journal style using Word styles. If you know how to use Word templates and styles you can save it as a template in the appropriate directory. The main styles are in the Quick Style Gallery.* ***Please delete this paragraph from the final paper.***

Author(s) name here in 10 pt font

Organisation and full postal address or all authors in 8 pt font

Email: email address of contact author only in 8 pt font

**Abstract.** (8 pt font) This paper contains the instructions for authors intending to submit an article to the *Practice* section of the *Rural Extension and Innovation Systems Journal*, a refereed publication of the Australasia-Pacific Extension Network (APEN). It is written in the format and style of the Journal. It highlights the character of the papers to be submitted and their disciplinary scope. It also encompasses house style, formatting, structure of contents and copyright matters. Finally, it explains the process for submission of papers.

**Keywords:** (8 points font size, max. 6 words) authors instructions, formatting, structure.

# Introduction (from here onwards 9 pt font and 5 pt space between paragraphs)

*REIS Journal* is published both in printed and electronic forms. The journal offers a free-of-charge publication venue for APEN Network members and others. Its purpose is to support innovation and practice change in primary industries and natural resource management by publishing high-quality articles on extension theory and practice relevant to Australia, New Zealand and the broader Australasia-Pacific Region. It focuses on innovation systems and extension aspects of agribusiness and natural resource systems.

# Types of papers published (1st level title bold)

Critical reflection is an important element of learning and development for individuals and the community of practice of which they are apart. The aim of the *Practice* section of the *REIS Journal* is to provide a forum for practitioners and academics to share their experiences and practical innovations with others in the fields of agricultural extension, farm management and natural resource management. The focus therefore is on informal, accessible articles that document not only successes but also failures and the lessons from extension professionals’ experiences.

The editors will particularly favour those articles that contain one, or all of the following elements:

* an innovative angle to agricultural extension and consultancy
* the use of extension and consultancy approaches in a new situation or setting, including critical reflections on lessons learned from the author’s experiences
* an attempt to develop new techniques or practices, or innovative adaptations of existing ones
* an assessment of the impacts of agricultural extension approaches or programs on the farming community
* the potential and limitations for a broader role for agricultural extension in such areas as rural development and policy.

A maximum of six pages in the journal format is desirable.

# Language and style

Contributors should aim to present material that is clear and informative for a broad audience. Wherever possible use short and simple sentences that avoid jargon, highly technical or academic language and terminology. Clearly explain technical terms and avoid the use of acronyms. As these contributions aim to be informal, the use of references should be kept to a minimum, but if they are used, details need to be included.

# Manuscript preparation

Authors should submit their manuscripts electronically as Word files, using the journal style and format described below. For advice on matters of formatting style, the editorial team recommends authors refer to the *Style manual for authors, editors and printers* 2002, 6th edn, rev. Snooks and Co., John Wiley and Sons, Australia Ltd.

## House style (2nd level title italics and bold)

*Spelling (3rd level title, italics and underlined)* The journal uses Australian or New Zealand spelling. The *Macquarie dictionary* (latest edition) is the Journal’s authority for Australian spelling, but Word also has an option for Australian or New Zealand English.

*Punctuation* The style to follow with punctuation follows that laid out by Snooks & Co. (2002)*.* Note particularly their guidelines on use of apostrophes and hyphens.

*Font* Verdana font is used throughout the Journal.

*Footnotes* Footnotes are not recommended since the headers and footers of the Journal are used for specific editorial purposes.

## Page dimensions

The manuscript should be formatted on A4 paper, with left, right, top and bottom margins set on 2.5 cm and a gutter of 0.5 cm. Headers and footers are set 1.5 cm from edges of page. Set the Multiple pages option to ‘Mirror margins’.

## Title, authorship, contents list and abstract

*Title* Title is set in 12 pt Verdana typeface, bold, centred, with 6 pt spacing below. It is typed in lower case except for the first letter of the first word and of any other words that usually require a capital letter. As a rule of thumb, remember that you ‘capture’ the reader with your title. Make sure it is concise, plain, attractive and conveys your message.

*Authorship* Authors’ names are set in 10 pt Verdana, centred, with 6 pt spacing below. Connect the last author with ‘and’ rather than ‘&’. Authors’ initials or first names should precede their family names. Full stops are not used after the authors’ initials. Commas separate names of the authors. Use superscript numerals to refer to the authors’ institutions, when there is more than one author, and more than one institution.

*Authors’ contact details* Use 8 pt Verdana, centred, with 6 pt spacing below. Give the name of the institution, full postal address and the contact author’s email address.

*Abstract* Set the abstract in 8 pt Verdana, with 6 pt spacing below. It is indented by 1 cm on both left and right sides, and text is justified. The abstract should not exceed 150 words. Give the background, justification, methods, outline of results and limitations.

## Main text

*Format* The main text is set in a single-column format using the ‘Body Text style’. Text is set in 9 pt Verdana. Justify the main text and allow 5 pt line spacing after all paragraphs, headings and captions. Headings are aligned left.

*Structure* Standard components of all papers normally follow an introduction, main body, conclusions and a reference list. However, you are encouraged to use an original structural organisation if you think it is more appropriate for your paper.

*Length* Papers are expected to be a maximum of 6 pages when formatted according to these guidelines.

*Heading styles* Headings are set in Verdana. They are typed in lower case letters except for the first letter of the first word and any other words that usually require an initial capital letter.

* First-level heading is 9 pt Verdana, bold, aligned left, with 5 pt spacing below.
* Second-level heading is 9 pt Verdana, bold, italic, aligned left, with 5 pt spacing below.
* Third-level heading is 9 pt Verdana, italic, underlined, aligned left, with the main text following the heading.

*Bullet points and lists* The procedure recommended in Snooks & Co. (2002) is to distinguish between full sentences and sentence fragments. In the case of full sentences, use the following format:

* A colon is used to lead in to the list.
* Capitals are used at the beginning because they are complete sentences.
* Punctuation is the same as would be used in a normal sentence and there is a full stop at the end.

In the case of sentence fragments, the format is as follows:

* bullet items part of sentence
* no punctuation at end of points except last
* use spacing instead
* no colon for second-level indentation
* no capitals for items
* no need for *and* after second-last point.

A hierarchical list or a sequential list may use leading numbers (e.g. 1. or letters (a)). Use the same principle for punctuations as indicated above for sentences and sentence fragments. The Quick Style Gallery contains the ‘List bullet’ and ‘List Number’ styles in the appropriate formats.

## Abbreviations

Abbreviations include the first letter of the word and usually some other letters, but do not include the last letter. In this case, capitals are the same as the unabbreviated word and a full stop is used after the abbreviation as shown in the examples below:

* para. fig. Mon. p. Jan. Mar. (May, June, July are not abbreviated)
* Once an abbreviation has been defined, for example tricarboxylic acid (TCA), then only the abbreviated form is used.

Contractions include the first and last letters and usually some in between. Capitals are the same as the uncontracted word and there is no full stop as shown below:

* Mr Mrs Ms Dr Dept Pty Ltd figs vols nos Qld.

*Latin shortened forms* Many Latin shortened forms are commonly used and are not italicised if they are in the *Macquarie Dictionary*. Note that all of these shortened forms contain at least one full stop:

* e.g. (for example)
* et al. (and others)
* etc. (and so on)
* i.e. (that is)
* viz. (namely).

*Plurals* When plurals are made of shortened forms by adding an ‘s’, no apostrophe or full stop is used. e.g. LCDCs paras 1990s nos figs. In a few cases, the plural is formed by repeating a letter with a full stop at the end, for example pp. for pages.

## Numbers, measurements and equations

*Using words or numerals* When opening a sentence, a number is always expressed in words:

* Fifty per cent of respondents were greater than 50 years old.

Within the text, numbers less than 10 are expressed in words not text, and numerals are used for numbers over nine (10, 11, 12). Where a symbol accompanies a number, numerals are always used, e.g. 9 ml was recommended. Note that a space is always left between the numeral and the symbol, except where it is a currency symbol, a percentage sign or where a plus or minus sign is used to indicate a positive or negative number.

*SI Units (International System of Units)*:

* length m (metre), mm (millimetre), [cm is generally not used]
* mass t (tonne), kg (kilogram), g (gram)
* volume L (litre), mL (millilitre)
* time d (day), h (hour), min (minute), s (second)
* area m2 (square metre), ha (hectare)
* speed, velocity m/s or m s-1 (metres per second)
* bulk density g/cm3.

*Using per* Per is only used with the spelt-out names of units while the forward slash is used with symbols, e.g. 75 kilometres per hour, or 75 km/h, or 75 km h-1

*Statistics* Use italics for statistical symbols:

* … result was statistically significant (*p* = 0.013); or … significance level (*p* < 0.05).
* *N* = 250 for the number in total sample and *n* = for a portion of the sample.

*Equations* Snooks and Co. (2002) does not give information on formatting equations so we suggest the following. Word provides an equation editor that produces good quality mathematical symbols for equations. It can be accessed under the Insert menu, select ‘Object’ and then select ‘Microsoft Equation’. Equations should be indented, left aligned and numbered as shown below.

 (1)

However, when using a sequence of equations then they should be aligned on the equal sign as shown below:

 (2)

## Tables and graphics

Place all the tables and graphics where you intend them to go. The editors may reposition tables and graphics at an appropriate location in the final version. Please construct figures or diagrams in another program (e.g. PowerPoint) and import as a picture as this makes it easier to reposition them. If you use coloured lines or boxes in graphs ensure the format is different so that they can be distinguished when printed in black and white. It would also be helpful to send the file with these figures in case minor reformats or corrections are required.

*Captions* Captions are set in 9 pt Verdana, with 5 pt spacing below, and centred above the table or graphic. Capital letters are used only for the first word and any words that usually require an initial capital letter. Each caption should have a consecutive number, followed by a full stop, and a summary description of the contents as per the examples inserted within this set of instructions.

*Sources and explanatory information* If the data or graphic is not original work from the author(s) the citation of the source is centred below the table or figure (8 pt Verdana, with 5 pt spacing before and after). See example Table 1. Place explanatory information here also.Full reference details should be given in the reference list.

Table 1, Figure 1 and Plate 1 are examples of preferred formatting for tables, figures and plates. They are centred on the page and below the caption. Figures shouldn’t have a border around them. The template has an ‘*REIS table*’ style, which you can use to speed up the formatting process. The principle is ‘Keep it simple’.

Table 1. The components (% dry matter) of the urea, lupin and canola meal diets, as percentage by weight of diet

|  |  |  |  |
| --- | --- | --- | --- |
| Diet components | Urea | Lupins | Canola meal |
| Oaten grain | 63 | 40 | 38 |
| Lupin grain | - | 19 | 8 |
| Barley grain | 30 | 11 | 15 |
| Cereal chaff | - | 25 | 23 |
| Canola meal | - | - | 12 |
| Urea | 1.5 | - | - |

Source: Wiese et al. 2003 (8 points font size).

Figure 1. Scattergram between fibre curvature and MFD (microns) for cashmere



Source: McGregor 2003.

Plate 1. Eight-day green fodder for a combination of selected cereals



Source: AAC 2003, personal file.

## Referencing system

The Journal uses the Harvard referencing system, generally following the styles recommended in the *Style manual for authors, editors and printers* (2002). We provide basic guidelines only in this style guide. Detailed guidelines can be obtained from UWA Information Services (2014, <http://guides.is.uwa.edu.au/harvard>). They provide electronic examples and a pdf copy. An Endnote template for the Harvard style is available from the REIS web site.

*In-text citations* Examples follow:

* single-author: (Holt 1997) or Holt (1997) or Holt (n.d) if no date given
* two or three authors: McCarthy, William & Pascale (1997)
* more than three authors: (Bond et al. 1996) or Bond et al. (1996)
* multiple citations: (Bond et al. 1996; Holt 1997; McCarthy, William & Pascale 1997). Note ordered chronologically and then alphabetically
* multiple publications by same author: (Bond 1991a; Bond 1991b). Ordered alphabetically by title
* personal communications: AE Jones (2011, pers. comm., 2 May) or (AE Jones 2011, pers. comm., 2 May)
* secondary citation: (O’Reilly, cited in Byrne 2008).

*Reference list* Reference list entries are set in 8 pt Verdana, with 5 pt spacing below, although none between references and a 0.5 cm hanging indent. They are ordered alphabetically and then chronologically. Do not use commas between the given names and the surnames of the authors. Book titles require a capital letter only for the first word and for any other words that usually require a capital letter. The titles of chapters from books and papers from journals also take a capital letter only for the first word of the title. However, the titles of the journals take initial capital letters for all main words. A few examples of format are given below, but for more complex examples see the *UWA Harvard citation style*.

*Journal style*

Liveris, A 2011, ‘Ethics as a strategy’, *Leadership Excellence*, vol. 28, no. 2, pp. 63-75. Available from: Proquest, [23 June 2011].

McGregor, BA 2003, ‘Influence of nutrition, fibre diameter and fibre length on the fibre curvature of cashmere’, *Australian Journal of Experimental Agriculture*, vol. 43, pp. 1199–1209.

Wiese, SC, White, CL, Masters, DG, Milton, JTB & Davidson, RH 2003, ‘Growth and carcass characteristics of prime lamb fed diets containing urea, lupins or canola meal as a crude protein source’, *Australian Journal of Experimental Agriculture*, vol. 43, pp. 1193–1197.

If a journal article has a Digital Object Identifier (DOI) listed, include the DOI instead of the database or journal web site.

Kaine, G & Cowan, L 2011, 'Using general systems theory to understand how farmers manage variability', *Systems Research and Behavioral Science*, vol. 28, no. 3, pp. 231-244. http://dx.doi.org/10.1002/sres.1073.

*Book style*

Strahan, R (ed.) 1995, *The mammals of Australia: the natural photography index of Australian wildlife*, rev. edn, Australian Museum & Reed Books, Chatswood, NSW.

Snooks & Co. (rev.) 2002, *Style manual for authors, editors and printers,* 6th edn, John Wiley, Milton, Qld.

*Chapter style*

Christensen, P 1995, ‘Brush-tailed bettong’, in *The mammals of Australia: the natural photography index of Australian wildlife*, rev. edn, ed. R Strahan, Australian Museum & Reed Books, Chatswood, NSW, pp. 292–293.

*Conference proceedings*

Kohn, CW and Hinchcliff, KW 1994, ‘Maximising performance of event horses in hot humid weather: a field trial’, *Proceedings of the fortieth annual convention of the American Association of Equine Practitioners, Dec. 4-7 1994*, ed. R Bakhaus, American Association of Equine Practitioners, Vancouver, BC, Canada, pp. 77-78.

*Electronic references*

Department of Industry, Tourism and Resources 2006, *Being prepared for an influenza pandemic: a kit for small businesses*, Available from: <<http://www.innnovation.gov.au>>, [28 February 2009].

## Quotations and respondent comments

Put quotes of less than two lines in the body of the text but in single quotes not double quotes, e.g. ‘it was obvious from the first trials…’ (Lee 2003, p. 23) followed by ‘the second trials indicated that… (p. 29). If it is a quote from a respondent: ‘Maybe because everybody is trying to grow their business all the time and so they’re cutting prices to win business’ (Consultant). For quotations within quotations use double quotes.

Quotations longer than two lines should be put in the ‘Quotation style’, which is 8 pt font and indented 0.5 cm from the left and right margins. It is not in italics and does not require quotation marks. For example, Goodman (2011, p. 13) says:

Interaction is key, and one of the more distinctive characteristic of the focus group is the ability of group members to share their thoughts and ideas in a group setting [leading to a more] nuanced perspective on a topic than could have been discovered through individual interviews.

## Acknowledgements

Acknowledgements are to be placed at the end of your main text, before the reference list. Use the same style as for the main text.

# Copyright issues

Papers published in *REIS Journal* have a shared copyright between the author(s) and the *REIS Journal*. Therefore, when submitting a paper authors must attach an Authors’ Certification (see the REIS journal web site).

Authors should also note that submission of a paper is taken to mean that the paper and its contents have not been submitted or published elsewhere. Presentations to professional association conferences, workshops and university lecturing are an exception and can be submitted to the Journal for publication. When a co-authored paper is submitted for refereeing, the Editor will assume that all the authors have agreed to the submission.

# Submission of the paper

Attach your paper for publication in the *REIS Journal* to an electronic message addressed to:

Editor

Also attach a completed Authors’ Certification file, as it is an essential condition for processing of the paper. The Journal editor will acknowledge receipt of the document within one week. If you do not receive a reply within one week, please send your paper again.

# Refereeing process

When a paper is submitted, the Editor will organise the refereeing process with two referees. In the event of strong disagreement between two referees a third referee may be appointed.

## Version

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