

1 **JNZG STYLE GUIDE**

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All manuscripts must be read by every co-author and approved by the corresponding author's organisation before submission.
Submission File Name format: JNZG Vol# Year Corresponding author Title (first few words only) eg JNZG Vol85 2023 Caradus Genetic modification.docx
Upload the full names and email addresses of ALL authors during the submission process.
Manuscripts should be no more than 15 A4 pages, (12-point Times New Roman font; 1.5 line spacing; lines and pages numbered) including title, abstract (no more than 200 words), keywords, text, tables and figures, acknowledgements and references. Set language to NZ English (not US spelling).
Readership of the Journal is broad, including farmers, farm advisers, teachers and as well as scientists. You must engage the interest of all these sectors and emphasise practical implications/relevance to farming.
The scientific information in a paper must be of a standard that will allow the Journal to retain or enhance its role as a valuable source of reference material for those interested in New Zealand grassland.
Use left justification ("align left") except for authors, author affiliations and e-mail.
Italicise <i>in vitro</i> , <i>in planta</i> , <i>in vivo</i> and <i>in situ</i> , and botanical names. Do not italicise et al. or pers. comm. or ca. or P<0.01.
Numbers: Use words for numbers of value nine or less except where they precede units including those of time. Examples: two sheep, two-tooth wethers, two replicates, 2 days (or months or years), 3 grazing days, and Olsen P levels of 5 and 9. Spacing for numbers and units – 50%, 10 kg/ha, P<0.01, 25 kg DM/ha
Use of hyphens and dashes: use a hyphen with numbers 6-10, pp 890-1200. The shorter en dash (–) is used to mark ranges and with the meaning "to" in phrases like "Dover–Calais crossing." The longer em dash (—) is used to separate extra information or mark a break in a sentence. Type two hyphens without spaces between two words, like "word–word", and Word will automatically correct it to an em dash.
Chemical names: Provide the chemical name of the active ingredient in commercial formulations along with the trade name and manufacturer e.g. N-(phosphonomethyl) glycine (glyphosate; Roundup®, Monsanto, Canada).
Referencing botanical species: white clover (<i>Trifolium repens</i> L.)
Provide the manufacturer name and location for key pieces of equipment e.g. gas chromatograph (model 5960; Hewlett Packard, CA, USA)
Acronym use: limit acronyms use to those that are common; always describe in full the first time it is used eg. Dry matter (DM); don't use them in the title or abstract; and only use if they occur three or more times in the paper

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4 **References – JNZG Style**

5 Download the EndNote Style file from the journal website at

6 <https://www.nzgajournal.org.nz/index.php/JoNZG/libraryFiles/downloadPublic/11>

7 **In-text citations:**

- 8 • In-text citations should be written as described below.
- 9 • (Smith 2001) or Smith (2001)
- 10 • Two co-author names: (Smith and Jones 1996).
- 11 • Three or more co-authors: (Smith et al. 1997).
- 12 • Different references in the same set of parentheses are separated by a semi-colon
- 13 (Smith 1997; Jones 1998), with the oldest reference coming first.
- 14 • Cite unpublished work by the current authors as ‘unpublished data’. Cite unpublished
- 15 information from other people as ‘Pers. comm. Name of person, and affiliation.’

16 **Reference examples:**

17 **Journal Article:**

18 Alias AN, Smith HH, Jones KC. 1992. Prairie grass control in the Waikato. *New*
19 *Zealand Journal of Agricultural Research* 12: 96-104. Doi

20 **NZGA Research and Practice Series:**

21 Fennessey PF, Glennie SF, McCorkindale AB. 2016. Innovations behind the farm
22 gate that will influence performance of hill farming. *Hill Country Symposium.*
23 *Grassland Research and Practice Series 16:* 15-20.
24 <https://doi.org/10.33584/rps.16.2016.3253>

25 **Book Section:**

26 Francis SM, Peddie JP, McDonald CA, Hofflich MJ. 1974. Control of *Ovis aries*
27 (woolly aphid) in North Canterbury hill country. In: Bloggs J & Doe K. Eds.
28 *Plant pests of New Zealand*. Auckland, New Zealand: Kiwi Press, pp. 55-62.

29 **Conference paper:**

30 Furneaux RH, Pickering TD, Stevenson DE. 1998. Agars from three Fijian *Gracilaria*
31 species. Presented at the *17th International Seaweed Symposium*, Cape Town,
32 South Africa, 1-3 July.

33 **Book:**

34 Bolger JM, Moore MK. 1993. *How to win and lose an election in three years.*
35 Beehive Press, Wellington, New Zealand. 260 p.

36 **Report:**

37 Foot D. 1997. *New Zealand Agrichemicals* [Report 97-0105]. Acme Chemsafe Ltd,
38 Wellington, New Zealand. 400 p.

39 **Website:**

40 Bloggs J. 2010. *Page name*. Retrieved 12 May 2018 from:
41 <http://grassland.org.nz/downloads.php>

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43 **Formatting**

44 Please use the following Styles in your document

Normal	Body text	Times New Roman, 12pt, 1.5 line spacing
Heading 1	Title and main headings	Times New Roman, 14pt bold
Heading 2	Subheading 1	Times New Roman, 12pt bold
Heading 3	Subheading 2	Times New Roman, 12pt, italics
Heading 4	Author affiliation	Right justify, Times New Roman, italic
Heading 5	corresponding author	Right justify, Times New Roman
Heading 6	Author list	Right justify, Times New Roman, CAPITALISE surname only
Table and Fig caption	Table and Figure titles	Figure # and Table # in bold (Arial 10pt), hanging indent, bold Figure 1 But not actual caption (see example below)
Bulleted list	Lists	Small dot, Times New Roman
Numbered list	Lists	Number in sequence, Times New Roman
Acronym use		

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46 **Tables and Figures**

47 **Tables**

- 48 • Use Arial 10pt for all Table headings and content
- 49 • Tables should be as simple as possible and placed shortly after where they are
- 50 first referred to.
- 51 • Use the “Insert Table” function in Word to generate each Table; and add extra
- 52 rows using “insert Row”
- 53 • Table format– use only the horizontal lines indicated in the Table below.
- 54 • Ensure that the tables are listed in the text in ascending order.
- 55 • Do not reduce font size to make the data fit into a table.
- 56 • Table titles are above the table in the text.

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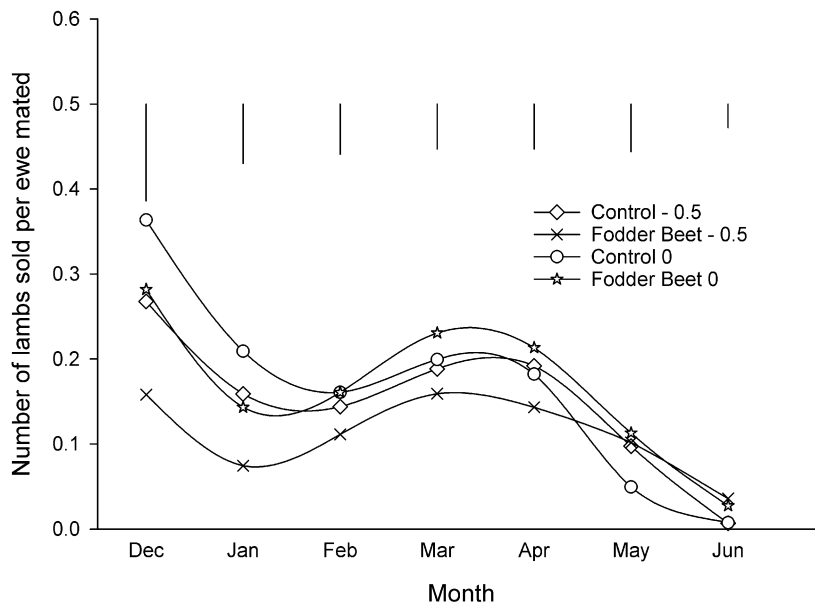
58 **Table 1** Argentine stem weevil adult damage (mean feeding score per plant) on two cultivars
59 of tall fescue without endophyte (Nil) or infected with the endophyte AR542.

Cultivar	Endophyte		SED
	AR542	Nil	
Advance	0.938	1.35	Endophyte 0.185
Jessup	0.425	1.35	Cultivar 0.185
Mean	0.682	1.35	Endophyte*Cultivar 0.26

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61 **Figures**

- 62 1. Figures should have a minimum resolution of 300 dpi
- 63 2. Use bold font (Arial 10pt) for all labels on Figures, and **black** not grey lines for
64 figure axes
- 65 3. No border on figure or internal gridlines
- 66 4. Make sure that legends, axis labels and lines on graphs etc. are large enough
67 font/weight to allow for reduction during production
- 68 5. Patterns and lines used on graphs must be reproducible in black and white.
- 69 6. Incorporate legends to symbols within the figure, not in the caption
- 70 7. Do not put the caption or the title in the figure
- 71 8. Ensure that each figure has informative and accurate axis labels with
72 appropriate units
- 73 9. Ensure that the figures are listed in the text in ascending order and are referred
74 to as Figure 1 etc
- 75 10. Each figure should be included in the appropriate place in the text and
76 submitted as a separate file in jpeg or tif format
- 77 11. Figure titles are below the figure in the text



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Figure 2 Effects of ewe body condition score change in mid-late pregnancy and winter fodder crop choice on the distribution of number of lambs sold per ewe mated. Vertical bars represent Fisher's Least Significant Difference between means ($P < 0.05$).