

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.  |
| <b>Submission File Name format:</b> JNZG Vol# Year Corresponding author Title (first few words only)<br>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.<br><br>Set language to <b>NZ English</b> (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.   |
| <b>Italicise</b> <i>in vitro</i> , <i>in planta</i> , <i>in vivo</i> and <i>in situ</i> , and botanical names.<br><br><b>Do not italicise</b> et al. or pers. comm. or ca. or P<0.01.   |
| <b>Numbers:</b> 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.<br><br>Spacing for numbers and units – 50%, 10 kg/ha, P<0.01, 25 kg DM/ha  |
| <b>Use of hyphens and dashes:</b> use a hyphen with numbers 6-10, pp 890-1200.<br><br>The shorter en dash (–) is used to mark ranges and with the meaning "to" in phrases like "Dover–Calais crossing."<br><br>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).   |
| <b>Referencing botanical species:</b> 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)  |
| <b>Acronym use:</b> 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 <b>Figure 1</b> 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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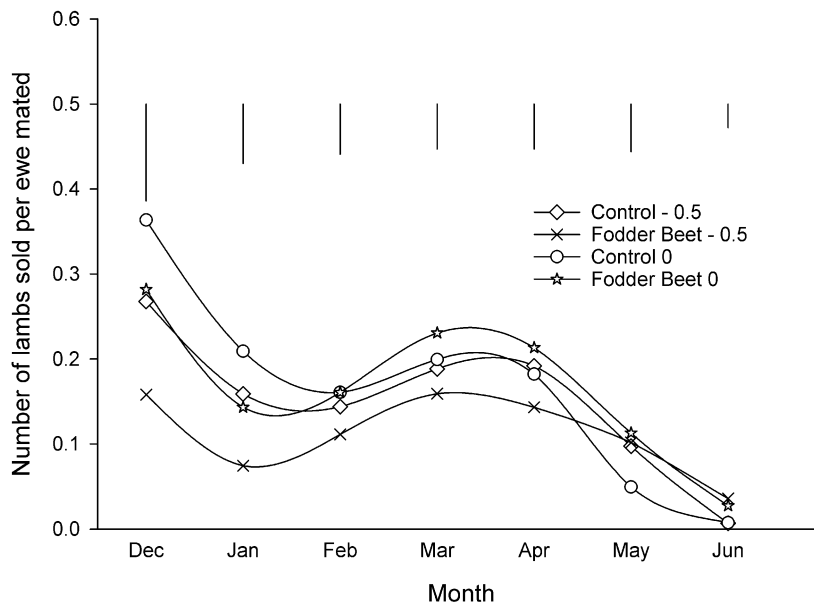
58 **Table 1** Argentine stem weevil adult damage (mean feeding score per plant) on two cultivars  
59 of tall fescue without endophyte (Nil) or infected with the endophyte AR542.

| 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 ( $P < 0.05$ ).