

Instructions to Authors

2009 Western Alfalfa & Forage Conference Proceedings

Thank you for agreeing to give a presentation at the **2009 Western Alfalfa & Forage Conference, to be held December 2-4, 2009** at the Grand Sierra Resort and Casino in Reno, Nevada. Your presence at the conference, and your written proceedings paper, represent a valuable contribution to the public's improved knowledge in your area of expertise.

Because the proceedings are available at the time of registration, speakers must plan ahead and submit a copy of the information they plan to present in advance of this meeting. Although the length of time you will be given to present your material will be limited, there are few restrictions on the amount of material that can be printed in the proceedings. We are not asking for a brief abstract; we prefer that you expand on your topic and include an abstract, graphs, tables, references, etc., along with a complete discussion of the material you will be presenting. The proceedings are an excellent record of alfalfa information, and are widely used and referenced beyond this meeting. We will place your proceedings paper on the website, unless you object.

AUDIENCE

The composition of the audience includes about 60-70% producers/farm managers with the balance composed of pest control advisors, researchers, and agency, university, and industry representatives. Given this composition, it is suggested that you orient your discussion towards a more practical, as opposed to a more technical, audience.

DEADLINES

Please submit the final title, author(s) and number of pages in your paper to Craig Giannini by Monday, **November 2, 2009**. The deadline for final submission of your paper, to be included in the printed proceedings, is Monday **November 9, 2009**. This is a very generous but **FIRM** deadline, based on our printing requirements.

SUBMISSION

Please send your file as an attachment via email to Craig Giannini (clgiannini@ucdavis.edu) A MS Word file in PC format is preferred. Please communicate with me via email regarding the format and the success of the transmission. Transmission of files doesn't always work smoothly. Alternatively, you may mail a camera-ready printout of your paper, along with a disk containing an electronic version (see address below). Please contact Craig (530-754-7521) with any questions you may have regarding the proceedings paper.

CONFERENCE PROCEEDINGS PAPER FORMAT (See separate attachment example page and template.)

Manuscript should include: title of the paper, authors, institutions and addresses (footnote), a brief abstract, keywords, as well as text, tables, figures and references, as needed.

- ***Paper & Margins:*** Manuscript should be on 8 ½" x 11" paper, with all margins (top, bottom, and sides) equal to one inch on all pages.
- ***Title & Author Names:*** Type the title in 12 pt. bold, all caps. Names of authors in 12 pt. bold, both upper and lower (title) case. Place a citation (number 1 in superscript) at the end of the last author's name.

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- ***Provide Citation in Footnote at Bottom of First Page*** The following updated citation should be included as shown above in the example. (9 pt font) **In:** Proceedings, 2009 Western Alfalfa & Forage Conference, December 2-4, 2009, Reno, Nevada. Sponsored by the Cooperative Extension Services of AZ, CA, ID, NV, OR, and WA. Published by: UC Cooperative Extension, Plant Sciences Department, University of California, Davis 95616. (See <http://alfalfa.ucdavis.edu> for this and other alfalfa symposium proceedings.)
- ***Text:*** Single space text, double space between paragraphs, no indents, space between subheadings. Font should be 12 pt.
- ***Headings & Subheadings:*** Headings of sections (e.g. **INTRODUCTION**) should be in all caps, bold, and space between headings. Sub-headings (e.g. ***Experimental*** on sample page), should be in bold, italic. Both headings and subheadings should be in 12 pt font.
- ***Font:*** Please choose Times New Roman 12 pt. or a similar font (see sample page). Do not fold or crease final paper. Your manuscript will be reproduced **as received**, so please assure that a good-quality printout or file is received.
- ***Figures and Tables, Photos and Illustrations:*** Please place your figures, tables, photos or illustrations in the document exactly the way you would like them to appear. Figure and table numbering should correspond to references in the text. Some authors choose to place the figures within the text, while others place them at the end. We would greatly prefer a single document file with figures, tables, and illustrations embedded in the file ready for printing.
- **DO NOT INCLUDE PAGE NUMBERS ON THE COPY YOU SUBMIT.** We will add these onto the printed copy later.

Thank you in advance for submitting a conference paper this year.

Sincerely,

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