

SOUTH AFRICAN SUGAR TECHNOLOGISTS' ASSOCIATION

INSTRUCTIONS FOR AUTHORS

SASTA CONGRESS 2010

The 83rd SASTA Congress will be held at the ICC, Durban from **25-27 August 2010**.

DEADLINES FOR AUTHORS

Abstract Submission

Abstracts of 250 words maximum must reach the SASTA office **by 4 December 2009**. Abstracts must be submitted on the SASTA Abstract Template available from sasta@sasta.co.za or www.sasta.co.za.

The abstracts can be for:

- Full-length Papers
- Review Papers
- Operational Papers (Factory only)
- Short Communications (Agriculture only)
- Posters
- Technical workshop/Commercial presentations
- “Practical Success stories” (Agriculture only).

Submissions in the first five categories above will form part of the published Proceedings. Submissions in the last two categories above will not be included in the published Proceedings, but the titles will appear in the programme, and abstracts/summaries will be included in the Abstract booklet.

Authors will be notified of Abstract acceptance by **18 December 2009**.

The ‘Abstract submission template’ is available by e-mail sasta@sasta.co.za or sasta@sugar.org.za or from the website www.sasta.co.za

Manuscript Submission

Full Papers: must be submitted by **19 March 2010**. Full papers will be subject to a peer review process. Editing and formatting for stylistic purposes will also be conducted.

Review Papers: must be submitted by **19 March 2010**. Review papers will be refereed and edited as for Full papers.

Operational Papers (Factory Session only): must be submitted by **19 March 2010**. Operational papers will be refereed and edited as for Full papers.

Short Communications (Agriculture Session only): must be submitted by **19 March 2010**. Short communications will be edited only. Note: Short communications must comply with the Guidelines described in the 'Instructions for authors' or they will be rejected.

Posters: a 1200-word summary of the poster must be submitted by **27 April 2010**. Poster summaries will be edited only and will be included in the Proceedings. The poster must be displayed **from 25 August 2010 until the end of Congress**. Poster authors may wish to attach to the board a plastic sleeve containing A4-size handouts of their poster. Authors will also be required to make a short presentation, for which Powerpoint slides of the poster will be required.

Technical workshop/commercial presentations: A 250-word summary or abstract (if different from the original abstract submitted) must be submitted by **27 April 2010**. These will be edited and formatted for stylistic purposes (for inclusion in the Abstract booklet). The speaker should bring whatever handouts they wish to distribute to delegates on the day of their presentation.

Practical Success Stories (Agriculture Session only): A short (250-word) summary (if different from the original abstract submitted) describing the success story or innovation must be submitted by **27 April 2010**. These will be edited and formatted for stylistic purposes (for inclusion in the Abstract booklet).

On acceptance of the submitted manuscript by SASTA, the presenting author will be required to submit a biography/very brief CV (4-5 lines maximum). This will be included in the printed Abstract booklet.

Correspondence and Information

The corresponding author should send all items for submission to SASTA.

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GUIDELINES FOR FULL PAPERS

1. MANUSCRIPTS

Manuscripts should be submitted via email as an attached file in MS Word or .rtf format. In addition to the complete manuscript (including Figures and Tables), all Figures and Tables should be sent as separate attached files. This is to facilitate the editing/formatting process. Should the manuscript be submitted on a CD, a hard copy must accompany the disc.

Full papers will be subject to a peer evaluation process. Two referees will assess each paper. The author is responsible for making all changes and additions suggested by the referees/editors. Should the author disagree with the suggestions they must respond in writing. The final copy must be returned to the SASTA office (together with a computer disc, where necessary). The disk should be marked with the author's name and the computer programme used to construct the figures (where necessary).

2. LAYOUT & HEADINGS

Authors should consult the sample manuscript available on the SASTA website for details of style that are not described below.

Scripts should be written in English and in the third person. The font must be Times New Roman, size 12. The page format is A4, single-spacing with a 25mm margin all round. Pages are numbered consecutively at the centre bottom of the page.

The sequence of items in the script should be:

Title: This must be informative and concise, followed by the authors' names and addresses (including email address). The authors' names should appear as a list with first names as initials only (appearing after the surname). The last two authors are separated by "and". If an author's current address has changed from that where the work was carried out, both addresses should be included.

Abstract: This should be 250 words maximum. It should state the rationale, findings and conclusions of the study. It should contain no discursive matter or references.

Keywords: Six keywords are required. The selection of these is vital because the search engine will use these to identify your area of research.

Main Text: The main text must be divided into sections such as: Introduction, Materials and Methods or Procedures, Results, Discussion or Conclusions. These headings should be centred. In addition, side sub-headings (in italics) may be used. Only one space should be inserted between the heading and the text. All paragraphs should be fully justified with no type of indenting. Lower case

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letters should always be used, except for the initial letters of first words and proper nouns.

Acknowledgements: (if any)

References: Literature cited must be arranged alphabetically. References in the text are given as Jones (1996) or (Jones, 1996) depending on context. For two authors both names should be cited (Jones and Smith, 1996). Where there are several authors the citation should be written as (Jones *et al.*, 1996). When citing several papers by the same author published in the same year, a, b, c, etc., should be placed after the year of publication. Each citation in the reference list should include the names of all authors, the year of publication, complete title, publisher, publication, volume number, issue number in brackets and inclusive page numbers, e.g.

Barnes, AC (1964). *The Sugarcane*. Leonard Hill, London, 456 pp.

De Beer, AG (1976). An inexpensive mechanical harvesting system that works. *S Afr Sug J* 60(3): 111-112

Abbreviations for periodicals should be as quoted in the *World List of Scientific Periodicals*. References not cited in the text should not appear in the list of references and *vice versa*.

Unpublished data and verbal communications should not appear in the reference list but should appear in brackets in the text, e.g. (¹personal communication) or (¹unpublished data). A footnote must be included indicating the name and contact details of the individual cited. Similarly, website references should appear in brackets in the text only and not in the reference list. These references must contain the website address and author/title of article where appropriate.

Only papers accepted for publication or published may be cited (not those that have only been submitted)

Photographs and Images: Submit in .jpg format. If this presents a problem for any authors please contact the SASTA office for alternative options.

Tables: Tables should be numbered in Arabic numerals with a concise and descriptive legend at the head. They should be cited in the text in a sequential order. Tables are to be inserted into the body of the text where the author wishes to have them displayed. The description of the table in the Results section should not repeat the results of the table but can draw attention to particular or general features of them.

Figures: Figures should be self-explanatory and contain as much information as is consistent with clarity. Figure legends should be placed below the Figure and should contain sufficient explanation to be meaningful without cross-referencing. A description of the symbols used in the figures should be written out in full. Subdivisions within figures should be labelled with lower-case letters, eg: a, b and c, etc. and these should also be used in the figure legends and the

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text. Figures should be cited in the text using Arabic numerals and are to be inserted into the body of the text where the author wishes to have them displayed.

Numbering: Numbers from one to nine should be spelled out in the text except when referring to measurements. Numbers 10 and higher are to be represented as numerals except at the beginning of a sentence. Paragraphs in the text should not be numbered.

Units: The SI system of units must be used. If non-standard unit abbreviations are used they should be defined in the text. Numbers preceding units should be written as numerals; eg. 8 cm. Fractions are to be expressed as decimals.

Abbreviations and Dates: Standard chemical symbols may be used in the text. For long chemical names and other cumbersome terms, widely accepted abbreviations may be used in the text (eg: DNA). Abbreviations for the names of less common compounds may be used, but the full term should be given on first mention. Dates should be expressed as thus: 10 Dec 2009 and the 24 hour clock should be used.

Scientific Names: The complete scientific name must be cited for every organism at the first mention. The generic name should be abbreviated to the initial thereafter, except where intervening references to other genera with the same initial could cause confusion. If vernacular names are employed, they must be accompanied by the correct scientific name on first use.

3. ACCEPTANCE

The Editorial Committee reserves the right to reject any paper. Papers read at the Congress will not necessarily be published in the Proceedings.

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GUIDELINES FOR REVIEW PAPERS

Review articles will be considered for publication in the Congress Proceedings. Reviews should be critical up-to-date surveys of important developments in a subject of active current interest. They should be no more than 6000 words and may include limited Tables and Figures. The general script format will be the same as that described for Full Papers. Please refer to Full Paper guidelines for details.

Reviews will be subject to the same peer evaluation process as described for Full Papers.

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GUIDELINES FOR OPERATIONAL PAPERS (FACTORY SESSIONS ONLY)

Operational Papers are intended for non-scientific factory work or experiences and will be considered for publication in the Congress Proceedings. While these papers do not require a detailed literature study, consultation of the known literature is strongly encouraged to lend credence to the work. The general script format will be the same as that described for Full Papers. Please refer to Full Paper guidelines for details.

Operational Papers will be subject to the same peer evaluation process as described for Full Papers.

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GUIDELINES FOR SHORT COMMUNICATIONS (AGRICULTURAL SESSIONS ONLY)

Short communications are intended to encourage the publication of exciting preliminary findings. In addition, they are also suitable for work that may be submitted to a refereed Journal on completion of further research. Short communications are not refereed but will undergo technical editing.

A short summary or abstract of 250 words maximum is required to indicate intent to submit. In addition, an Abstract must accompany the completed Short Communication on submission. This abstract will be included in the Congress Abstract booklet.

A short communication can include up to a maximum of two tables and/or figures. Short communications may be no longer than:

1800 words without tables or figures/photos

1500 words with one table or figure/photo

1200 words with two tables, one table and one figure, or two figures/photos

The maximum word count limits include the abstract and body of the communication, but exclude the titles, author's names and addresses and the References. Keywords are required. The use of sub-headings in the body of the communication is at the author's discretion. These guidelines must be strictly adhered to or the paper will be rejected.

The words: 'SHORT COMMUNICATION' must appear above the title.

Please refer to the guides under 'FULL PAPERS' for details regarding format and layout of submissions. A sample Short Communication is available on the SASTA website.

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GUIDELINES FOR POSTER PRESENTATIONS

Posters are encouraged by SASTA as an effective means of presenting information. Space will be available to display all posters for the duration of the congress. Poster summaries will be published in the Proceedings but will not be refereed. Should the Editorial Committee receive more paper submissions than can be accommodated in the Congress programme some papers may be converted to poster presentations.

1. SUBMISSION

A 1200-word poster summary must be submitted. The words **‘Poster Summary’** must be inserted above the title. The poster summary may include one table or figure/photo. The maximum word count is then reduced to 900. The general format is similar to that for Short Communications. Furthermore, the style and layout as described for Full Papers must be adhered to. Please refer to appropriate guidelines for details.

2. PRESENTATION

- 2.1 Poster board space 2380mm high by 950mm wide will be available for each poster. Double sided mirror tape will be supplied to mount them.
- 2.2 Posters should measure 1180mm by 840mm (A0 page size) with portrait orientation.
- 2.3 In addition to good scientific content, three basic criteria are required for an effective display: it must be attractive, well organised and self-explanatory. Authors are free to use their creativity to produce attractive posters.
- 2.4 The title and author’s name should be displayed at the top of the poster in a single row. A small photograph of the author can be included to assist the delegates in contacting the author.
- 2.5 The different written sections should preferably be no more than 10 lines each. They should use bold lettering 10 – 15mm high so as to be easily readable from a distance of 2m. Use of capital letters only is discouraged. The flow pattern should be indicated clearly by arrows or numbers.
- 2.6 Each figure, photograph or table should have a clear caption and be at least 200mm by 280mm. Avoid overloading figures and tables with information and use colour to make them clearer.

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- 2.7 Authors must set up their own posters at the start of the congress and remove them at the end of congress. Poster authors may wish to attach to the board a plastic sleeve containing A4-size handouts of their poster. If they cannot be present at the congress they must designate someone to act on their behalf.
- 2.8 The programme will include a time slot for a poster presentation session. Authors will be required to do a short (5 minute) Powerpoint presentation that describes what is contained in the poster.
- 2.9 Commercial promotion is not permitted (separate exhibition space can be purchased for this).

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GUIDELINES FOR PRACTICAL SUCCESS STORIES (AGRICULTURE SESSIONS ONLY)

Practical success stories are intended for non-scientific work or experiences. Authors are encouraged to share examples of ideas/innovations that have resulted in positive, practical outcomes in the workplace.

No formal manuscript submission is required. A short description of the success story is required to indicate intent to submit. Thereafter, a more detailed summary of approximately 250 words is required for inclusion in the Congress Abstract booklet. A picture may be included if appropriate.

Practical success story summaries will not be peer reviewed but will be edited for stylistic purposes.