

Instructions to Authors

2006 Western Alfalfa & Forage Conference Proceedings

Thank you for agreeing to give a presentation at the **2006 Western Alfalfa & Forage Conference, to be held December 11-13, 2006, 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 will be an excellent record of alfalfa information, and are widely used and referenced beyond this meeting. We will place your proceedings paper on the Web site, 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 **November 1, 2005**. The deadline for final submission of your paper, to be included in the printed proceedings, is **November 15, 2005**. This is a very generous but **FIRM** deadline, based on our printing requirements. The final photo-ready proceedings will be submitted to the printer on November 18, 2005.

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 to me (see address below). Please contact me (530-754-7521) with any questions you may have regarding the proceedings paper.

CONFERENCE PROCEEDINGS PAPER FORMAT (See following example page.)

Manuscript should include: title, 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, Names & Footnotes:*** Paper title in 12 pt. bold, all caps. Names of presenters in 12 pt. bold, both upper and lower (title) case. Title, names and addresses should be footnoted as shown on the first page. PLEASE PROVIDE EMAIL ADDRESSES. Please also provide citation as in footnote in the sample page.
- ***Provide Citation in Footnote at Bottom of First Page.*** Place your name, address, email and affiliation at the bottom of the first page (see example page). Citation should be included as follows (font 9): **In:** Proceedings, 2006 Western Alfalfa & Forage Conference, Sponsored by the Cooperative Extension Services of AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA, WY. Published by: UC Cooperative Extension, Agronomy Research and Extension Center, Plant Sciences Department, University of California, Davis 95616. (See <http://alfalfa.ucdavis.edu> for this and other alfalfa 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:*** 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:*** 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 very much for your willingness to submit a conference paper this year.

Sincerely,

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 2006 Western Alfalfa & Forage Conference
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