**January 24, 2024**

**Instructions for Authors
to Prepare Full Papers for CAF 2024 Proceedings**

**Language**: The manuscripts should be written in English. The content should be clear, concise, and have been reviewed and edited by one of experienced English speakers. **PLEASE note each full paper text including references, tables, and figures should be up to 7 pages single space with 12-point size and one inch (2.5 cm) margins on each side of a letter (8.5”x11”) (21.59 cm x 27.94 cm) (US letter size) paper.**

**The manuscripts should consist of:**

* Title (**should be concise**)
* Author(s) (**last names of the authors must be underlined**)
* Affiliation(s), address(es) and e-mail address(es)
* Corresponding author should be identified with an asterisk
* Abstract (**The abstract is limited to 300 words**)
* Keywords (Up to 10 keywords should be provided)
* Introduction
* Any number of appropriate headings, sub-headings or sub-sub headings (avoid using more than three levels of headings)
* Acknowledgements (if necessary)
* References
* Figures with clear captions centered below the figures
* Tables should be self-contained with clear titles centered above the tables

To allow good and uniform reproduction, all manuscripts must be submitted as a WORD file. Please do not embed any codes within the WORD document.

#### Main formatting of the manuscripts:

1. **Manuscript-format:** **Letter Size (8.5 in × 11.5 in or 21.5 cm ×27.9 cm);**
left and right margins of the text: 2.5 cm; upper margin: 3.0 cm, lower margin: 3.0 cm.
This results in a **printing area** of **16.5 cm x 21.9 cm** on letter size (Please, use this print area as a guide when you have other manuscript formats than letter, e.g., A-4 or legal format)
2. **Line spacing:** Single
3. **Font:** "**Times New Roman**" 12 point throughout
**4.** All **headings** should be in **CAPITALS** and **centered**; subheadings should be with first character of each major word capital and centered; and sub-sub headings should be with only first letter capital and left justified.

**5. No** hyphenation in the text
**6. Do not indent paragraphs.**
**7.** Width and depth of the **figures** and **tables** should not be more than the printed area of the page (i.e., 16.5 cm wide and 21.9 cm depth). Smaller size figures and tables are permitted but ensure that legends and text in the body of figures is legible (i.e., in the figures the smallest font should be 10 pt).

**8. Figures and tables should be inserted in the 7 pages. Please also include Figures and tables in separate files labeled accordingly, e.g., “Name of the Corresponding Author Figure 1” or Name of the Corresponding Author Table 1 (i.e., Jayas Figure 1; Jayas Table 1).**

**9.** Make your **tables** with the [Table]-function. Do not use repeated [Standard-Tab]'s or spaces.

**10.** Legends should be mentioned **above** the tables and **under** the figures. **Use the** **same font for the text and the tables**.
**11.** Scientific names of plants and animals in **Italics**.
**12.** The authors’ names should be typed in the normal font (not in capitals or any other face, not bold) in the text as well as in the "References".
**13.** Colours can be used **in figures only** to enhance readability, i.e., avoid unnecessary use of colour. Do make sure that the grey tones can be clearly discerned from each other. Start with "Fig." in figure legends. Capitalize first word of the figure legend; all other words should be lowercase unless a proper noun.
**14.** Photographs can be used but ensure that items in the figures are properly marked to enhance readability. Also ensure photographs are of high quality (at least 300 dpi).

 **Additional instructions**

The international rules of nomenclature should be used for all organisms. Full species names including the authority **(e.g., Acanthoscelides obtectus (Say)**) should be given the first time that an organism is mentioned. Authorities for the names should be given in full except in the cases of Linnaeus and Fabricius, which may be abbreviated to L. and F., respectively. Other than at the beginning of a sentence names may subsequently be abbreviated, (**e.g., Acanthoscelides obtectus or A. obtectus)** where no ambiguity may arise. Common names should be avoided in the title.

Common names of pesticides, which have been accepted by the International Standards Organization (ISO), should be used wherever possible. In other situations, a name used by a renowned national body (Entomological Society of America, INRA, etc.) should be used. The full chemical name of pesticides, which lack an ISO name, should be given when the compound is first mentioned. Trade names for active ingredients are preferable to those for particular formulations.

All acronyms should be spelled out at the first appearance (i.e., University of Lethbridge (UL) and then UL must be used later in the text except at the start of a sentence it must be spelled ou.

The following symbols and abbreviations may be used as appropriate and need not be spelled out. **Days (d), hours (h), months (mo), year (yr), moisture content (m.c.), relative humidity (r.h.). When using any abbreviation for a unit (except % and oC) leave a single space between the numeral and following units, i.e., 30%, 30**$°$**C, 30 g, 30 mm, 30 µg.** Avoid fractions. Numbers should be written in full where they occur at the beginning of a sentence and where they are not associated with units (thus: Ten beetles in 5 mo).

**References:** The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes or endnotes as a substitute for a reference list.

All publications cited in the text should be presented in a list of references following the text of the manuscript. Reference list entries should be alphabetized by the last names of the first author of each work. The manuscript should be carefully checked to ensure that the spelling of authors' names and dates are exactly the same in the text as in the reference list.

Literature citations in text are to be as follows:

**1.** One author: Able (1989) or (Able, 1989).
**2.** Two authors: Able and Baker (1989) or (Able and Baker, 1989).
**3.** Three or more authors: Able et al. (1989) or (Able et al., 1989). In the list of References, give names of all authors.

**4.** Manuscripts that are accepted for publication but not yet published: Able (2024) if date known.
**5.** Unpublished materials should be included in the text as: (K. P. Able unpublished data); (K. P. Able personal observation); or (K. P. Able personal communication).
**6.** Within parentheses: (Charley, 1980; Able, 1983, 1990; Able and Baker, 1984); (Baker, 1989, Able 1992, Charley 1996); (Able, 1988 a, b, c).

References should be given in the following format. For citing papers from the CAF and Working Conference proceedings use the format from the attached file **(Citation of papers from CAF and Working Conf Proceedings.docx).**

• **Journal article**

Gamelin FX, Baquet G, Berthoin S, Thevenet D, Nourry C, Nottin S, Bosquet L (2009) Effect of high intensity intermittent training on heart rate variability in prepubescent children. Eur J Appl Physiol 105:731-738.

Ideally, the names of all authors should be provided, but the usage of “et al” in long author lists will also be accepted:

Smith J, Jones M Jr, Houghton L et al (1999) Future of health insurance. N Engl J Med
965:325–329

• **Article by DOI**

Slifka MK, Whitton JL (2000) Clinical implications of dysregulated cytokine production. J Mol Med. doi:10.1007/s001090000086

• **Book**

South J, Blass B (2001) The Future of Modern Genomics. Blackwell, London
Pitt JI, Hocking AD (1985) Fungi and Food Spoilage. Academy Press, Sydney

• **Book chapter**

Brown B, Aaron M (2001) The politics of nature. In: Smith J (ed) The Rise of Modern Genomics, 3rd edn. Wiley, New York, pp 230-257

• **Online document**

Cartwright J (2007) Big stars have weather too. IOP Publishing PhysicsWeb.
<http://physicsweb.org/articles/news/11/6/16/1>. Accessed 26 June 2007

• **Dissertation**

Trent JW (1975) Experimental acute renal failure. Dissertation, University of California, City Name, Country.

Always use the standard abbreviation of a journal’s name according to the ISSN List of Title Word Abbreviations, see

[www.issn.org/2-22661-LTWA-online.php](http://www.issn.org/2-22661-LTWA-online.php)

Manuscripts or books with titles in a foreign language may have an accurate English translation of the title in addition to the title in the original language (except where the language has a non-Roman alphabet, in which case a translation alone is acceptable with the original language clearly indicated).

**Tables**

**1.** Authors should take notice of the limitations set by the size and lay-out in the instructions to authors. Large tables should be avoided. Reversing columns and rows will often reduce the dimensions of a table.
**2.** If many data are to be presented, an attempt should be made to divide them over two or more tables.
**3.** Drawn tables, from which prints need to be made, should not be folded.
**4.** Tables should be numbered according to their sequence in the text. The text should include references to all tables.
**5.** Each table should have a brief and self-explanatory title. Capitalize first word of the table heading; all other words should be lowercase unless a proper noun.
**6.** Column headings should be brief, but sufficiently explanatory. Standard abbreviations of units of measurement should be added between parentheses.
**7.** Vertical lines should not be used to separate columns. Leave some extra space between the columns instead.
**8.** Any explanation essential to the understanding of the table should be given as a footnote at the bottom of the table.