EUROPEAN ASSOCIATION OF ACAROLOGISTS (EURAAC)

6th EURAAC CONGRESS

Montpellier, 21st – 25th of July

Montpellier SupAgro – France

INSTRUCTIONS FOR MANUSCRIPT PREPARATION and
INSTRUCTIONS FOR ORAL AND POSTER PRESENTATIONS

This notice presents the instructions for preparing manuscripts that will be included in the Congress Proceedings (a CDrom with the full articles will be given out on the first day of the congress along with a booklet containing the summaries). Manuscripts must be prepared according to following instructions in order to be published in the Congress Proceedings.
INSTRUCTIONS FOR MANUSCRIPT PREPARATION

PAPERS SUBMITTED FOR PUBLICATION IN THE CONGRESS PROCEEDINGS WILL ONLY BE CONSIDERED IF THEY COMPLY WITH THE FOLLOWING INSTRUCTIONS:

I - GENERAL PRESENTATION

Language: the official language for the written papers is English.

Number of pages: 10 pages maximum, including illustrations and references.

Deadline for submission of papers:

✓ proposed paper: March 15th (send as attached file via Email).
✓ manuscripts (format: first author’s last name.doc): May 15th (send as attached file via Email).

❖ Submitted papers to euraac2008@supagro.inra.fr

Style

✓ Special care must be taken in the layout of manuscripts as any mistake or alteration will be faithfully reproduced.

✓ Manuscripts must be typewritten with a word processing computer in 11 « ARIAL » font.

✓ The manuscript should be typed single-spaced.

✓ The written presentation should not exceed 10 pages, including figures, tables, references and appendices.

✓ No lines should extend beyond the following margins (refer to example shown below):

left and right margins: 25 mm

top and bottom margins: 25 mm

✓ Pages must be separated with page break and should NOT be numbered.

II - LAYOUT

Title page

Page 1 must indicate (see the example below):

✓ The title should be concise and informative. It should be typed in upper case characters and page-centered. The title should not be underlined or contain a trade mark.
✓ **Authors’ surnames**, preceeded by the initial(s) of the first name, should be typed in upper case characters. The name and address of each affiliated institution should be typed in lower case letters (unless referred to by an abbreviation) and should be located below the name of the author(s).

✓ The **summary** must not exceed 300 words. The summary should be an informative description of the significant contents and the main conclusion of the work. Avoid paragraphs, footnotes, references and undefined abbreviations.

✓ Up to 5 **key-words** should be supplied. Key-words should reflect the contents of the paper accurately. Avoid plural forms.

The text of the manuscript can start on page 1, depending on the space available once **all of the aboved mentioned points** have been included.

**Nomenclature**

✓ **Common names** for active substances, cultivated plants or weeds, insects or diseases should be written in lower case (including the first letter).

✓ **Scientific names** of genera and species (and generally names of infra-generic levels) should be written in italics. The first letter of the genus being in upper case (*Botrytis cinerea*, *Myzus persicae*). At the first mention in the text, the genus must not be abbreviated : In subsequent use, it can be shortened (*B. cinerea*, *M. persicae*).

✓ The **names of products** mentionned in the text must be coherent with the names of the active ingredients approved by AFNOR or BSI (British Standard Institute) norms. If a standardized name is not available, use the full chemical name (IUPAC nomenclature - International Union of Pure Applied Chemistry) or the number code. Use a trade name only when it is necessary to refer to a particular formulation ; in this case it should be typed in upper case characters. Each trade name should be used only once in the paper.

✓ **Size and quantities** should be expressed in System International (S.I.) units whenever possible. Abbreviations for units should conform to British 1991 Standards and are the same in singular and plural forms.

**References**

✓ Citations of references in the text should be in the following form : Hoy (1978) or (Hoy 1978) ; two authors, Parrish & Hoy (1978); three or more authors, Bale *et al.* (1984). Where several references are quoted consecutively in the text, the order should be chronological or, within a year, alphabetical. Where references are made to papers by the same author(s) in the same year, the date must be followed by a, b, c, etc.

✓ References should be listed alphabetically by author at the end of the manuscript. For each author, publications should be grouped in the following order : (1) single authored paper, (2) two authored papers, subdivided into groups alphabetically by second author, and (3) three or more authors chronologically. References must conform to the following styles :

Journal titles should be abbreviated as in the World List of Scientific Periodicals or given in full:


All references listed at the end of the manuscript should be cited in the text and vice versa.

**Tables and figures**

Tables and figures should be inserted in the text. They should be clear and specific. Each figure and table should have a title and be numbered in Arabic numerals. These numbers are to be used to refer to the illustration in the text. Numbers and titles should be typed above tables and below figures and should be aligned with the text (see example). Only high quality drawings and graphs will be accepted. These must be included in the allowed number of pages.

Table III - Title

<table>
<thead>
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**First page presentation**

**PHYLOGENY OF THE PTERYGOSOMATOIDEA**

M. BERTRAND

University Montpellier 3, Zoogeography Department, route de Mende, 34090 Montpellier cedex 5, France

**SUMMARY : 300 words maximum, all words included**

Many mites classified in the super-family …

**KEY-WORDS : 5, different from those present in the title and significant based on the contents of the paper**
INSTRUCTIONS FOR POSTER PRESENTATIONS

This notice presents the instructions for preparing posters.

- **Language**: The official language for posters is English.

- Each communication must be presented **on a single board**.

- Each poster board is **120 cm high by 80 cm wide maximum**

- Posters will be fixed by velcro that will be provided in the poster room.

- Each poster accepted in the programme must contain enough information to be intelligible in itself, even in the absence of the author. The presentation should be arranged under the following main headings:
  
  **Objectives, Methods, Results, Conclusions.**

- Authors’ surnames, addresses, telephone, and E-mails should be indicated on the poster.

- Company trade marks and logos must appear only once on each poster.

- For better legibility use printed characters of appropriate size. No handwritten text.

- **Posters not conforming to theses standards may be rejected by the organisers.**

- Posters will be on display during specific days of the congress. Display dates will be indicated in the final congress program.
INSTRUCTIONS TO AUTHORS OF ORAL PRESENTATIONS

This notice presents the instructions for preparing oral presentations.

Oral presentations will last (15 minutes (12 + 3 minutes for questions)).

The official language for oral presentations is English.

Microsoft PowerPoint (.ppt) or Adobe Acrobat (.pdf) or Open Office presentations are the only visual aids allowed for the oral presentations. The presenting author of the communication should supply the relevant presentation to the organiser before the session.

On the first slide of the presentation, the following details should be included: Title of the Congress and session, Title of the communication, Authors’ names and affiliations.

In order to be effective as a visual aid to speakers, powerpoint presentations should be prepared carefully. It is therefore strongly recommended that the following rules be observed:

- Illustrate only one concept on each slide.
- Each slide should contain no more than 7 significant details.
- For tables, never put more than 7 horizontal lines or 5 vertical columns maximum. 
  e.g.: 2 columns of 7 lines or 5 columns of 3 lines
  Graphs and histograms make their point to an audience more effectively than tables.
- For text:
  - Font size should be 24 at minimum
  - Avoid full sentences, a few key words are usually enough
  - Restrict the length of captions and indicate co-ordinates or scales in a simplified (and readable) manner.
- In all cases, delete any hypertext link with an other database file (Excel, Word, ...).
- No more than 1 slide per minute of talk.

The Files should not exceed 3 Mo (reduce the number of pictures if necessary and convert files from the complete file (name.ppt) to a slide show file (name.pps), if Powerpoint is used).