Guidelines to Authors

Manuscript Submission

- Save each chapter or contribution, including the accompanying references, figure legends, and tables, in a separate file in **.doc** or **.docx** format.
- Give each individual file your own name (or an abbreviation), the chapter number, and the format suffix, e.g., Ahmad3.doc or Ahmad 3.docx.
- Save the figures separately.
- Keep personal copies of the files.
- Submit the files to the editorial office electronically via e-mail, and CD-ROM, DVD.

Writing Your Text

- You can use all the functions in **Word**, particularly displayed lists, type styles such as **bold** or *italics*, the indexing function, and the footnote function.
- Use the return key only at the end of a paragraph or after headings, displayed lists, and the like. Do not insert manual hyphenation, and do not use formats such as framing, centering, or shading.

Type

- Use a single **main font** for the entire text. We recommend *Times Roman*.
- For **special characters**, please use *Symbol* or *Arial Unicode*.

Book Structure and Headings

A well-structured text and meaningful headings make it easier for the reader to get a general idea of the content. In addition, seamless transformation to various formats, such as eBook, requires a certain structure of the book.

Basic Rules

- A **book** consists of chapters, front matter, and back matter (optional).
- The **front matter** contains the title page, the table of contents, the preface, and for contributed volumes, the list of contributors. Optional items in the front matter include a foreword and list of abbreviations.
- **Chapters** contain the actual content of the book, i.e., text, figures, and tables. Each chapter should include a reference list; this is vital so that readers of single chapters of the eBook can make full use of the citations.
- Chapters may be organized in **parts**. If a book is divided into parts, all chapters should be within a part, except for an introductory chapter at the beginning of the book. Each part must contain at least one chapter.
- The **back matter** may contain an appendix or appendices, a glossary, and/or an index. Avoid including a reference list in the back matter, because these references will not be linked to the citations in the chapters.
- Number the chapters continuously throughout the book (do not restart with each part).
- Parts should be numbered with Roman numerals (Part I, Part II, Part III, etc.).
- Please list only the top three levels of headings in the **table of contents**.
- In **cross-references**, please give the chapter or section number (e.g., see Sect. 3.5.1).

Abstract

Each chapter should be preceded by an abstract (10–15 lines long) that summarizes the content.

Key Words

Each chapter should include a list of 5–10 key words to enhance the chapter's searchability.

Technical Terms, Abbreviations

- Ensure that the **spelling** of names, terms, and abbreviations is **consistent**, including in tables and figure legends.
- **Abbreviations**, except for very common ones, must be defined the first time they are used and a list supplied with the manuscript.
- Please always use internationally accepted signs and symbols for **units**, so-called SI units.
- **Chemical compounds** should be named according to the systematic rules of the IUPAC or Chemical Abstracts.

Please also note the following:

- Species and genus names, mathematical/physical variables, and prefixes in chemical compounds should be set in *italic* type (e.g., *cis/trans*, *d/l*, *E/Z*, *o/m/p*, *R/S*, *t*-Bu, *tert*-butyl).
- L and D indicating optical activity should be set in SMALL CAPS (e.g., D- and L-dopa).

Headings

All subject heads used in your text should appear in outline form in the table of contents in the following style:

1.1. First Level Heading

1.1.1. Second level heading

1.1.1.1. Third level heading

i. Fourth level heading

Be sure to make sure the levels are clearly indicated using different fonts, type sizes, and/or typefaces for each level heading.

Tables

- Number the tables consecutively using the chapter number (e.g., Table 1.1) and ensure that all the tables are cited in the text in the correct order.
- Give each table a **heading**.
- To format the table columns, use the **table function**.
- Do **not** use the space bar to separate columns, and do **not** use Excel to create tables.
- If a table cell is to be left empty, please type a hyphen (-) in it.
- Please do not treat simple, **one-column lists** as tables, but instead set them as part of the running text. Use the **displayed list function** instead.
- Save the tables in the same file as the text, references, and figure legends; put each table on a separate page.

References

Reference Citations

Cite references in the text by name and year in parentheses. Some examples:

- one author: (Ahmad 2013)
- two authors: (Ahmad and Farooq 2014)
- three or more authors: (Ahmad et al. 2014)

Reference List
Each chapter should contain a reference list of its own. Entries in the list must be listed alphabetically, except for those following the numbered system of sequential citation. The rules for alphabetization are as follows:

- first, all works by the author alone, ordered chronologically by year of publication
- next, all works by the author with a coauthor, ordered alphabetically by coauthor
- finally, all works by the author with several coauthors, ordered chronologically by year of publication.

Personal communications and unpublished works should only be mentioned in the text. Do not use footnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

Journal article

Farooq, M., K. Flower, K. Jabran, A. Wahid and K.H.M. Siddique (2011). Crop yield and weed management in rainfed conservation agriculture. Soil Till. Res. 117: 172–183.

Farooq, M., N. Kobayashi, O. Ito, A. Wahid and R. Serraj (2010). Broader leaves result in better performance of indica rice under drought stress. J. Plant Physiol. 167: 1066–1075

Book

Cheema, Z.A., M. Farooq and A. Wahid (2012). Allelopathy: Current Trends and Future Applications. Springer-Verlag, Heidelberg 69121, Germany.

Book chapter
Farooq, M., A. Wahid, S.M.A. Basra and K.H.M. Siddique (2010). Improving crop resistance to abiotic stresses through seed invigoration. In: Pessarakli, M. (ed). Handbook of Plant and Crop Stress, 3rd Edition, Taylor and Francis Group, LLC 6000 Broken Sound Parkway, Suite 300, Boca Raton, FL 33487. pp. 1031–1050.

Online document
Leubner, G. (2014). Seed dormancy. http://www.seedbiology.de/dormancy.asp.
Accessed on 03 March 2014

Dissertation
Ahmad, N. (2012). Syetem productivity of conventional and conservation rice-wheat production systems. M.Sc. (Hons) Dissertation, Department of Agronomy, University of Agriculture, Faisalabad, Pakistan

Sources

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The source must be acknowledged in the legend or table heading. If the source is in a foreign language, please provide a **translation**.

Figures and Illustration Data

Digital Illustrations

For the best quality final product, it is highly recommended that you submit all your artwork—photographs, line drawings, etc.—in an electronic format. The published work will directly reflect the quality of the artwork provided.

Electronic Figure Submission

- Name your figure files with your name, "Fig," and the figure number, e.g., Ahmad-Fig1.eps.
- Indicate what graphics program was used to create the artwork.

Line Art Black and white graphic with no shading.

- Check that all lines and lettering within the figures are legible at final size. All lines should be at least 0.1 mm (0.3 pt) wide.
- Line drawings should have a minimum resolution of **1200 dpi** at a width of 3 inches.
- Vector graphics containing fonts must have the fonts embedded in the files.

Halftone Art Photographs, drawings, or paintings with fine shading, etc.

- Halftones must be submitted in JPEG or TIFF format. Power Point slides are **not** acceptable.
- If any magnification is used in the photographs, indicate this by using scale bars within the figures themselves.
- Halftones should have a minimum resolution of **300 dpi** at a width of 3 inches. An exception may be the case of a radiographic image that cannot be reproduced in high-resolution format because the settings of the radiographic equipment did not produce a high-quality image originally.

Combination Art A combination of halftone and line art, e.g., halftones containing line drawing, extensive lettering, color diagrams, etc.

- Combination artwork should have a minimum resolution of **600 dpi** at a width of 3 inches.

Figure Lettering

- To add lettering, it is best to use *Helvetica* or *Arial* (sans serif fonts) and avoid effects such as shading, outline letters, etc.
- Keep lettering consistently sized throughout your final-sized artwork, usually about 2–3 mm (8–12 pt).
- Variance of type size within an illustration should be minimal, e.g., do not use 8 pt type on an axis and 20 pt type for the axis label.
- Do not include titles or captions in your illustrations.

Figure Captions and Numbering

- Number the figures consecutively using the chapter number (e.g., Fig. 1.1). Figure parts should be denoted by lowercase letters (a, b, c, etc.).
- Each figure should have a concise caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not in the figure file.
- In the figure caption, identify and explain all elements in the figure (e.g., boxes, circles, arrows).
- Identify previously published material by giving the original source in the form of a reference citation at the end of the figure caption.

Figure Size

- When preparing your figures, size figures to fit in the page width.
- For most books, the figures should be 78 mm (3 inches) or 117 mm (4.6 inches) wide and no higher than 198 mm (7.8 inches).

Checklist

Title page	Title	☐
	Name(s) of author(s)	☐
	Mailing address(es)	☐
	E-mail address of corresponding author	☐
Abstract	Abstract for each chapter included	☐
Key words	5–10 key words for each chapter included	☐
Text	Text in *Times*, special characters in *Symbol* or *Unicode*	☐
References	Reference list included at the end of each chapter	☐
	Citations in text agree with the reference list	☐
	All entries in the reference list mentioned in the text	☐
	References follow the guidelines	☐
	Journals abbreviated according to *ISSN*	☐
Abbreviations	List of abbreviations included	☐
Figures	All figures mentioned in text enclosed, complete and as separate files	☐
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
	Legends included in the text file	☐
	Credit line included in the legend for a previously published figure	☐
Tables	Prepared with the table function	☐
	Consecutively numbered within a chapter	☐
	Consecutively cited in text	☐
	Credit line included in the footnote for a previously published table	☐
Electronic manuscript	Title of the book and author's name noted on label	☐
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	Graphics saved as separate files in original format and in JPEG or TIFF format	☐
Permissions	Proof that any necessary permissions have been granted for the use of previously published material	☐

STANDARD OPERATING PROCEDURES (SOPs)

1. The information for submission of proposals for books will be circulated to the constituent departments.
2. Both books and practical manuals will be published under the project.
3. An editorial office of the project will be developed in the Department of Agronomy, UAF.
4. The editor(s) / authors will submit their proposals to the editorial office.
5. One editor should be a UAF faculty member; other editor(s) may be from national and overseas organizations.
6. Number of editors, of a book, should not exceed three.
7. Editor(s) will invite the scientists / experts from UAF and other local and overseas, public and private organizations.
8. Chapter authorship should not be restricted within UAF campus.
9. Global authorship is mandatory.
10. These initial proposals will be reviewed by the PI / Co-PI, and if necessary by a review committee constituted by the PI / Co-PI.
11. The PI and the Co-PI will be managing editor and co-managing editor, respectively of each published book under the project.
12. Best book proposals will be submitted to international publishers of good repute for potential publication.
13. The editor(s) will be communicated the decision and if the proposal is acceptable, the editor(s) will be formally asked for writing the book(s).
14. The editor(s) will make the final editing of the book, strictly following the instructions, and submit the book material to the editorial office.
15. The number of pages for each book will not be less 200 and will not exceed 350 printed pages.
16. The editorial office will make necessary arrangements for the preparation of galley proof and will send them back to the editor(s) for thorough editing / checking.
17. The final version of each book will be posted at the University web in pdf format.
18. The final version will be printed at the University press.
19. Published books will be distributed / marketed by the Endowment Fund Secretariat.
20. A committee constituted by the PI will propose the honorarium for the editor(s), and the price of each published book.
21. Editor(s) of each book will receive three complimentary copies of the respective book; whereas corresponding author of each book chapter will receive one complimentary copy of the respective book;
22. Income from the sale of books will be shared by UAF and EFS as 20:80, respectively.

Sample Book Proposal

CONSERVATION AGRICULTURE

Editors

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BACKGROUND AND JUSTIFICATION

Conventional agriculture has largely been characterized by tillage, which leaves soil vulnerable to erosion. Continuous use of conventional farming practices with conventional tillage and burning crop residues has degraded the soil resource base and intensified soil degradation by about 67%, with concomitant decreases in crop production capacity. Soil loss is expected to be a critical issue for global agricultural production under conventional farming practices. For instance, global erosion rates from conventionally ploughed agricultural fields averaged one to two orders of magnitude greater than erosion under native vegetation, long-term geological erosion and rates of soil production. Likewise, conventional tillage has also made agriculture the major contributor to global warming due to increasing greenhouse gas emissions. Soil and vegetation on the earth's land surface store three times as much carbon as is present in the earth's atmosphere. Land clearing and degradation turn this valuable carbon sink into a major source of greenhouse gas emissions.

Conservation agriculture is widely recognized as a viable concept of creating a sustainable agriculture. It is a resource-saving agricultural production system that aims to achieve production intensification and high yields while enhancing the natural resource base through compliance with four interrelated principles viz. minimal soil disturbance, permanent residue cover, planned crop rotations and integrated weed management, along with other good production practices of plant nutrition and pest management.

Conservation agriculture is environmentally friendly and requires less fuel resulting in lower carbon dioxide emissions, one of the gases responsible for global warming. In addition, conservation agriculture is very effective in reducing soil erosion. A wide range of other environmental benefits in conservation agriculture including reduced run-off, improved nutrient cycling, reduced soil degradation, reduced soil and water pollution, and enhanced activities of soil biota.

Conservation agriculture systems with location-specific adjustments works in all kind of environments/ecologies; from the Equator, e.g. Kenya, Uganda to 50ºS, e.g. Argentina, to 65ºN, e.g. Finland, sea level to 3000 m, e.g. Bolivia, soils from 90% sand, e.g. Australia, Brazil, to 85% clay, e.g. Brazil (Oxisols, Alfisols) and from 250 mm of rain, e.g. Western Australia to

2000 mm, e.g. Brazil, or 3000 mm, e.g. Chile. But, it is spreading widely on large mechanized farms and rainfed systems. It represents a shift in production paradigm and scientists working on it struggled till pre-seeding herbicides were made available but there after there is no looking back.

Although, there have been several recent publications on conservation agriculture focusing on different aspects of it; however, no single book is available covering basic concepts, elements, potential benefits, experiences and challenges of conservation agriculture. The proposed volume will serve as a text book on conservation agriculture focusing on elements of conservation agriculture, its regional experiences, role of conservation agriculture in sustainable agriculture, and biological and environmental conservation, its adoption. Crop breeding and application of biotechnology and microbiology in conservation agriculture will also be covered in the proposed book.

The proposed book will attract a wide readership from students and researchers in the field of agronomy, ecology, plant physiology, crop breeding, soil science etc., The proposed volume will be a ready reference on conservation agriculture and will reinforce the understanding for its utilization to develop eco-friendly agricultural systems ensuring a peaceful living on earth to all of us and future generations.

Part 1: Introduction

1. Conservation Agriculture: Concepts, Brief History and Impacts on Agricultural Systems

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Part 2: Elements of Conservation Agriculture

2. Crop Rotations and Residue Management in Conservation Agriculture

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[1]CIMMYT, Harare, Zimbabwe.
[2]Wageningen University, Wageningen, the Netherlands.
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3. Weed Management in Conservation Agriculture Systems

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4. Nutrient Management Perspectives in Conservation Agriculture

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5. Farm Machinery for Conservation Agriculture

***Saidi Mkomwa and Patrick Makungu**
African Conservation Tillage Network, KARI NARL Compound, Waiyaki Way, Nairobi, Kenya
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6. Managing Insect Pests and Parasitic Weeds in Cereal-Based Cropping Systems through a Conservation Agriculture Approach

***Zeyaur Khan, Charles Midega, Toby Bruce and John Pickett**
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Part 3 Modeling and Crop Improvement for Conservation Agriculture

7. Breeding for Conservation Agriculture

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8. Modeling Conservation Agriculture

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Part 4 Status of Conservation Agriculture: some case studies

9. Conservation Agriculture in the Middle East

***S. Loss[1], D. Feindel[1], A. Haddad[1], Y. Khalil[1], A. Alrijabo[2] and C. Piggin**[3]
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10. Impact of Conservation Agriculture on Productive Efficiency, Income, Poverty and Food Security in Syrian

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11. Conservation Agriculture in South Asia

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12. Conservation Agriculture in South East Asia

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13. Conservation Agriculture in China

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14. Conservation Agriculture in Australia and New Zealand

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14.7. Conclusions

15. Conservation Agriculture in Europe

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16. Conservation Agriculture in Latin America

A. Calegari[1], C.F. Araujo Jr.[1], R.A. Peiretti[2], M.B. Giraudo[3], P. Wall[4], *M.-S. Turmel[4], B. Govaerts[4] and A. Speratti[5]
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17. Conservation Agriculture in North America

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18. Conservation Agriculture in Sub-Saharan Africa

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Part 5 Conservation Agriculture in Agricultural Systems

19. Conservation Agriculture and Soil Carbon Sequestration

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20. Application of Microbiology in Conservation Agriculture

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21. Conservation Agriculture in Organic Farming: Experiences, Challenges and Opportunities

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22. Farmer Adoption of Conservation Agriculture

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23. Conservation Agriculture and Climate Change

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TIMELINE / DEADLINES

S. No.	Activity	Deadline
1	Circulation of the SOPs and relevant information	November 01, 2013
2	Receipt of book proposals	November 30, 2013
3	Review and revision of book proposals	January 31, 2014
4	Invitation for writing / editing the books	February 06, 2014
5	Receipt of complete book draft	August 30, 2014
6	Receipt of corrected proof	December 31, 2014
7	Posting of books, in pdf format, on the university web	January 30, 2015
8	Printing and distribution	April 30, 2015