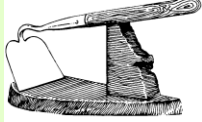


PROCEEDINGS of the California Weed Science Society

Editorial Guidelines

Revised November 2011



CWSS has a long history of publishing conference proceedings and mailing them to members and educational institutions for a modest fee. Proceedings from 1999 to current year are available free of charge from our website at www.cwss.org. CWSS is hoping to re-archive proceedings from earlier conferences. These publications provide an important record of weed science and management in California for over 60 years.

All speakers at the annual conference are expected to provide a proceedings paper that includes the important elements of their presentation. A short paper is desired (usually no more than 3-5 pages including tables, figures, and photos, but exceptions can be made). We will accept abstracts but members have requested more information. An abstract from Students is sufficient.

CWSS does not provide peer-review and will not make editorial changes or corrections to manuscripts. We reserve the right to reject any paper at our discretion. The following guidelines will insure a consistent format for papers and speed the proceedings publication process.

Authors/presenters should submit their manuscript in electronic form to their session chair in advance of the conference and no later than the day of their presentation. Upon arrival at the Conference seek out the Speaker Registration Table to download the file. Please submit the manuscript as a Word document using a current version of Windows. The session chairs are responsible for collecting and delivering all papers from their sessions to the program chair. The GOAL is to receive the papers by the close of the conference.

Paper/Abstract Manuscript Instructions:

- Use 1" margins at top and sides, and 1.5" at bottom
 - Do not include page numbers
 - Use single spacing throughout, except as needed for clarity with tables and graphs
 - Use Times New Roman 14 point font for the title only and 12 point font for the authors and document text. Use either Times New Roman or Arial 10 pt. font for tables and graphs.
 - Center title using bold letters, capitalize key title words
 - Use full justification
 - Center author names two spaces below the title using italics. Use first name, middle initial, last name, affiliation, address, email (at least for corresponding author)
 - Begin text two spaces below, indent 5 spaces at beginnings of paragraphs and skip one line between paragraphs.
 - Tables should have sequential numbering and Table Title should be centered.
 - Graphs, charts, photos, and artwork can only be accepted as part of the word document. The publication is printed in black and white, so color images must have contrast to be readable.
 - Citation of literature is not desired in the text, but a short list of relevant references is suggested.
 - Authors are responsible for any institutional, company, or agency approvals required for publication.
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