

## **Guidelines To Contributors Of Papers**

### **Table of Contents**

#### Introduction

1. SCOPE
  - 1.1 Types of papers
  - 1.2 Limit of sole or senior authorship
  - 1.3 Layout of papers
  - 1.4 Length of papers
    - 1.4.1 Summary
    - 1.4.2 Full papers
  - 1.5 Papers in final form
2. TITLE
3. SECTIONAL HEADINGS
4. FOOTNOTES
5. SCIENTIFIC NAMES
  - 5.1 Scientific Names in Latin
  - 5.2 Trade Names
6. UNITS OF MEASUREMENT
7. ABBREVIATIONS
8. ILLUSTRATIONS
  - 8.1 Line drawings and graphs and photographs
  - 8.2 General
9. STATISTICS
10. TABLES
11. LITERATURE CITATION
  - 11.1 Papers from Journals and Bulletins

- 11.2 Proceedings of Symposia, Conferences, Workshops, etc.
- 11.3 Books
- 11.4 Anonymous references
- 11.5 Other references
- 12. WORKING LANGUAGES
  - 12.1 Full texts, summaries and discussions
  - 12.2 Proceedings
- 13. ORAL PRESENTATION AND DISCUSSION
  - 13.1 Person authorized to present a paper
  - 13.2 Method and duration of presentation
  - 13.3 Word delivery rate
  - 13.4 Slides
- 14. POSTER SESSION
- 15. ADDENDA
  - A. CLASSIFICATION OF PAPERS
  - B. SLIDES

## **GUIDELINES TO CONTRIBUTORS OF PAPERS**

These Guidelines must be followed by authors of papers submitted for presentation at the International Cocoa Research Conferences. Compliance with them will contribute to the smooth running of the conference, reduce costs, and accelerate the production of the Conference Proceedings.

### **1. SCOPE**

#### **1.1 Type of Papers**

Original scientific contributions, review articles of general scientific interest, dealing with cacao, cocoa products and by-products as well as articles dealing with cacao extension are welcome. Such communications should not have been published or presented elsewhere.

#### **1.2 Limit of sole or senior authorship**

A participant will be allowed to present up to two papers as a sole author or senior author. The name of an author could, however, appear as a contributor to other papers.

#### **1.3 Layout of papers**

Summaries as well as full papers, figures, and tables must be in the following electronic format:

- A4 paper layout (21.0cm x 29.69cm)
- Single spacing
- Times New Roman font
- Font size 12
- Margins
- at least 4 cm on the left, 2 cm on the right, 2 cm at the top and 2 cm at the bottom.

All papers must be submitted in electronic format by email.

#### **1.4 Length of papers**

##### **1.4.1 Summary**

Each full paper must include an informative summary of 400 words. It should contain all essential information regarding objectives, materials and methods, results and conclusions, but excluding figures, sectional headings, graphs, tables and references.

The summary must be carefully prepared as it is the only document considered and discussed by the International Organising Committee (IOC). On the basis of the content of this summary, IOC decides whether a contribution is accepted for: oral presentation and publication in the Proceedings; for poster exhibit and publication in the Proceedings; for publication in the Proceedings; or not accepted. The author's summary must precede the text of the full paper. It should reach the addresses indicated in the Conference Announcements before the closing date

The summary preceding the text of the full paper and the summary sent in advance should be identical.

## 1.4.2 Full Papers

No full paper should exceed 3,000 words including tables, figures and graphs. Each table, figure or graph is considered as being equal to the number of words which could have been typed in the equivalent space. Any contribution in excess of this length may not be published in the Proceedings. An Invited Paper should not exceed 9,000 words, including tables and illustrations.

## 1.5 Papers in final form

Papers are considered to have been submitted in the final form, fully checked for typographical and other errors. Authorities of research institutions and other institutions must ensure that papers can be published without further approval or revision.

## 2. TITLE

The title of each full paper whether offered or invited should be in capital letters and should be followed below by the names and full mailing address (es) of author (s), including postal codes, in lower case. It should be as short as possible and adequately reflect the contents of the paper. In cases where the place of work is not the present address of the author (s), the new mailing address (es) should be supplied as a footnote. The title of each full paper must be identical to the title of the summary and remain unchanged.

## 3. SECTIONAL HEADINGS

A paper which reports the results of research should be divided into the following sections: (i) Summary, (ii) Introduction, (iii) Materials and Methods, (iv) Results, (v) Discussion, (vi) Conclusions, (vii) Acknowledgements and (viii) References.

An author may combine Results with Discussion or omit one or more sections if not applicable e.g. a preliminary report on a research project which has not yet been concluded, need not include a section on Conclusions.

All other papers should also have logical subdivisions into appropriate sections.

Sectional headings should be centered and in capital letters while sub-sections (first order sub-headings) should begin in the margin and should be underlined while second-order subheadings should be spaced within the paragraph, e.g.

### DISCUSSION

#### Foliage Production

##### Leaf number

Variation in pod maturity exerted a significant effect on mean leaf per plant.

## 4. FOOTNOTES

Footnotes in the text should be avoided as much as possible. When they are necessary they should be inserted at the bottom of the appropriate page and separated from the text by a horizontal line.

## 5. SCIENTIFIC NAMES

### 5.1 Scientific names in Latin should be italicized or underlined, e.g. Theobroma cacao L.

Scientific names should always be supplied along with any common names used except for well known cases. If a scientific name is repeated more than once, the generic name should be abbreviated and the authority's name omitted, e.g. T. cacao. For plants developed by breeding, use "cultivar" rather than "variety".

### 5.2 Trade names

When used, trade names for chemicals should be accompanied by their active ingredients.

## 6. UNITS OF MEASUREMENT

Only units of measurement conforming to the metric system should be used but other units of measurement could be inserted in parenthesis.

## 7. ABBREVIATIONS

Authors should use standard abbreviations and symbols for units of measurement, e.g.

Km	kilometer	ha	hectare
G	gram	cm <sup>3</sup>	cubic centimeter
J	Joule	lx	1 lx

## 8. ILLUSTRATIONS

### 8.1 Drawings, graphs and photographs

Drawings, graphs and photographs can be in colour or black and white, well-contrasted and of good quality. Each must include the heading and legend. Photographs must be in jpeg image format only.

### 8.2 General

Drawings, graphs and photographs should be inserted in the appropriate position of the text. All papers with images supplied separately from the text will not be accepted.

## 9. STATISTICS

In reporting analyses of data, place emphasis on the scientific results of interest. Statistical techniques should be selected to make efficient use of relevant data, but must be appropriate to design of experiments or surveys. The experimental design must be clearly described.

## 10. TABLES

Tables should have descriptive headings which are sufficiently complete to permit their comprehension without requiring any reference to text. Units of measurements should be supplied at the top of the table or column.

Units, symbols or abbreviations in the table should agree with those used in the text. Use a dash, -, when no observation was taken or was available and 0 for a zero reading or observations. Express values less than unity as 0.19 or 0,19 instead of .19.

All tables should be inserted in the appropriate position of the text. Tables should include their legends.

## 11. LITERATURE CITATION

Refer in the text to author (year) or (author, year). When papers are by more than two authors, all the names should be recorded on first mention; thereafter further reference should be to first author et al.

In review papers only, where the list of works reviewed is extensive, the literature may be numbered and work cited by number in the text.

Bibliographic references should be well verified. Only those cited in the text should be included in the list of references. References should be listed in alphabetical order of authors' names and in order of dates of publication in the case of an author with more than one reference. When more than one reference is quoted for a given year by the same author, the letters a, b, c, and so on should follow the year of publication, if possible in chronological order. References should contain the essential information that enables the reader to locate them.

### 11.1 Papers from Journals and Bulletins

Papers from journals and bulletins should be referred to as follows: (a) surname(s) and initials of author(s), (b) year of publication, (c) title of article, (d) name of journal or bulletin, (e) the volume and (f) page numbers, e.g.

ENSISI, B. (1983) The growth of the cocoa tree  
(Theobroma cocoa L.) Trop. Hort. 100, 1-5.

ALPHA, A. and ENSISI, B. (1983). Cocoa growth  
Rhythms. Trop. Hort. 100, 11-17.

## **11.2 Proceedings of Symposia, Conferences, Workshops, etc.**

Papers from Proceedings of symposia, Conferences, Workshops, etc. should also specify the name, venue and year of the Symposium, Conference or Workshop, e.g.

ENSISI, B (1981). The growth of cocoa pod.  
Proc. 7th Int. Cocoa Res. Conf., Douala, 1979  
725-730.

## **11.3 Books**

References to books should contain (a) the surname(s) of author(s) and initials (b) year of publication in parenthesis, (c) the title of book italicized or underlines, (d) the edition and volume number if applicable, (e) place of publication and publishers. e.g.

ENSISI, B. (1983). Cacao 4th ed. London: ABC Publishers.

## **11.4 Anonymous references**

Anonymous references should be treated similarly to the above categories except that the word ANON shall replace the name of the author(s).

## **11.5 Other references**

Articles that are “in press” may be listed only if they have been accepted for publication, and the name of the publication that has accepted them must be provided. Refer to unpublished data and personal communications parenthetically in the text, giving author’s initials as well as surname.

## **12.- WORKING LANGUAGES**

The working languages of the International Cocoa research Conferences are English, French, Portuguese and Spanish.

### **12.1 Full texts, summaries and discussions**

Summaries will be distributed in the four languages. Oral presentations as well as discussions will be interpreted simultaneously.

### **12.2 Proceedings**

The proceedings will include the full texts of papers in the original language, preceded by summaries in the four working languages, as well as excerpts from the Conference discussions, also in the four languages.

## **13.- ORAL PRESENTATION AND DISCUSSION**

Oral presentation and discussions should be in one of the working languages. Presentations can be in an electronic format, most preferable Microsoft PowerPoint for projection.

### **13.1 Person authorized to present a paper**

All papers should be presented by their authors or if not possible, by a person with a complete grasp of the subject and capable of replying to questions put to him during the discussion.

### **13.2 Method and duration of presentation**

In order to ensure the smooth running of the sessions, speakers should not exceed the 10 minutes allowed them and Invited Speakers the time limit of 30 minutes. All speakers should submit a printout of their presentation at the conference to the Secretariat to facilitate simultaneous interpretation. This text is essential for the success of the Conference.

### **13.3 Word delivery rate**

Word delivery rate should not exceed 100 words per minute. Where papers contain complex mathematical equations and/or scientific names, speakers should deliver at a slower rate.

### **13.4 Slides**

Slides are meant to clarify and abridge papers. Illustrations which can be put on slides are: linear diagrams indicating trends and ratios, histograms, or drawings in perspective, showing essential characteristics, as well as photographs. Tables are rarely understood by participants in the time they are projected.

All presentations must be in Microsoft PowerPoint.

The text on the slides should be as short as possible. The characters should be of such size that even the participants at the back of the hall can read them. Thirty-five letters, signs and spaces constitute the limit of legibility in the case of a line on a square slide (or of a line parallel to the longest side of a rectangular slide). If a typewriter must be used to type the text of a diagram, do not use machines with narrow characters. To be legible each line of the text must be separated from the others by a **blank** space of one and a half lines.

## **14. - POSTER SESSION**

The International Organizing Committee may decide that some contributions are best presented by poster exhibits during Poster Sessions, and contributors will be advised accordingly well before the Conference. Author(s) may, however, elect to present their contribution as a poster exhibit. Such a request is accepted by the organizers provided this preference is clearly stated on the author's Summary when it is forwarded to the organizers.

Each poster exhibitor will be allocated a specified area of board. Poster exhibits will be mounted on these boards. Each author will be asked to attend his exhibit for a limited period at a specified time of a specified day. The presenter will be expected to answer

questions put to him by participants. Exhibits will be grouped according to sessions to which they refer and their titles will be listed at an appropriate location in the Conference Programme.

Each poster exhibit must carry the paper title and name(s) and address(es) of the author(s). Photographs in colour or black and white, graphs, figures, maps and even models or pieces of apparatus can be mounted on boards. The organizers will arrange suitable areas for the demonstration of large pieces of equipment. Author(s) can offer duplicated or printed hand-outs, reprints and other information on the subject to their audience. It is particularly helpful if author(s) can use material prepared, if possible, in at least two of the conference languages. The organizers can accept no responsibility for making such translations. The final form can be as flexible as participants' desire.

## **ADDENDA**

In addition to the Guidelines to Authors, the following information is provided for the guidance of contributors.

### **A CLASSIFICATION OF PAPERS**

Papers submitted for presentation at the International Cocoa research Conference are examined by the International Organizing Committee (IOC) on the basis of their summaries at a meeting held 4 to 6 months before the date of the conference. The author's summary of each paper is carefully considered and fully discussed by the IOC to assess its scientific merit. On the basis of this assessment, each paper is classified into one of the following categories:

(1) oral presentation and publication in the Conference Proceedings;

or

(2) presentation as a poster exhibit and publication in the Conference Proceedings;

or

(3) publication in the Conference Proceedings.

If, however, papers are not accepted, authors will be informed accordingly.

The number of papers submitted to the organizers is increasing and some limitation to the number of papers presented orally is essential to enable time to be available for discussion and for meetings of working groups, etc. The fact that the IOC decides a paper should be presented at a poster session rather than orally may not necessarily reflect on the scientific merit of the papers, but rather more on its suitability for oral presentation. For instance, some papers have a wealth of complex data, complicated drawings or very detailed methodology which can be more suitably presented at a poster session.

The organizers will inform authors in which of the above categories their papers have been placed to enable authors plan their presentations accordingly.

## **B SLIDES**

All presentations must be in Microsoft PowerPoint.

Cocoa Producers' Alliance  
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