



**Institute of Brewing and Distilling
Asia Pacific Section**

GUIDELINES FOR PAPER PRESENTERS

1. General

A paper is accepted for publication on the basis that it has not been presented or published elsewhere, nor will it be within twelve months of the Convention, without permission from the Section. The Professional Development Sub-Committee reserves the right to make grammatical and textual changes to assist with presentation and publication.

2. Submission of Material

Initial Material

All presenters should supply the Editor (email to: editor@ibdasiapac.com.au) with the final Abstract (if this has changed since original submission) of their presentation, a recent head and shoulders photograph (jpeg) and a short biography (if not provided in the original Abstract) by 7th December 2011. Preferably these should be emailed as separate attachments.

Material for Publication

A full version of the Paper should be submitted via email to the Editor (mailto: editor@ibdasiapac.com.au) if less than 8MB (files larger than this will not normally be transmitted via email). If the file is larger please contact the Editor via email to discuss suitable arrangements. Procedures such as FTP could be instituted. It is recommended that if the file is large, an email be sent prior, advising that the material is being sent, thus enabling a check that the material has transmitted correctly.

Final material is required by 5th February 2012 to enable the Proceedings of the Convention to be produced and supplied to all delegates attending the Convention.

The format, style and other guides for the material is detailed below. All material should be sent as it is to be published including all tables, graphs and illustrations embedded in the text.

If the Presenter is prepared to provide a copy of their Power Point presentation and this is also available prior to 5th February 2012, this will also be included in the Proceedings disc produced for all members.

Only PC format is acceptable (not Mackintosh). Preferred format for the Paper is

Portable Document File (.pdf) or Microsoft Word document (.doc), plus Microsoft Power Point for the actual presentation (preferably converted to a pdf file if being sent via e-mail).

Detailed instructions regarding formats are attached in the Appendix below.

3. Timing

Except for a few special papers the time allocated for each presentation is thirty minutes. Presenters are requested to allow five minutes for questions and should talk for 25 minutes. Visual/audible cues indicating that the end of the allocated time is approaching will be provided, details of these will be provided later. The chair of each session may stop the presenter before the conclusion of his presentation should he or she over-run their allotted time.

4. Presenting at the Convention

- Please bring your presentation to the Convention on a USB flash drive, CD, disk or other portable medium and deliver it, well in advance of your presentation time, to the staff in the Speaker's Preparation Room. The staff will copy your presentation on to their computer ready for screening in your session. For extra security, remember to pack more than one copy of your presentation.
- You should arrive at the venue, introduce yourself to the session chairman and familiarise yourself with the audiovisual facilities at least during the break prior to the start of the session in which you will be presenting.
- Chairpersons have been asked to strictly enforce the time limit of 25 minutes plus 5 minutes for questions. Question time will not be considered as part of your presentation time. You should therefore practice your talk prior to the meeting with particular regard to the timing. Experienced speakers usually time their talks to be a minute or two shorter than the allocated presentation time, to allow for the change-over time, the introduction and "ad libbing".
- **Slides** - All slides and videos used to support presentations at the Convention will be digital. The preferred software will be Microsoft PowerPoint. Please note carefully that presenters **will not** be able to use their own computers for their presentations and dual projection **will not** be available.

In preparing your slides, please pay special attention to:

- Correcting spelling mistakes
- The choice of colour scheme for background and text
- The font size chosen (i.e. no smaller than 20 point)
- Avoiding detailed tables and diagrams.

Traditional slides and overhead projection will not be supported at the Convention.

If your presentation contains digital video, be sure to deliver it to the Speaker's preparation room in a break, several sessions before your talk. If you wish to show video tapes, please advise ETM Group by email prior to the Convention.

Key Dates7th December 2011

15th February 2012

25-30th March 2012

Final Abstract, Photo and CV to be provided

Deadline for receipt of Full Papers for speakers

IBD 2012 Convention

For queries regarding presentation content etc. please contact: Gary Blomeley Editor IBD Asia Pacific 22Cave Avenue NORTH RYDE NSW 2113. Telephone: +61 (0) 2 9888 5884 Mobile: +61 (0) 439 477 587 Email: editor@ibdasiapac.com.au	All other queries, please contact : Convention Managers Etm Group Felicity Smith Telephone: +61 (0) 3 9521 5355 Facsimile: +61 (0) 3 9521 5755 Email: ibdconvention2012@etmgroup.com.au Convention website: www.ibdasiapac.com.au/convention
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APPENDIX

1.0 Original Papers

Format for Original Papers should be:

Paper Title Should be in bold and centered across the page.

Author(s) For a single presenting author the preferred format for name is first name and then family name (e.g. John Smith) followed by organization and its location.

For multiple authored papers, the presenting author should be indicated by an asterisk after his/ her name. The names of all authors, their organization(s) where appropriate and location(s) of their organization(s) are to be included.

An Abstract of up to 250 words must be provided and should be as informative as possible. The Abstract must be typed immediately below the author(s) name(s) and organization(s).

A list of Key Words indicating the nature of the paper must be typed immediately after the Abstract, these should be in lower case italics. Not more than six words should be used - the EBC Thesaurus (1982) may provide suitable key words.

The Introduction should state the scope and purpose of the investigation and the findings of previous workers on the subject.

The Experimental will outline both the methods used and the results obtained, sufficient detail being given to enable other workers to follow the techniques described and to compare their results with those quoted. As far as possible, data should be summarised and tabulated in a manner that can be easily understood.

The Discussion should represent a critical analysis of the findings in relation to their practical significance, to the results of earlier work and other relevant matters.

A Summary is optional but, if included, it should not simply be a copy of the Abstract.

Acknowledgments (e.g. to copyright owners, management, philanthropic gifts, thanks to fellow scientists for assistance) should be placed in a separate paragraph at the end of the Discussion.

References should be indicated in the text by superscript numeral thus: ‘.....as Peppard¹⁰ has shown’. Initials are not shown in the text but they must be given in full in a list of references at the end of the paper.

The list of references **must** be arranged in alphabetical order of the first author. If a reference is to an obscure or generally unavailable journal, the *Chemical Abstracts* reference should be given in addition to the original,

The format of the *Journal of the Institute of Brewing* (February 2002 update) should be followed, e.g.

Journal Articles

1. Bamforth, C.W. and Kanauchi, M., A simple model for the cell wall of the starchy endosperm in barley. *J. Inst. Brew.*, 2001, **107(4)**, 235-240.

Chapters in Books

2. Campbell, I., Wild yeasts in brewing and distilling. In: *Brewing Microbiology*, 2nd ed., F.G.Priest and I.Campbell,Eds., Chapman and Hall: London, 1996, pp. 93-207

2.0 Review Papers

Review articles must be authoritative, critical and comprehensive.

In general, such papers will consist of an Introduction which will state precisely the scope and limitations of the Review which will constitute the major part of the paper. The material in the Review should be clearly and logically arranged, with main divisions and subdivisions organized [according to the theories involved and not necessarily according to historical sequence].

3.0 Preparation of Manuscripts

3.1 General Information

--Preferred font is Arial or Times New Roman 12 point as per this document.

--Tables and figures should be included in the body of the text

--Examples of acceptable abbreviations and units of measurement are given in Section 5 below. In general, SI units are preferred.

--Headers and Footers should be avoided on each Page where possible.

3.2 Headings

--Principal Headings: Title case type, bold; centre of page; not underlined; not numbered or lettered; text starts on next line.

--Sub-Headings: Lower case type; at left hand margin of page; not underlined and not numbered or lettered; text starts on next line.

--Sub-Sections: Lower case italic type; at left margin of page; not underlined and indicated by (a), (b), (c) etc; text continues on same line including a dash (-) after the title of the sub-section.

--Figures must be numbered in **Arabic** script (Figure 1, 2, 3 etc) in order of first reference. See **Appendix 4.0**

3.0 Tables

Column headings should be carefully worded, using approved abbreviations. Explanatory footnotes to tables may be necessary in some cases.

Tables of numbers are difficult to assimilate and large tables should be broken down to smaller ones where possible. Tables suitable for publication may contain too much material for slides and therefore may need to be modified for presentation. An example of such modification is the conversion of the tabulated material into a bar graph or other simple diagram.

--Tables must be numbered in **Roman** script (Table I, II, III etc) in the order of the first reference.

--Table number should be in centre of page with title of table at centre of page under table number.

4.0 Figures

The top of the Figure must be marked with an arrow where there is any possible doubt as to orientation. The preferred symbols for use in indicating experimental points on curves are circles, squares and triangles which may be solid or hollow; the symbols x and + should be avoided. A sans serif type (such as Helvetica) should be used to label Figures.

For submission in electronic format graphic material should be in .jpg or eps. Photographs will only be accepted in electronic format (jpg)

--Figures must be numbered in **Arabic** script (Figure 1, 2, 3 etc) in order of first reference.

5.0 Abbreviations and Units of Measurement

Abbreviations and contractions are based on those employed by the Institute of Brewing for its publications. Abbreviations of non-metric units are generally not included above but such units may be employed (abbreviated appropriately without ambiguity) if the text necessitates their use.

General abbreviations:

Approx atm conc diam eg. Fig ie. ppm % viz vol wt

Notes:

1. Where % is used alone, % wt is implied; any other usage must be defined, (e.g. % (wt/vol) or % (vol/vol).
2. Abbreviations and units of measurement generally are not followed by a period (full stop) thus use '.....approx 13 cm' rather than 'approx. 13 cm.'

Units of Measurement

.Accepted contractions of units of measurement are:

Length: km m cm mm μm nm Area: m^2 ha

Volume: m^3 kL hL L μL (note: litre is abbreviated L rather than l to avoid any confusion with the figure 1).

Mass: t kg g mg μg

Time: hr min s

Force: N (Newton) G (centrifugal force) kPa

Electricity: A mA kW W V Ω

Temperature: K $^{\circ}\text{C}$ $^{\circ}\text{F}$ J (Joule)

Nomenclature of Micro-organisms

Abbreviations and contractions are based on those employed by the Institute of Brewing and Distilling for its publications. Abbreviations of non-metric units are generally not included above but such units may be employed (abbreviated appropriately without ambiguity) if the text necessitates their use.

Binomial Latin names are to be in *italics* or underlined in full at the first mention in the text; subsequently, the name of the genus should be abbreviated but still *italicised*. Single letter abbreviations of generic names may be used when not ambiguous.