

Title of conference paper (Arial 14; sentence case; centre)

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Abstract (bold; Arial 12)

A brief but informative summary of the paper in about 300 to 350 words.

Keywords: Single words, phrases, lower case only, maximum seven words, separated by a comma.

1. Introduction

Authors are responsible for the quality of their paper and are kindly requested to observe these guidelines for the preparation and delivery of manuscripts.

Please follow ***the layout of this document with regard to the format*** in which your paper should be produced. Completed papers must be e-mailed as a MS Word attachment to Dr. Vitalicy Chifwepa (vchifwepa@unza.zm) copied to Benson Njobvu (benson.njobvu@gmail.com)

Use English (UK) spell checker.

2. Formatting

2.1 Page formatting

Maximum length: 5,000 words (inclusive of references/bibliography).

Arial 12 should be used for all text, including headings and subheadings; headings and subheadings should be bolded. The only exception is the title of the paper, which should be in Arial 14 (bold) and centred. Within the main body of the paper, a maximum of **three** levels of subheadings may be used (for example, 2.1.6). Use bullets, alphabet or numerals to indicate smaller divisions. Sentence case should be used in the titles of all headings and sub-headings, that is, no capitalisation in a heading except for proper names.

Use the Tab Key to add spacing after a heading or subheading's numerical. Set the Tab Key's default tab stops to 0.5.

The top, left, bottom and right margins should be 2.0 cm in A4 size portrait. Full justification (left and right) should be used.

Insert page numbering as header, bottom centre and in Arial 10.

The final document is to be submitted by **28 March 2008** in MS Word format.

2.2 Paragraphs

A new paragraph is created by adding a double [Enter] - thus no indentation. Add only ONE space at the end of a sentence (after a full stop) and the next sentence of the same paragraph.

2.3 Tables and figures

Tables and figures should be numbered sequentially but separately (Table 7; Figure 3) and placed close to the point where they are referred to within the text. Justify and format a table or figure caption as in the following example (bold; Arial 10; left justified). Captions should appear above a particular table or figure.

Table 1: Different evaluation tools

Captions should be clear and simple, although sufficient information should be provided for the table or figure to be understood without further reference to the text.

3. Reference style

3.1 Referencing within the text

Only references referred to or cited are to be included in the list of references at the end of the paper. Use the Harvard Referencing Style (see <http://www.cput.ac.za/library/infoLit/bibharvard.htm> for details) to refer to the work of other authors. Include only the author's surname, publication date and page numbers in round brackets. In cases of multiple publications of the same author in the same year, add a letter after the date (see the example below).

The exact page number(s) of a source should be provided. Omit page numbers for documents in electronic format.

Examples:

- Johnson (2002a:13-14) is of the opinion...
- Johnson (2002b:33) is of the opinion...
- Different variations of the same pattern were developed (Davis, 2004:10).
- Various authors discussed this matter (Oliver, 2001:12; Smith, 2000:14-18; Mukhebi, 2004:6).

3.2 List of references

References should appear in alphabetical order by author or corporate author or by title if anonymous. Use sentence case for titles of books and article (not journal) titles and title case for the titles of journals. Please follow these examples (contact Vitalicity at

vchifwepa@unza.zm or Benson at benson.njobvu@gmail.com to discuss examples not included in the list):

Books:

Richardson, D. 1997. The Internet and rural agricultural development: an integrated approach. Rome: FAO.

Paper-based journals:

Chisenga, J. & van Brakel, P. 2004. Content on agricultural research organizations' Web sites: a study of international trends. *Libri*, 54(2):123-135.

Kaniki, A. 1992. Meeting the needs of agricultural researchers in Africa: the role of unpublished reports. *Information for Development*, 8(2): 83-89.

Electronic journals:

Rickman, D. et. al. 2003. Precision agriculture: changing the face of farming. *Geotimes*, November. [Online]. Available WWW: http://www.geotimes.org/nov03/feature_agric.html (Accessed 30 November 2005).

Conference Proceedings:

Waswa, J.M. 2004. Information for rural women in small-scale enterprise: the role of public library services in Kenya. In: Buringi, P. & Musoke, M. G. (eds). *SCECSAL XVI: Towards a knowledge society for African development: papers presented at the 16th Standing Conference of Eastern, Central and Southern African Library and Information Associations (SCECSAL XVI), 5th – 9th July 2004, Kampala, Uganda*. Kampala: Uganda library Association & National Library of Uganda: 418-434.

If the same paper was consulted in digital format:

Waswa, J.M. 2004. Information for rural women in small-scale enterprise: the role of public library services in Kenya. In: Buringi, P. & Musoke, M. G. (eds). *SCECSAL XVI: Towards a knowledge society for African development: papers presented at the 16th Standing Conference of Eastern, Central and Southern African Library and Information Associations (SCECSAL XVI), 5th – 9th July 2004, Kampala, Uganda*. Kampala: Uganda library Association & National Library of Uganda. [Online]. Available WWW: <http://www.dissanet.com/jsp/index.jsp> (Accessed 29 November 2005).

General Web-based documents:

IFPRO. [n.d]. HIV/AIDS and food security [Online]. Available WWW: <http://www.ifpri.org/themes/hiv/hiv.htm> (Accessed 23 October 2005).

Bellamy, M. 2000. Approaches to impact evaluation (assessment) in agricultural information management: a selective review of the issues, the relevant literature and some illustrative case studies. [Online]. Available WWW: <http://www.cta.int/pubs/wd8021/WD8021.pdf> (Accessed 22 November 2005).

4. Acknowledgements

Acknowledgements belong in an unnumbered section following the **List of references**. It should acknowledge sources and individuals whose support, information or work has contributed to the content, or assisted the development of the paper.

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