



Guidelines for submission of Academic and Applied Papers

24th International Farm Management Congress
Saskatoon, Saskatchewan
July 7-12, 2024

Submission Guidelines

Authors must submit an electronic version of their paper through the following submission portal <https://cmt3.research.microsoft.com/IFMA2024>. A brief guide is provided at the end of this document, a 'Help' tab and answers to common questions are provided within the submission web pages. USBs, CDs or hard copies will not be accepted.

The final deadline for submission of all papers is **11:59 pm CST March 31, 2024**.

Papers must be written in English and should not contain more than 3,500 words.

For academic papers, both full and blinded (author identifications removed) version of each paper must be submitted. For applied papers only the full manuscript version is required.

Full manuscripts should include:

I. Cover page containing the following information:

- A. Congress sub theme followed by Title.
- B. The author(s) names and affiliation(s). Where authors come from more than one organization, use superscript numbers to indicate their affiliation.
- C. The name and contact details (email, phone, and postal address) of the corresponding author.
- D. Acknowledgements (including information on grants received).
- E. The number of words of the article (excluding tables and references).
- F. Whether the paper is Academic or Applied.
- G. A statement that the work is all original research carried out by the authors (academic papers only).

- II. Main text including an *abstract* in italics and not exceeding 200 words followed by key words (maximum 6). The abstract should explain the purpose of the work and the conclusions and the contribution. Papers should include the purpose of the research, the methods and principal results, the major points of discussion and conclusions.
 - A. keywords – maximum 6
 - B. introduction
 - C. material studied/area description/methods
 - D. results
 - E. discussion
 - F. conclusion

Anonymous manuscripts should have the congress sub theme and title of the paper on the first page, IN CAPITAL LETTERS, centred on the page followed by the main text as described in (ii) above. Neither the authors' names nor any of the details noted in (i.) above other than the sub theme and title should be included in the anonymous manuscript.

Papers should be typewritten on letter size pages, and pages should be numbered throughout right aligned in the page footer.

Page Setup should be as follows:

- A. Line spacing: 1.5
- B. Margins: Set to 'mirror margins'; inside margin 3.25cm (1 1/4 inch), outside margin 2.6cm (1 inch)
- C. Title text font: Arial 12pt, CAPITAL and bold
- D. Abstract: Times New Roman 12pt italics
- E. Main or Body text font: Times New Roman 12pt
 - i. Sub Heading font: Times New Roman 12pt bold
 - ii. Tables and figures: Times New Roman 12pt
- F. Text alignment: TITLE = centred
Abstract = indented 5cm left and right, justified
Main text = justified
Headings, tables and figures = left aligned

Tables and figures should be kept clear, simple, and to a minimum. They should be placed in their correct position in the paper (do not append at the end). Colour should be avoided – use shading or hatches for graphs.

All units of measurement should be metric. If you want to include imperial measurements in the text place these in brackets after the metric measurement.

Photographs should be kept to a minimum, but where relevant, should be clean sharp images.

When a paper is accepted it is in its final form. References should be cited using the Harvard system. They should be placed at the end of the paper. Each entry in the reference list should include:

Name and initials of author(s). Year of publication, followed by either (in the case of articles/journals): title of periodical, volume number, issue number, first and last page references **or** (in the case of books): Title of book, edition number, publisher, place of publication, first and last page references.

Note, by submitting a manuscript to IFMA24:

- A. You confirm that the work described in the manuscript has not ever been published before (except in the form of an abstract or as part of a published lecture, or thesis), and that it is not under consideration for publication elsewhere.
- B. Authors acknowledge and accept that submissions will be considered for publication on the basis that due regard has been paid to ethical considerations relating to the work reported and the work contains no defamatory or unlawful statements.
- C. Authors who wish to reproduce material from previously published sources, or where the copyright is owned by a third party, such as tables or images, must obtain written permission from the copyright holder (usually the publisher) and the author(s)/artist(s) of the original material. The caption must include a relevant credit to the copyright holder. Copyright is required for use in all formats (including digital), in perpetuity and in all geographical regions worldwide.

You will receive an email informing you whether your paper has been accepted by April 30, 2024, at the latest.

At least one author MUST be registered to attend IFMA24 by May 15, 2024 or your paper will be withdrawn from the program.