



## INSTRUCTIONS FOR SUBMITTING A PAPER

### 11th WORLD BAMBOO CONGRESS Xalapa, State of Veracruz, Mexico. 14 to 18 August, 2018

If you wish to participate at the 11th WBC as an invited speaker, you must submit your paper using the guidelines for authors as outlined below. All papers, keynotes, oral presentations, and poster presentations that are presented, or are a part of any of the Congress workshops, are eligible for inclusion in the Congress proceedings. It is the endeavor of the IOC that the Congress Proceedings are made available to delegates at the time of registration, in electronic searchable electronic formats. Proceedings will also be made available on the Congress website.

#### INSTRUCTIONS FOR AUTHORS

##### 1. General

- a. All papers will be published only in English or Spanish. Please ensure that the paper being submitted has been checked for language by someone fluent in English and/or Spanish.
- b. All papers must be in electronic form (a word processor file that can be opened in an IBM-PC platform; please convert Macintosh files to IBM-PC format), and sent via email, DropBox or other electronic method. Please use only Word or Word Perfect for word-processing. If not available, the file may be supplied in .TXT format.
- c. The electronic file may have illustrations/photographs embedded within the text.
- d. Illustrations and photographs will also be accepted only as electronic files.
- e. All papers must have an abstract of not more than 300 words, describing all the key aspects discussed in the paper.
- f. The file and all supporting materials (illustrations, charts, photographs) of a paper for presentation must be sent to the Technical Committee Chairs by the due date : **15 January 2018**
- h. **At the top of the first page of your paper, please specify the theme to which your paper relates.**

##### 2. Text Format

- a. Papers should be typed in A4 size format, with 26 mm (1 inch) margin on all sides.
- b. Please use 11 pt Times New Roman font for the text.
- c. Do not indent paragraphs to separate them; instead please use 1 line space.
- d. The text matter must be left aligned (flush left); not full-justified.
- e. Please use 18 pt normal typeface for the title.
- f. Name(s) of author(s) and institutional affiliation(s) must follow the title.



- g. Please do not use bold face in body text or headings/sub-headings.
- h. Italics may be used where required (botanical names, titles of books, words in foreign language, etc.)
- i. Please limit the hierarchy of heading/subheadings to three items, and the use the following style:

Heading (16 pt)

Sub-heading (14 pt)

Sub-sub-heading (12 pt)

- j. Please do not use all upper case for headings/subheadings; only the first alphabets of key words need to be in upper case. Example:

BAMBOO RESOURCES OF MALAYSIA (Incorrect)

Bamboo Resources of Malaysia (Correct)

- k. Within the text, please indicate (in sequence) the places where captions of figures (illustrations and photographs) are to appear. Example:

As the new policy reforms related to industrial production units and market increased the comparative advantage of bamboo compared with other main agriculture crops (such as rice, tea and silk), land was diverted from these agriculture crops to grow bamboo shoots (Figure 1).

- l. Please do not include the figure captions within the text. The list of figure captions should be given at the end of the paper.
- m. Footnote markings may be given within the text but the text of the footnotes must be appended in sequence at the end of the paper, before the list of figure captions.
- n. All Tables, along with appropriate captions, must be included within the text. The places they are to appear must be clearly marked in the text (as in item 11 above).
- o. If mathematical formulas or special characters are used in the text, please ensure that these have come out clearly and correctly in the printout.



### 3. References – “Harvard Style”

- a. References to other works (books, articles, etc.), if any, need to be mentioned (authors’ name and year of publication) in the text within parentheses. Examples (please note that there is no comma between the author’s name and the year of publication, and that two references are separated by a semicolon):

Somatic embryos are organized bipolar structures arising from a single cell and having no vascular connection with maternal tissue (Haccius 1978).

According to Williams and Maheswaran (1986), “there appears to be universal formation of compact clump of embryogenic cells, the proembryonal complex from which one to many embryoids develop”.

Proliferation of calli from cells adjacent to the vascular bundles has been recorded also by others (Hunault 1978; Pannetier and Buffard-Morel 1986).

- b. If a reference has more than two authors, please cite only the first author, followed by the term “et. al”. Example:

Some studies have found scutellum of immature embryos as being the tissue from which embryogenic calli originate (McCain et al. 1988; Ryschka et al. 1991; Oka 1995).

- c. When citing more than one reference of the same author, or group of authors, please arrange them in sequence according to the year of publication (see example above).

- d. If there is more than one reference pertaining to a particular year, please sequence them alphabetically according to the author’s name. Example:

(Clark 1991; Londoño 1991; Soderstrom 1991)

- e. More than one reference pertaining to one author (or group) may be cited as follows:

(Clark and Londoño 1990, 1991, 1998)

- f. All references cited in the text must be supported by a detailed bibliographical listing given at the end of the paper (before list of footnotes and list of figures).

- g. The bibliographic listing must contain the following elements in the following sequence:

- i. Author(s). All authors; not just the first author followed by “et. al
- ii. Year of publication
- iii. Title of the article (or book)
- iv. Title of the book/journal (if reference is to an article in the book/journal)



- v. Volume/issue numbers or dateline (if the reference involves a journal or newspaper)
- vi. Publisher's name and location
- vii. Page number of the reference cited (if the reference is to an article/paper in a book)
- viii. Total number of pages (if the reference is to a book)

h. Some examples of bibliographic listing are given below as guidance:

Dagilis, T.D.; Turcke, D.J. 1996. An economical bamboo particleboard. In Ganapathy, P.M.; Janssen, J.A.; Sastry, C.B. ed., *Bamboo, people and the environment*, Vol. 3, Engineering and utilization. Proceedings of the Vth International Bamboo Workshop, Ubud, Bali, Indonesia, 19□22 June 1995. International Network for Bamboo and Rattan, New Delhi, India. pp. 165□173. [Example of a paper included in the Proceedings]

Duraiappah, A.K. 1994. A state-of-the-art review on the socio-economics of the bamboo and rattan sector in Southeast Asia. INBAR Working Paper No. 1. International Network for Bamboo and Rattan, New Delhi, India. 31 pp. [Example of a report in a series]

Huang, L.C.; Huang, B.L.; Chen, W.L. 1989. Tissue culture investigations of bamboo IV - Organogenesis leading to adventitious shoots and plants excised from shoot apices. *Environmental and Experimental Botany*, 29(3), 307-315. [Example of an article in a journal]

Ohrnberger, D.; Goerrings, T. 1985. *The bamboos of the world*. International Book Distributors, Dehra Dun, India. [Example of a book]

#### 4. Checklist

- a. Has the paper been checked for language (grammatical errors, lack of clarity, etc.)?
- b. Does the paper carry the name(s) of the author(s) and their institutional affiliations? Please include authors email addresses.
- c. Does the paper have the name of the Theme at the top of the first page?
- d. Does the paper have an abstract of less than 300 words?
- e. Has a printout of the paper been taken with all figures, formulas, special characters, etc? This helps determine if all formatting is aligned.
- f. Is the paper saved in proper electronic format (IBM-PC format, Word or Word Perfect)?
- g. Have all the supporting material (illustrations, photos, slides, etc.) been indicated with their sequential numbers (Figure 1, Figure 2, etc.)?
- h. Does the paper follow all formatting instructions (A4 format; Times New Roman font; 11 pt for text; 16, 14 and 12 pts for headings/sub-headings; 18 pt for title; one line space between non-indented paragraphs) given under Item 2 (1-15)?



- i. Have all the in-text references been given as per instructions given under Item 3(1-5)?
- j. Have all the in-text references been listed fully in the bibliographic listing as per instructions given under Item 3(6-7)?

**ALL SUBMISSIONS SHOULD BE SENT ELECTRONICALLY TO :**  
**Hormilson Cruz Rios, Chair of Technical Committee :**  
**[papers@worldbambocongress.org](mailto:papers@worldbambocongress.org)**

**Papers will not be accepted after 15 January 2018.**

### **REGIONAL REPORTS**

We hope to have a dedicated session to hear and exchange news from around the world. This session will be titled, Regional Reports. If you wish to take part in this session, please submit your topic and your country to : Susanne Lucas, Executive Director, [info@worldbambocongress.org](mailto:info@worldbambocongress.org) for consideration.

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## GUIDELINES FOR POSTER PRESENTATIONS

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### SIZE

Poster size: 1m high x 1.5 m wide. Mounting boards will be 1.2 m high x 1.8 m wide.

### PREPARATION

1. Place the title of your poster prominently at the top of the board. Place the author's names under the title, with contact information, and underline the presenting author's name. Place the name of the WBC Theme at the top of the first page.
2. Place the abstract in the upper left-hand side of the poster.
3. The title of the paper should be in letters about 1 inch or 2.5 cm high (96pt.), and the authors, institution and its location in letters at least half that size.
4. Lettering for text and illustration should be **at least** 3/8 inch or 1 cm high (22pt.)
5. Prepare all diagrams and charts in a size sufficient to be read from a distance of 1.5 meters.

Presenters are encouraged to include photos, maps, graphs, and summary tables. Keep written text as concise as possible.

### TIPS

- It is important that the viewer understand the study and why it was done. The aims of the study, the questions to be asked or the hypothesis to be tested should be clearly stated in as few words as possible.
- Outline your methods briefly. Provide details only for new methods or important modifications of old ones.
- Avoid putting too much material on your poster. Keep text and legends short and to the point as much as possible. Keep in mind the amount of the space allotted to you and create your poster to fit within that space. Test fit the poster in a space 1m x 1.5 m.
- Remember, everything must be readable from a distance of several feet. Very dark type on a very light, preferably white, background is easiest to read.
- It could help the viewers if you number each section in sequence with 1-2 inch or 2.5-5.0 cm high numbers or use arrows to guide them through your poster, so that they read it in the right sequence.
- Mounting each section on colored paper or card may improve the graphic impact of your presentation. Photographs, illustrations and graphs are powerful visual aids. Avoid color combinations that are difficult to read.
- Results should preferably be presented as graphs or charts.
- Provide a legend to explain symbols or other details.
- You may wish to provide an interpretation of the results below each panel.
- The conclusions should be succinctly stated in large type. Many viewers read this first. Hence it should be easy to understand.



### **DISPLAY**

While posters will be available for viewing in the poster display hall throughout the Congress, posters relating to a particular session workshop will be brought to the adjoining coffee area for viewing during the workshop and for the walk-through discussion.

Materials for mounting posters on to the boards will be provided at the venue. Posters should be mounted in the evening of 13 June, or at the latest, on the morning of 14 August. Poster must be taken down in the evening of 18 August.

### **FURTHER READING**

Those presenting posters are advised to read the article on "How to Prepare a Poster" at:

<http://colinpurrington.com/tips/poster-design>

**IF YOU WISH TO PARTICIPATE IN THE POSTER SESSION, PLEASE SEND YOUR INTENTION TO DO SO, WITH YOUR PROPOSED POSTER TITLE TO:**

**Hormilson Cruz Rios, Chair of Technical Committee**  
[papers@worldbambocongress.org](mailto:papers@worldbambocongress.org)