



## INSTRUCTIONS FOR AUTHORS

1 Papers will be written in English, with a **strong recommendation** for a number of 6 to 12 pages,  
2 in Template Form in 2 columns (including tables, figures, and references).

3 **Typing:** You may use MS Word 2010-2016.

4 **Page setup:** A4 (210 x 297), Margins Top 2 cm, Bottom 2 cm, Right 2 cm, Left 2 cm, Header 1  
5 cm, Footer 1.5 cm, Gutter 0 cm, Gutter position: Left.

6 **Paper Title:** edited in capitals, TNR 14, bold, alignment centered. The title should describe the  
7 article's content clearly and precisely. The title should not exceed 50 words on maximum 3 rows.

8 **Authors:** one space row down from the paper title, edited in TNR 12, bold, alignment centered, as  
9 follows: author's first name in small letters followed by the family name in capitals. If there are  
10 more authors than one and belonging to various institutions, they have to be marked by 1, 2, 3 etc.  
11 superscript for identifying the institutions they belong to (if all authors belong to one institution,  
12 they will be not marked). Please, do not mention academic title, scientific position etc.

13 **Institution:** one space row down from the authors' name, edited in TNR 12, alignment centered.  
14 The institutions will be marked by 1, 2, 3 etc. superscript, as mentioned before for authors. The  
15 institution name will be typed in small letters, alignment centered, followed by address: number,  
16 street, locality, country.

17 **Corresponding author email:** Please, mention the Corresponding author email, at one space row  
18 down from the name of institutions, edited in TNR 12, small letters, alignment centered and then  
19 two points, followed by the email address of the contact person, which will be edited in small  
20 letters and regular style (not in bold, not in italic and without hyperlinks).

21 **Abstract:** one space row down from the name of corresponding author, edited in TNR 10, as  
22 follows: ***Abstract***, in bold and italic characters, alignment left.

23 The text will be typed at one space row down from the name ***Abstract***, edited in TNR 10, in italic  
24 characters, alignment justified, no indentation (the row starts right from the left margin) and  
25 minimum 100 and maximum 180 words (10 rows).

26 Abstract will concisely summarize the content of the paper and will clearly tell the reader what  
27 information (s)he can expect to find in the paper. It will provide a brief introduction to the  
28 problem, a statement regarding the methodology and a brief summary of results. It is advisable not  
29 to include references to figures or tables, or citation of the reference in the abstract. Generally, the  
30 abstract will end with a comment on the significance of the results or a brief conclusion.

31 **Key words:** one space row down from the abstract text, edited in TNR 10, as follows: ***Key words:***  
32 edited in bold and italic characters, next two points and then maximum 5 representative words in  
33 alphabetical order in italics, no bold, alignment left, and dot at the end. Please pay attention that  
34 the key words ensure the article is correctly identified in abstracting and indexing services.

35 **Subchapters:**

36 **INTRODUCTION, MATERIALS AND METHODS, RESULTS AND DISCUSSIONS,**  
37 **CONCLUSIONS, ACKNOWLEDGEMENTS AND REFERENCES** will be edited in TNR 12,  
38 bold, alignment left, at one space row down from the text.

39 **INTRODUCTION**

40 The introduction should synthetically present the problem being investigated, the background that  
41 explains the problem, the reasons for conducting the research, and the importance of the research  
42 work in the scientific world. The authors will refer to the main information and results flow  
43 existing in the field and they could state how their work differs from the published work.

44 The text will be edited at one space row down from INTRODUCTION with TNR 12, no  
45 indentation (the row starts right from the left margin), alignment justified.

#### 46 **MATERIALS AND METHODS<sup>1</sup>**

47 In this paragraph, the authors will refer to: biological or other type of materials used within the  
48 experiments; equipments and techniques used; organization of the experimental plots; databases  
49 used; research period and its location, area or region; biological, mathematical, statistical or other  
50 methods used; standard procedures; measurements and observations etc. The purpose of this  
51 section is to provide the readers enough details so they can replicate your research. All these  
52 aspects will be synthetically and clearly described.

53 The text will be edited at one space row down from MATERIALS AND METHODS with TNR  
54 12, no indentation (the row starts right from the left margin), alignment justified.

#### 55 **RESULTS AND DISCUSSIONS<sup>1</sup>**

56 In this paragraph, the authors will present the main obtained results in a logical manner, and  
57 comment and interpret them correctly from a scientific point of view. The data are analyzed and  
58 presented in the form of figures (graphics, photos, maps etc), tables, and/or descriptions of  
59 observations. It is advisable to clearly identify any significant trends, to present the relationship  
60 between the results and the original hypothesis, to compare your results with those of previous  
61 studies, and to suggest practical applications of the obtained results. Also, give possible  
62 explanations for unexpected results and observations.

63 The text will be edited at one space row down from RESULTS AND DISCUSSIONS with TNR  
64 12, no indentation (the row starts right from the left margin), alignment justified.

#### 65 **CONCLUSIONS**

66 This paragraph will briefly present the main ideas and results of the research. Conclusions will be  
67 concise and clear, no hypothesis and probability. Each conclusion will start on a new row.

68 The text will be edited at one space row down from CONCLUSIONS, with TNR 12, not numbered  
69 or bullet lists, no indentation (the row starts right from the left margin), alignment justified.

#### 70 **ACKNOWLEDGEMENTS**

71 This paragraph is optional (if it is not necessary, this paragraph could be omitted) and is dedicated  
72 to thank you messages addressed to authorities, institutions or persons which have supported or  
73 provided the data collection and processing, organization of experiments, financial support etc.

74 The text will be edited at one space row down from ACKNOWLEDGEMENTS, in TNR 12, no  
75 indentation (the row starts right from the left margin), alignment justified.

#### 76 **REFERENCES**

77 In this paragraph, the studied bibliography and cited in the text will be mentioned. It is advisable to  
78 cite the most recent papers that are relevant to your work.

79 References will be edited at one space row down from REFERENCES, in TNR 12, indentation  
80 hanging 0.5 cm, alignment justified. The references must be written in alphabetical order by  
81 authors' names, in **APA style** (<https://courses.lumenlearning.com/boundless-writing/chapter/apa-citations-and-references> or use the Google Scholar at <https://scholar.google.com> to generate APA  
82 citation style for a specific article).  
83

#### 84 **Model:**

##### 85 **- For book:**

86 Neagu, V., Șandru, A. (2004). *The work processes shaping and efficient usage management of the agricultural*  
87 *aggregates*. Bucharest, RO: All Beck Publishing House.

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<sup>1</sup> In the case of Review type articles, the MATERIALS AND METHODS and RESULTS AND DISCUSSION subchapters will be changed into subchapters specific to the study, with an original presentation of the issues addressed.

88 **- For article in a Book:**

89 Stanz, R. F. (1983). Practical methods for the apprehension and sustained containment of supernatural entities. In G.  
90 L. Yeager (Ed.), *Paranormal and occult studies: Case studies in application* (pp. 42–64). London, England:  
91 OtherWorld Books.

92 **- For article in a Journal:**

93 Rottweiler, F. T., & Beauchemin, J. L. (1987). Detroit and Sarnia: Two foes on the brink of destruction.  
94 *Canadian/American Studies Journal*, 54. 66–146.

95 **Tables** (if necessary) will be included within the text and edited as follows:

- 96 - Each table has to have a number and a title (for example, Table 1. Title), placed above the  
97 table itself, edited in TNR 10, alignment centered and 6 pt spacing paragraph after.
- 98 - The text within tables will be edited with TNR 10 or a smaller font size, depending on  
99 situation, so that the figures remain aligned in one row.
- 100 - If the table is going on the second page, then make sure there are inserted the table column  
101 headings.
- 102 - The table will be automatically Autofit to window.
- 103 - It is mandatory that tables are inserted in editable format (not as pictures).
- 104 - All texts and indications included in the tables must be written in English.
- 105 - For all numbers in the article, you should use “.” for decimal separator and “,” for 1000  
106 separator (e.g. 1,546.04).
- 107 - After the table please leave one empty row.

108 **Figures** include graphics, photos, maps etc., and will be included within the text and edited as  
109 follows:

- 110 - Each type of the ones mentioned above has to have a number and a title (for example, Figure  
111 1. Title), placed below the figure itself, edited in TNR 10, alignment centered and 6 pt spacing  
112 paragraph before. Figures’ titles must be written in text, not included in the graphics.
- 113 - All texts and indications included in the graphics (e.g. *Legend*) must be written in English.
- 114 - Figures must have the proper resolution, contrast and sharpness in order to be readable in the  
115 printed version (for a better visibility of information, please consider that the printed version is  
116 in grayscale format).
- 117 - After the figure please leave one empty row.

118 **Abbreviations:**

- 119 - Use standard abbreviations (h, min, g, mg, ml etc.) instead of writing complete words.
- 120 - With two exceptions (the degree symbol and percent symbol), a space should be left between  
121 numbers and the accompanying unit.
- 122 - Scientific names should be included for all species in italic font, except for the abbreviations  
123 “var.”, “ssp.”, “f.”, which indicate rank (e.g., *Brassica napus* L. ssp. *oleifera* (DC.) Metzg.).
- 124 - For all numbers in the article, you should use “.” for decimal separator and “,” for 1000  
125 separator (e.g. 1,546.04).
- 126 - For page numbers intervals, you must use en-dash (–), not a hyphen (-) or em-dash (—).

127 **Citations in text:**

- 128 - All tables and figures must be cited within the text:
  - 129 • Tables are referred to in the text as following: (Table 1);
  - 130 • Figures are referred to in the text as following: (Figure 1);
- 131 - All tables and figures must be inserted after their citation in the document.
- 132 - All the authors you are referring to their work in your paper must be presented in References  
133 section and cited within text as following:
  - 134 • The citation in text should be in brackets and contain only the author's last name and the  
135 year, as for example (Jones, 2005).
  - 136 • In the case of two authors, you may use both author's last name and the year, as for  
137 example (Jones & Smith, 2005).

- 138 • In the case of more than two authors, you may use et al. (from "et al.," Latin for "and  
139 others"), as for example (Jones et al., 2006).
- 140 • In the case of more than one author has reached the same conclusion or worked on the  
141 same problem independently, you may list them together in the same brackets, ordering  
142 their names in ascending by year and separated by semicolons, as for example (Jones,  
143 2005; Smith, 2009).
- 144 • Notice that the parenthesis is placed at the end of the sentence containing the reference and  
145 that punctuation follows the citation.
- 146 • If the author's name is used in the text, then put just the year in brackets, as for example  
147 Jones (2005) or Jones et al. (2006).
- 148 • In the case you wish to emphasize the year of the cited study, you can omit the brackets:  
149 for example, "Since 2005, when Jones observed the inhibitory effect of...".
- 150 • In the case of multiple publications by the same author, in different years you can use for  
151 example (Jones, 2006; 2007) and in the same year you can use for example (Jones, 2006a;  
152 2006b).
- 153 • In the case of an article from an Internet-Only Journal, you can use for example: *Blofeld, H.*  
154 *V. (1994, March 1). Expressing oneself through Persian cats and modern architecture.*  
155 *Felines & Felons, 4, Article 0046g. Retrieved October 3, 1999, from*  
156 *<http://journals.f+f.org/spectre/vblofeld-0046g.html>.*
- 157 • In the case of a page on a Website, you can use for example: *Pavlenko, A. (2015, October*  
158 *7). Bilingual minds, bilingual bodies. Psychology Today. Retrieved from*  
159 *[https://www.psychologytoday.com/blog/life-bilingual/201510/bilingual-minds-bilingual-](https://www.psychologytoday.com/blog/life-bilingual/201510/bilingual-minds-bilingual-bodies)*  
160 *bodies.*
- 161 • In the case of a page on a website with no author or date identified, you can use for  
162 example: *Bilingual minds, bilingual bodies. (n.d.). Psychology Today. Retrieved from*  
163 *[https://www.psychologytoday.com/blog/life-bilingual/201510/bilingual-minds-bilingual-](https://www.psychologytoday.com/blog/life-bilingual/201510/bilingual-minds-bilingual-bodies)*  
164 *bodies.*
- 165 • Please notice that the papers whose authors do not cite all the references in the text will be  
166 not published.

167 **Bullets** (if necessary):

- 168 - This is the first bullet level; indentation: left 0.5 cm, hanging 0.5 cm.
- 169 • This is a sub-bullet level; indentation: left 1 cm, hanging 0.5 cm.

170 **GENERAL POINTS**

- 171 - The whole responsibility for the accuracy of the calculations, experimental data and scientific  
172 interpretations, as well as for the accuracy of the English text belongs entirely to the author(s).
- 173 - Submission of the paper implies that it is an original article and is not under consideration for  
174 publication elsewhere.
- 175 - If you use someone else's words, ideas or results, you should always acknowledge this and  
176 refer to the original source.
- 177 - Avoid literally copying text, unless if you want to emphasize its original meaning; when you  
178 are using original text, always use quotation marks.
- 179 - Your paper will be peer reviewed, and the papers which do not comply with the Instructions  
180 may not be published.
- 181 - It is accepted to be published a maximum of 2 (two) articles as unique or the first article  
182 author.

183 **FINAL PAPER CHECKLIST**

184 After the completion of your paper, it should respect the Template Model:

- 185 - The first part of the paper contains: paper title, authors, institutions, corresponding author,  
186 abstract and keywords to be edited on the whole page width.
- 187 - Introduction, Materials and Methods, Results and Discussions, Conclusions,  
188 Acknowledgements and References, tables and figures, to be edited in two columns. If there

- 189 are tables or figures exceeding the width of one column, a single-column section in the  
190 document should be used (separate this new section from the rest of the document using two  
191 *Continuous Section Breaks* from **Page Layout** → **Page Setup** (Office 2010-2016), position the  
192 cursor in this section and set the number of columns of this section to *One* from **Page Layout**  
193 → **Page Setup** (Office 2010-2016) ).
- 194 - Respecting the Template form layout, a paper is **expected to have maximum 12 pages** and  
195 will have an **even number of pages** (6 to 12 pages).
  - 196 - Ensure that the page breaks do not come between any heading and the next level of sub-  
197 heading or first line of body text after the heading (be sure **Paragraph** → **Line and Page**  
198 **Breaks** → **Pagination** → **Keep with next** option is checked).
  - 199 - All two-columns sections should have: **Page Layout** → **Columns** → **More Columns... Equal**  
200 **Column width** option checked, **Width**: 81,2 mm, **Spacing**: 7,5 mm.
  - 201 - On the last page of the document, the two section columns should be equal in height.
  - 202 - You may use as a guide the *Template FullPaper* model.

### 203 **SUBMITTING THE PAPER**

204 **Full Papers** will be submitted on the **Conference website platform**  
205 <http://agricultureforlife.usamv.ro>. The paper will not be sent by email; it is obligatory to upload  
206 it on the website.