

FOOD, AGRICULTURE, TECHNOLOGY AND SUSTAINABILITY CONFERENCE

MANUSCRIPT SUBMISSION GUIDELINES FOR AUTHORS

Papers submitted for the Conference will undergo a peer-review process and may be recommended for publication in the referred conference proceedings. Authors are expected to comply with the following guidelines to ensure consistency, quality, and suitability for academic dissemination.

1.0 AUTHOR RESPONSIBILITIES

1. Manuscripts must be written in clear and grammatically correct English (British or American usage—do not mix).
2. Submissions must be original and must not have been published or submitted elsewhere.
3. Authors are responsible for ensuring the accuracy and integrity of their work.

2.0 ABSTRACT AND MANUSCRIPT SUBMISSION

2.1 Submission Platform

All abstracts and full manuscripts (upon acceptance of abstracts) must be submitted through the conference abstract/paper submission portal at <https://www.fatas.htu.edu.gh/>

2.2 File Specifications

1. **Format:** Microsoft Word (.doc or .docx). Final versions only; no tracked changes or hidden text.
2. **Figures and Graphics:** Embed within the manuscript in JPEG or GIF format. Minimum resolution: 300 dpi (halftones), 800 dpi (line art). Compress large files using WinRAR.
3. **File Naming:** Do not include author names in filenames, headers, or footers to ensure anonymous review.
4. **Running Title:** Provide a short title of fewer than 40 characters.

3.0 FORMATTING AND STYLE

1. **Paper Size:** A4
2. **Margins:** Left 2.5 cm, Right 2.0 cm, Top and Bottom 2.0 cm
3. **Orientation:** Portrait (landscape only for wide tables/figures with caption)

4. **Font:** Times New Roman
 - i. **Title:** 14 pt, Bold, Capitalize Each Word
 - ii. **Sub-headings:** 12 pt, Bold, Capitalize Each Word
 - iii. **Sub-sub-headings:** 12 pt, Italics, Capitalize Each Word
 - iv. **Main Text:** 12 pt
5. **Spacing**
 - i. **Text:** 1.5 line spacing
 - ii. **Between paragraphs:** Single
 - iii. **Between title and abstract:** Double spacing
6. **Indentation:** Flush left
7. **Captions:** Times New Roman, 11 pt, Bold, Capitalize Each Word

4.0 STRUCTURE AND CONTENT

4.1 Title

Concise and informative (maximum 25 words). Avoid abbreviations.

4.2 Abstract

Maximum 250 words. Include purpose, methods, key results, significance, and originality.

4.3 Keywords

4–6 keywords in alphabetical order.

4.4 Main Sections *(Do not number headings)*

1. **Introduction:** Provide background, research problem, objectives, and significance.
2. **Literature Review:** Thematic synthesis of previous studies relevant to the topic.
3. **Methods:** Clearly describe methodologies used
4. **Results:** Present findings clearly with supporting tables and figures.
5. **Discussion:** Interpret findings in light of research questions and prior studies.
6. **Implications:** State both theoretical and practical implications.

4.5 References

Ensure all in-text citations match those in the reference list.

5.0 NOMENCLATURE AND UNITS

1. Define acronyms on first use (including in the main text even if defined in abstract).
2. Use SI units. If non-SI units are used, provide SI equivalents.
3. Use “litre” and “metre,” and decimal points (e.g., 3.14—not 3,14).
4. Use italics for variables in equations.

6.0 FIGURES AND TABLES

1. Number and cite all tables/figures in the order they appear.
2. Place them close to first reference in the text.
3. Use scale bars instead of magnification.
4. Captions:
 - i. **Tables:** Above the table
 - ii. **Figures:** Below the figure
5. All illustrations should be in black and white.
6. Use APA formatting for tables.

7.0 CITATIONS AND REFERENCES

7.1 In-Text Citations

1. Format: (Author, Year) or Author (Year)
2. Multiple works: (Smith, 2001; Adams, 2005)
3. Use "et al." for more than two authors: (Brown et al., 2010)
4. Use suffixes for multiple works in the same year: (Green, 2012a, 2012b)
5. Unpublished: (in press), (submitted), or (in preparation)

7.2 Reference List

1. Alphabetical order by surname
2. All authors must be listed

Examples

Journal Articles

Behn, R. D. (2003). Why measure performance? Different purposes require different measures. *Public Administration Review*, 63(5), 586–606.

Zeng, R. J., Lemaire, R., Yuan, Z., & Keller, J. (2004). A novel wastewater treatment process: simultaneous nitrification, denitrification and phosphorus removal. *Water Science and Technology*, 50(10), 163–170.

Books and Theses

Henze, M., Harremoës, P., LaCour Jansen, J., & Arvin, E. (1995). *Wastewater Treatment: Biological and Chemical Processes*. Heidelberg: Springer.

Bell, J. (2002). *Treatment of Dye Wastewaters in the Anaerobic Baffled Reactor and Characterisation of the Associated Microbial Populations* (PhD thesis). University of Natal, Durban.

Online Sources

Alcock, S. J., & Branston, L. (2000). *SENSPOL: Sensors for Monitoring Water Pollution from Contaminated Land, Landfills and Sediment*. <http://www.cranfield.ac.uk/biotech/senspol/> (Accessed: 22 July 2005)

8.0 SOFTWARE CITATION

Cite software as:

(*STATA version 13.1, 2013, StataCorp LP*)

9.0 FOOTNOTES

Use only when essential. Number consecutively. For tables, use lowercase superscripts (a, b, c). Use asterisks to indicate statistical significance.

10.0 PERSONAL PRONOUNS

Use of “I,” “we,” or “our” should be limited.

11.0 CONFLICT OF INTEREST

Declare any financial or institutional conflicts in a cover letter. This information will be treated confidentially during the review process.

12.0 FUNDING STATEMENT

Clearly disclose all financial/material support. If none, submit a statement indicating no external funding.

13.0 ETHICAL COMPLIANCE

For human subjects research, confirm IRB approval and non-deceptive data collection practices.

14.0 ACKNOWLEDGEMENTS

List contributors not included as co-authors. Obtain their permission before submission.

15.0 PLAGIARISM POLICY

Plagiarism is strictly prohibited. All sources must be properly acknowledged. Cases will be reviewed by the Editors and Advisory Board.