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General

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Papers should be written in English using the spelling of the Concise Oxford Dictionary and should as far as possible be comprehensible to the non-specialist reader. They should be concise, but without omitting necessary material, and contain sufficient detail to allow repetition of the work.

Papers may be submitted electronically. The summary should be included as a separate Word file suitable for distribution to potential referees. Electronic submissions may be sent by post on disc or as e-mail attachments (jdr@hannahresearch.org.uk) a Word document file. Submitted manuscripts must be limited in length to a maximum of 6000 words allowing 250 words per fig or table. This is approximately the equivalent of a Word document of 18 A4 pages of doublespaced 12pt Times New Roman font.

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Authors should consult the most recent issue of the Journal to familiarize themselves with Journal conventions and layout. Attention to these and other details will speed publication.

The paper should generally be divided as follows. (a) **Cover sheet** with the title of the article, names of authors each with one forename, together with their affiliations, a shortened version of the title suitable as a heading, and the name, postal address and e-mail address for correspondence. (b) A brief **Summary** should encapsulate the whole paper, showing clearly the new knowledge acquired. (c) The **introduction**, without heading, should not contain a full literature review, but should indicate why the subject of enquiry is interesting or important, and why the authors have chosen the approach described. (d) The Experimental or **Materials and Methods** section should contain adequate descriptions of procedures or appropriate references; sources of all materials (including address with post code) and sources or strains of animals, microorganisms and so on should be indicated. (e) **Results** should be as concise as possible, without repetition or inclusion of irrelevant material. Tables and illustrations should be used efficiently. (f) The **Discussion** should not repeat the results but discuss their significance. A combined **Results and Discussion** section is quite acceptable. Any acknowledgements are given in a separate paragraph without heading. It is the responsibility of the authors to ensure that individuals or organizations acknowledged as providing materials or otherwise are willing to be identified. (g) **References.** For some types of paper, other divisions may be preferable. **Pages** should be numbered; the addition of line numbers will aid refereeing.

References

References should be given in the text as Brown & Jones (1987) or (Schmidt, 1985; Nakamura et al. 1989); the first author with

et al. is used for papers with three or more authors. Where necessary, papers are distinguished as Lenoir (1988a), (Litov et al 1990a, b). When several references appear together in the text, cite them in chronological order, and alphabetically within years. The Reference list at the end of the paper, which should begin on a fresh page, is given in strict alphabetical order. Authors should refer to a recent issue for the format of references.

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Tables should be numbered and carry headings enabling them to be understood without reference to the text. Each Table should be typed on a separate sheet. Symbols for footnotes should be in the order: †, ‡, §, ¶, ††, etc. The use of *, **, etc. should be limited to indicating levels of significance.

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Individual results should not normally be given. The methods of statistical analysis should be clearly described; a suitable reference is adequate. Authors should make it clear whether they are quoting (e.g.) *SD* or *SE*. Any statement that two groups of values are different should be supported by the level of significance involved, as a single or range of *P* value: (*P* = 0.008) or (*P* < 0.01). Differences should not be claimed or implied if *P* > 0.05.

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Journal of Dairy Research

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