

# COMMUNICATIONS GUIDANCE



Compiled resources for subawardees of the  
Feed the Future Innovation Lab for Livestock Systems

Updated June 2024

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Sponsored by the USAID Bureau for Food Security

*Sustainably intensifying smallholder livestock systems to improve human nutrition, health, and incomes*

**Disclaimer**

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## Introduction

**Good communication** is a key to success in any project. It supports your reputation and provides opportunities to shape the project's legacy. You are encouraged to build your communication skills in all aspects of your work.

The Principal Investigators have already documented their project's knowledge-sharing plans in their finalized proposal and set specific communication and publication targets in the results framework. This document provides guidance mainly on written products intended for external audiences, which research teams are expected to produce over the lifetime of each project and beyond.

The requirements for the Feed the Future Innovation Lab for Livestock Systems are passed to all primary subawardees and from them to any secondary subawardee. Thus the University of Florida and its subawardees must always comply with the established Branding Guidelines as presented in the Feed the Future Graphic and Naming Standards Manual, USAID Graphic Standards Manual, and ADS Chapter 320.

Essentially, subawardees must:

1. acknowledge the funding source or support received by using the proper disclaimer.
2. adhere to Feed the Future branding and marking requirements.

We ask that you submit draft versions of your communication products via email to [livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu) for feedback and clearance prior to publishing. The finalized version of each product should be uploaded to Piestar.

## Acknowledgement and Disclaimer

In accordance with the Feed the Future Graphic and Naming Standards Manual, all public communication material needs to be marked with a disclaimer:

This work was funded in whole or part by the United States Agency for International Development (USAID) Bureau for Resilience, Environment and Food Security under Agreement # AID-OAA-L-15-00003 as part of Feed the Future Innovation Lab for Livestock Systems. Additional funding was received from Bill & Melinda Gates Foundation OPP#060115. Any opinions, findings, conclusions, or recommendations expressed here are those of the authors alone.

French version:

*Ce travail a été financé en tout ou partie par le Bureau de résilience, environnement et sécurité alimentaire de l'Agence des États-Unis pour le développement international (USAID) en vertu de l'accord n ° AID-OAA-L-15-00003 dans le cadre du laboratoire Feed the Future d'innovation pour les systèmes d'élevage. Des fonds additionnels ont été reçus de la Fondation Bill & Melinda Gates OPP#060115. Toutes opinions, découvertes, conclusions ou recommandations exprimées ici n'engagent que leurs auteurs.*

[The French version is used only for communication products in French language]

Unsure where or how to place the disclaimer? When in doubt, just reach out.

## Branding and Marking Requirements

Branding and marking encompasses naming standards, which logos and taglines to use, where to place them, and what fonts and colors to use. For more detailed guidance, consult the [Feed the Future Graphic and Naming Standards Manual](#) or refer to the resources from Feed the Future at <https://www.feedthefuture.gov/branding>.



### What requires marking?

These types of communications need to be properly branded and marked:

- Technical reports and briefs
- Brochures, flyers, fact sheets
- Training materials
- Newsletters and success stories
- Posters, signs, banners, exhibition booths
- PowerPoint presentations
- Videos
- Websites
- Communication “apps”
- Other communication products.

For journal articles, only the proper disclaimer needs to be included.

### Naming standards

 DO	 DON'T
<ul style="list-style-type: none"> <li>• The <b>official name</b>, “Feed the Future Innovation Lab for Livestock Systems,” should be used on first reference in text in all published materials and products.</li> </ul>	<ul style="list-style-type: none"> <li>• The <b>acronym</b> “LSIL” should be avoided in external communications. It may be used for internal memos and reports.</li> </ul>
<ul style="list-style-type: none"> <li>• The <b>short name</b> “Livestock Systems Innovation Lab” may be used after first referencing the official name. You may also use “Innovation Lab” if only one Lab is mentioned.</li> </ul>	<ul style="list-style-type: none"> <li>• Do not preface “Feed the Future” with “USAID.” Feed the Future is a federal U.S. governmental initiative not explicitly tied to USAID.</li> </ul>
<ul style="list-style-type: none"> <li>• Always spell out “Feed the Future”</li> </ul>	<ul style="list-style-type: none"> <li>• Do not use “FTF” or “FtF.”</li> </ul>

### Logo placement rules

At a minimum, the following four logos should be placed on all types of communication materials:

1. **Feed the Future logo** in the upper left-hand corner
2. **USAID logo** in the lower left corner
3. **UF/IFAS logo** in the lower right corner
4. **The ILRI/CGIAR logo is** immediately to the left of the UF/IFAS logo.

Exceptions are possible when there is a need to promote partner visibility or due to safety concerns, and these cases should be discussed and cleared with the LSIL Management Entity.

**Optional:** You may place the logos of subawardee organizations immediately to the left of ILRI/CGIAR logo. If there are many, it is advisable to place the subawardee logos on the document's last page or back cover.

### Additional logo rules

- For the Feed the Future logo, the spaces around it should equal the size of the letter “D” in the logo. Please see the image here as an example:
- For the USAID logo, leave space in a similar fashion, following the letter “U” as your guide.
- Logos only need to appear on the first page of all documents and materials.
- Do not crowd the header and footer areas with additional content.



### Color scheme

Aside from using standard black font in text and figures, you can use these colors.

#### PRIMARY COLOR



CMYK 84/41/28/3  
RGB 35/124/154  
HEX #237C9A

#### SECONDARY COLORS



CMYK 72/28/100/12  
RGB 81/131/37  
HEX #518325

CMYK 18/76/100/7  
RGB 194/87/0  
HEX #C25700

#### ACCENT COLORS



CMYK 62/60/68/54  
RGB 64/59/51  
HEX #403B33

CMYK 0/0/0/10  
RGB 230/231/232  
HEX #E6E7E8

### Font families

You may use either the Gill Sans or Adobe Garamond font family. When the Gill Sans font family is not available, default to Arial. When the Adobe Garamond font family is unavailable, default to Times New Roman.

For **shorter documents** (banners, fact sheets, brochures, etc.), we recommend using only Gill Sans.

PRIMARY FONT  
Use for professionally designed and printed materials

---

HEADERS & BODY TEXT  
Gill Sans MT Regular Gill Sans MT Light

---

HEADERS, SUBHEADS, HIGHLIGHTED TEXT  
**Gill Sans MT Bold**

---

CAPTIONS  
*Gill Sans MT Italic*

---

QUOTE TEXT  
*Gill Sans MT Light Italic*

For **longer documents** (reports, technical papers, etc.), use a combination of both fonts:

PRIMARY FONT  
Use for professionally designed and printed materials

---

BODY TEXT  
Adobe Garamond Regular

---

HIGHLIGHTED TEXT  
**Adobe Garamond Bold**

---

CAPTIONS  
*Adobe Garamond Italic*

## From Draft to Final

These are the main steps in our collaborative process for publications.

1. Project members representative drafts a communication product
2. PI or designee submits this draft publication by email to:  
[livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu)
3. LSIL Communications/ME provides feedback
4. Subawardee updates the draft and re-submits
5. LSIL Communications/ME clears the release of the final version
6. Subawardee uploads the finalized product, usually in PDF form, to the project's Piestar account, <https://livestock.piestar.com/> [Click on "IMPACT MODULES" tab, then on "Communication Products" in list of "LSIL Custom Indicator Modules"]
7. Subawardee and the ME distribute and amplify the final product through appropriate channels.



### Drafts

We request that you share a draft of your products and substantial communications by email to [livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu) as early as possible. Drafts should include all requirements as described below, including branding and correct fonts. We recommend that you begin the drafting process with a LSIL template.

Types of drafts to be shared include:

- Journal articles
- Training material
- Presentations
- Posters
- Blogs
- Videos
- Substantial electronic media  
(websites, photo galleries, etc.)

You do not need to share social media posts or similarly ephemeral items.

Journal articles may be shared when they are ready for submission to a journal. We request this draft in order to be aware of publications that are likely to appear after your project has ended and to facilitate risk communication, if applicable.

Once a draft is received, the ME will determine the level of collaboration needed, which will vary from minimal to extensive.

### Final Products

Please use Piestar as a repository for all finalized communication products. Most products should be converted into PDFs before submission, although other types may be acceptable. For videos, you may share a YouTube link instead of an electronic file.

These final files are used for sharing with our donors, partners, and other stakeholders and for posting on your project’s webpage if relevant. Over time, these publications and communication products become the evidence and legacy of your project’s considerable efforts.

### Where to submit in Piestar

Click on “IMPACT MODULES” tab, then on “Communication Products” in list of “LSIL Custom Indicator Modules”

The screenshot shows the Piestar web application interface. At the top, there is a navigation bar with the 'FEED THE FUTURE' logo and the text 'The U.S. Government's Global Hunger & Food Security Initiative'. The user's name 'ANDREA BOHN' is visible in the top right corner. Below the navigation bar, there is a dark header with 'MY ASSIGNMENTS | LIVESTOCK SYSTEMS INNOVATION LAB' and a list of menu items: 'DASHBOARD', 'IMPACT MODULES+', 'PEOPLE', 'REQUESTS+', 'PRODUCTS', 'MANAGE+', 'REPORTS+', and 'SEARCH+'. The main content area is titled 'Communication Products' and includes the following text: 'The purpose of this module is to gather information about the LSIL custom indicator "Publications and communications materials developed by international research and capacity building teams for internal and external stakeholders". Note: Peer-reviewed journal articles, presentations or posters presented at scientific conferences, as well as other presentations, lectures, seminar sessions, or webinars are recorded in separate modules.' Below this, there is a section for 'Please input one entry per publication.' and a 'Provide a full citation for this publication, using the following format:' section. An example citation is provided: 'Acosta, D. October 2019. Report. Supply chain analysis for a thermostable FPR vaccine in Karamoja, Uganda. Feed the Future Innovation Lab for Livestock Systems. Gainesville, FL, USA.' There is a search bar and a table with columns for 'Please provide a full citation for this publication or communication product.', 'First Reported By', and 'Last Updated By'. The table currently contains one entry. At the bottom, there are 'Add' and 'Mark as Complete' buttons.



## Social Media

Social media has become invaluable in research across various disciplines, offering numerous benefits and opportunities. Here are some key points highlighting its importance:

- **Public Engagement and Dissemination:** Researchers can use social media to share their findings with the public, engage with communities, and promote scientific literacy. It helps disseminate research beyond traditional academic circles.
- **Collaboration and Networking:** Social media platforms like Twitter, LinkedIn, and Instagram allow researchers to connect, collaborate, and share resources with peers worldwide, fostering academic and professional networks.

By leveraging social media's power, researchers can enhance their studies' scope, reach, and impact, leading to more comprehensive and timely insights across various fields.

We want to know if you use social media to post about your LSIL projects and if you would like to connect with LSIL's social media channels so we can support you in disseminating information about your project.

## Media Relations and Electronic Media

The revolution of digital communications has opened many new channels and opportunities for connecting with many people across great distances. Many platforms are free and user-friendly, but the principles of good communication remain steady. Watch this video on communicating with the public to learn more about connecting with a broad audience.

### Media relations

Traditional media remains important for reaching broad audiences and giving credibility to information. You are encouraged to befriend a journalist who works for a newspaper or other traditional outlet in your region. Remember: these local reporters are likely unaware of your award and work.

Having materials to share, whether in person or electronically, will be very helpful. Please try to share resources directly with individuals instead of expecting them to find something online.

### Website

The website is our electronic calling card.

Visit: <https://livestocklab.ifas.ufl.edu/>

Find it easily online by searching for "Livestock Lab"

### Our Lively newsletter

You can sign up for the newsletter online by clicking the "Subscribe to our Newsletter" link at the bottom of every page on our website.

## Photography and Visual Communications

Images are a popular and convenient tool for sharing information quickly. Indeed, a picture can save a thousand words. You are encouraged to document your project visually through photographs, videos, graphics, and other appropriate methods of communication, including social media, that do not rely on text only.

### Take many photos!

Then, curate your photos, i.e., select the best ones, and then share them with us.

We use Google Photos for sharing photos and videos



Google Photos is an online platform for sharing digital images and video files. It works best with a Google account and provides substantial free image storage.

**We have created an album for each LSIL project where team members can upload photos and videos.** We have shared each album with the respective Principal Investigator, who in turn can share it with other team members or ask us to add additional persons to the album. If you can't find your album, just let us know and we will reinvoke you. You can follow Google's online guides for uploading images or search for helpful videos or guides, such as [this blog](#).

### Tips

Google Photos can be accessed with a non-Google email account, but that account must first be linked to Gmail. However, if you don't have a Google email account (Gmail) we do recommend setting one up because it connects with many free services. Begin at <https://accounts.google.com> and follow the instructions. More guidance is provided at [Create a Google Account - Google Account Help](#). You may wish to download the Google Photo app on your smartphone as it is handy for sharing photos quickly.

### Provide additional information about your photo(s)

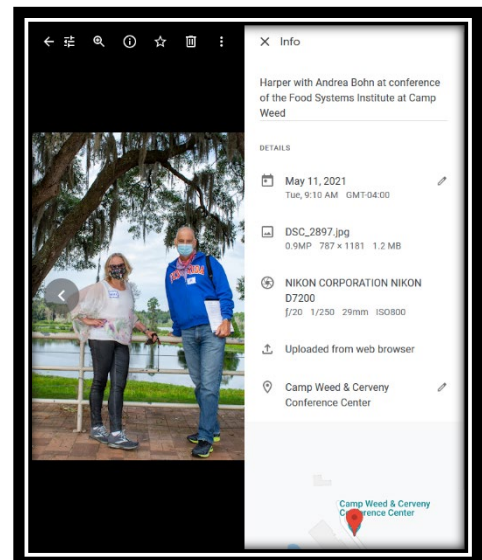
Follow this process after uploading photos:

Open the photo, select Info (look for the row of icons) and add a description that includes:



- Names of people shown + description + (Credit: photographer)
- Example for this photo: "Andrea Bohn (left) and Jim Harper at meeting of the Food Systems Institute at Camp Weed, Florida (credit: Lacey Harris-Coble, LSIL)" (Note: Google allows for long entries).

Google automatically includes additional information such as the date, type of camera, and location.



## Quick tips for better photos

1. Use the best equipment possible. Newer cell phones offer very good quality.
2. Fill the frame (get close).
3. Include active people. For example, instead of showing a cow alone, show a person milking a cow. We are looking for images that show more interaction between people and animals.
3. Use horizontal orientation, especially for videos.
4. Subjects should face the sun or source of light.
5. Take many photos and select only the best ones for sharing.

### Good



Livestock only

### Better



Include people



Posed group, after action



A group in action implies a story ...

## General standards of practice for taking photographs

- Comply with local traditions or restrictions when taking photos of people, objects, or places.
- Inquire into national laws related to photography and privacy rights.
- Gain verbal or written consent (refer to IREC guidelines on consent) before taking photographs.
- Respect a person's right to refuse to be photographed. If you sense any reluctance or confusion on a person's part, refrain from taking the photo.
- Do no harm. Exposing one's identity or personal story by publishing one's image may put individuals or groups at risk of reprisal, violence, or rejection in their communities.
- Do not misrepresent the individual, situation, context, or location of the photo.
- No payments or any other form of compensation are to be provided to subjects in exchange for their photo or consent to be photographed.
- GPS codes identifying specific locations of photos and subjects are confidential data that shall not be published along with the photos.
- Photograph all people with respect and dignity. Special care and compassion must be exercised with vulnerable subjects.
  - Survivors of exploitation and violence—including sexual exploitation and gender-based violence or abuse—are not to be identified as such without prior written consent.
  - An individual's status as a person living with HIV, TB, or any other serious health conditions must not be revealed without prior written consent.
  - An individual's engagement in sex work or other socially marginalized or criminal activities must not be identified.
  - Care must be taken when photographing people in times of crisis. Do not exploit an individual's vulnerability at times of trauma or grief.

### **Photos of issues that are culturally sensitive, politically sensitive, or that could lead to social stigmatization.**

- Do not identify individuals. Position the camera so that faces and other unique characteristics cannot be seen.
- Gain written consent to use real names and locations in situations where disclosure could result in harm. Otherwise, remove detailed personal information such as names and locations in captions or any other associated documentation.
- Identifiable images of individuals should not be used to illustrate sensitive subject matter in such a way as to indicate that the individual is connected with the issue.

### **Photos of children**

- Before photographing a child (aged 12 or below), assess and comply with local laws, traditions, or restrictions for reproducing personal images and gain consent from the child and the child's parent or guardian.
- Ensure photos present children in a dignified and respectful manner and not in a vulnerable or submissive manner.
- Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- File labels must not reveal identifying information about a child when sending images electronically

(Source: ILRI, <https://cgspace.cgiar.org/handle/10568/89055>)

## Consent of subjects

Consent to be photographed is an important form of respect for all people, and everyone should have an opportunity to decline. Do not photograph children or minors (age 18 or younger) until you have permission from a responsible adult, such as a parent. You should obtain written consent (see form below). Photographs of minors will not be acceptable without reasonable proof of consent.

One way to make your intentions known is to be obvious with photography (do not hide camera or phone) so that individuals can choose to avoid being photographed. For adults, the written consent form is optional in most cases; however, it is useful for obtaining the correct spelling of names. Share this form with photographers and videographers who will obtain your project's images.

Use a consent form for children, portraits of individuals, and sensitive or personal situations (homes, religious centers, etc.). For meetings, you may display a sign or verbally inform attendees that photography will occur, and this process will cover all images from that meeting.

### SAMPLE GENERAL CONSENT AND RELEASE

I agree that the University of Florida Board of Trustees (the "University") may record my participation, appearance, likeness, and voice on any digital, analog, or other device or storage medium, including DVD, CD, videotape, audio tape, or photograph (the "Materials"). I hereby unconditionally and irrevocably consent to the University's use of the Materials for any legal purpose. I waive any right to be paid for use of the Materials or to object to the use of the Materials for any purpose, including publishing, printing, displaying, exhibiting, distributing, or otherwise publicly using the Materials. The University may edit, crop, retouch, or otherwise alter the Materials to reveal my name and identity in the Materials or do so by descriptive text or commentary. All intellectual property rights that are associated with the Materials are the sole property of the University.

I have read and I understand this General Consent and Release. I **am, am not (circle one)** eighteen years of age or older.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

If the individual signing this General Consent and Release is under the age of eighteen (18), his/her parent/guardian must sign below.

I certify that I am the parent or guardian of the individual who signed this General Consent and Release above, and I agree to be governed by the terms of this General Consent and Release.

Name:

Signature:

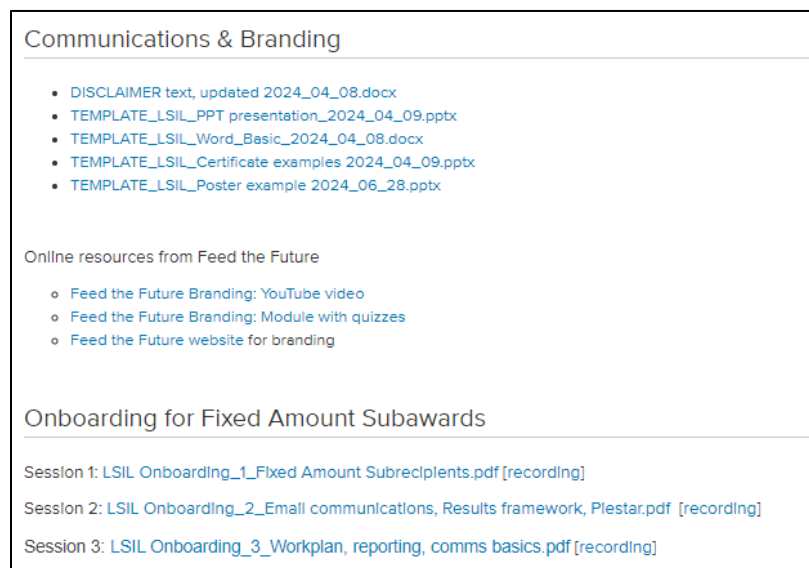
Date:

## Templates and Presentations

Templates will help you create appealing products that are in compliance with USAID requirements. It is usually more efficient to build products within the downloaded template rather than trying to apply the template's formatting to an existing product.

### Where to find templates

Current templates are stored on the [Piestar Dashboard](#) (homepage) under "Communications & Branding." These can be downloaded each time you begin a product because they may have been updated since previous usage.



Screenshot from the Piestar dashboard taken in June 2024

### Presentations

PowerPoint presentations are a very common and effective form of communication. They do not function as substitutes for more detailed and complex documentation, but they offer many advantages for reaching various audiences. A PowerPoint presentation template in widescreen format (16:9) is available in Piestar. The widescreen format has a better appearance on computer monitors and modern equipment.

Remember these tips when creating a presentation:

- Be concise
- Combine text and visuals
- Maintain the brand integrity of Feed the Future

Refer to the examples on the next page for more DO's and DON'Ts.

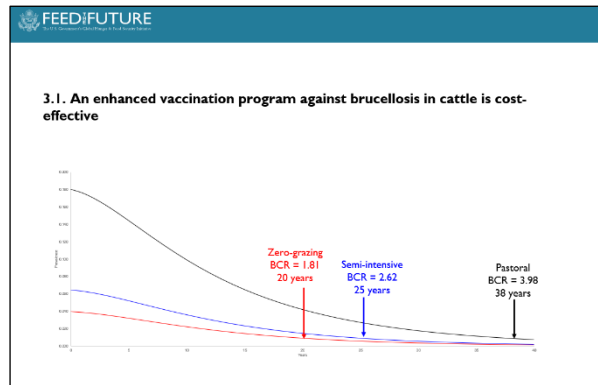


**WORKPLANS  
REPORTING  
COMMUNICATION  
BASICS**

Feed the Future Innovation Lab for Livestock Systems  
Onboarding Session # 3 June 27, 2024

USAID ILRI UFIFAS

Use large photos



Use clear graphs but limit additional text boxes.

**Disclaimer**

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Feed the Future Innovation Lab for Livestock Systems  
Department of Animal Sciences | University of Florida | PO Box 110910 | Gainesville, FL 32611  
livestock-lab@ufl.edu | http://livestocklab.ifas.ufl.edu/

USAID ILRI UFIFAS

Include LSIL disclaimer



**The Effect of Syndromic Surveillance Training on Animal Health Parameters, Northern Ethiopia-Tigray**

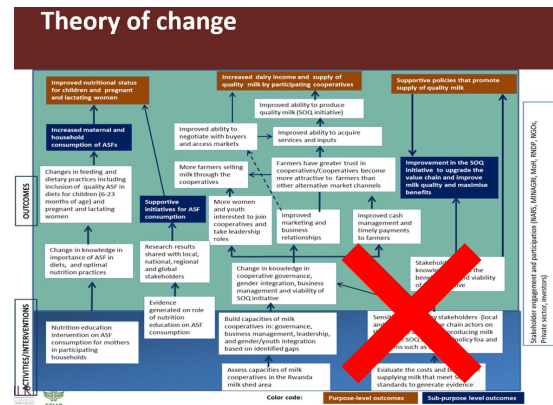
PIs: Dr Corrie B & Dr Etsay K  
Members: Dr Karyn H, Dr Yohannes T, Dr Berhan G/K, Dr Abriha B, Dr Netsanet B, Dr Abriha G/Medhin

USAID UNIVERSITY OF GEORGIA UF IFA ILRI CGIAR

College of Veterinary Medicine  
Mekelle University

May 18/2018

Create a separate style.



Use too much text or graphics.



Force too many photos into one slide

## Frequently Used Acronyms

The U.S. Agency for International Development (USAID) awarded the University of Florida (UF) Institute of Food and Agricultural Sciences (IFAS) funds to establish the **Feed the Future Innovation Lab for Livestock Systems** and to act as its Management Entity (ME). This ten-year initiative (Phase I 2015-2020, Phase II 2020-2025) supports USAID's agricultural research and capacity-building work under Feed the Future, the U.S. Government's global hunger and food security initiative. The International Livestock Research Institute (ILRI) is the main implementing partner of the Livestock Systems Innovation Lab (LSIL).

AOI	Area of Inquiry
ASF	Animal-Source Foods
BSL	Biosafety level
CCT	Cross-Cutting Theme
DEC	Development Experience Clearinghouse
EAB	External Advisory Board
EMMP	Environmental Management and Mitigation Plan
FY	Fiscal Year: Workplans and reporting are based on the federal Fiscal Year (FY), used by U.S. governmental agencies, including USAID and its funded projects. The FY begins on October 1 and ends on September 30 of the following year. <ul style="list-style-type: none"><li>○ FY Quarter 1 = October, November, December</li><li>○ FY Quarter 2 = January, February, March</li><li>○ FY Quarter 3 = April, May, June</li><li>○ FY Quarter 4 = July, August, September</li></ul>
GIS	Geographic Information System
IAC	Internal Advisory Committee
IFAS	Institute of Food and Agricultural Sciences
ILRI	International Livestock Research Institute
IP	Innovation Platform
IRB	Institutional Review Board
LCD	Local Capacity Development
LSIL	Livestock Systems Innovation Lab ( <i>use only in internal communications</i> )
ME	Management Entity
NCE	No cost extension
PI	Principal Investigator
PPE	Personal Protective Equipment
Q	Quarter (of a fiscal year)
RFA	Request for Applications
SOPs	Standard Operating Procedures
TOT	Training of Trainers
UF	University of Florida
USAID	United States Agency for International Development



## Tips for Publishing in Peer-Reviewed Journals

We want you to successfully publish your research, implemented as part of the Feed the Future Innovation Lab for Livestock Systems, in peer-reviewed journals. Follow these guidelines, and you will be on the right track:

### Adhere to the big C's:

- **Consult** with the principal investigator (PI) of the Livestock Systems Innovation Lab (LSIL) subaward project that you are contributing to. Do not publish any data without all project partners agreeing. Graduate students preparing a manuscript for publication should also consult with their academic advisor.
- **Communicate** throughout the process; don't assume others know what you are working on and that they approve of it.
- **Coordinate** the submission of abstracts and full publications closely with them and co-authors, if applicable.
- Writing a journal article is very much a **Collaborative** process and requires internal quality control. It will also help you get timely input from co-authors.
- **Comply** with institutional guidelines and publication policies at your institution.

### Follow existing guidelines

Plan to submit only to credible journals (see next page) and select an outlet with open-access options. Authors should submit a draft manuscript to the LSIL Management Entity (email: [livestock\\_lab@ufl.edu](mailto:livestock_lab@ufl.edu)) before it is submitted to a journal, with the goal of receiving expert advice and guidance in relation to donor requirements. When corresponding with the LSIL Management Entity, always copy the project's PI. Authorship on publications should be discussed before starting a research collaboration and reaffirmed before the commencement of the writing process.

### Credible journals and publishers

Publications from recognized publishers listed in the Web of Science/Web of Knowledge (requires an account or university access)

- Elsevier: Use Elsevier's "Journal Finder" (<https://journalfinder.elsevier.com>) to get a list of the most appropriate journals to publish after entering the manuscript's title, brief abstract, and the field of research.
- Wiley online: <http://onlinelibrary.wiley.com/browse/publications?type=journal>
- Taylor and Francis Publishers: <http://www.taylorandfrancis.com>
- Springer: <http://link.springer.com>
- Science direct: <http://www.sciencedirect.com/science/journals/all>
- JSTOR: <http://jstor.org>
- Oxford Journals: <http://www.oxfordjournals.org>
- BioOne Publishers: <http://www.bioone.org>

National or regional journals should be recognized as legitimate publications only if they comply with peer-review standards.

## Discredited journals and publishers

Never submit to journals or publishers identified as predatory, such as those listed at:

- Beal's blacklist of predatory publishers and journals: <http://scholarlyoa.com/publishers> and <http://scholarlyoa.com/individual-journals>
- Richard Poynders 'Open and Shut' blog: <https://poynder.blogspot.com>
- Mehrdad Jalalian's blacklist of hijacked journals and publishers: <http://dx.doi.org/10.6084/m9.figshare.1057631>
- List of bogus journals: <http://drazree.blogspot.com/2013/01/academic-malfeasance-bogus-and-fake.html>
- Blacklist of spam conferences: <http://www.cs.bris.ac.uk/Teaching/learning/junk.conferences.html>

## Do's and don'ts



- Do properly acknowledge all sources used and include a complete and detailed bibliography/list of references in your publications.
- Do consult the publisher's guidelines prior to manuscript preparation to ensure it conforms to them. Additionally, this will help minimize rejection by the publisher and allow your manuscript to get peer-reviewed.
- Do include a standard disclaimer and acknowledgment of funding from USAID in all publications based on work that is fully or partially funded by LSIL.



- Do not plagiarize.
- Do not copy text without clearly indicating that it is a quotation.
- Never submit a manuscript without explicit approval from the principal investigator and - for graduate students - your academic advisor.

When in doubt, reach out [livestock-lab@ufl.edu](mailto:livestock-lab@ufl.edu)