

## INSTRUCTIONS FOR PREPARING PROCEEDINGS PAPERS AND POSTERS

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The proceedings will be published by the Southern Research Station as a General Technical Report. Authors of presented papers **must** submit a complete paper. Poster presenters may submit a complete paper or a one-page research summary. However, **abstracts by themselves will not be published.**

Manuscripts must be submitted as an original paper in hardcopy and electronic format. The Station prefers manuscripts prepared with MS Word software and submitted on a 3.5-inch diskette or a 100-mb zip, formatted for Windows or Macintosh systems. If MS Word is unavailable, WordPerfect will be accepted if manuscript is saved in Rich Text Format (.rtf). Indicate which software package is used.

Manuscripts should receive a minimum of two peer reviews for clarity, grammar, and content before submission. Southern Research Station scientists should use Station procedures for review of papers. All other authors should use the review procedures of their respective institutions. Authors will be responsible for the content and accuracy of their manuscripts.

Each manuscript will be edited for style by the Southern Research Station for printing in a consistent page layout. If the author fails to comply with these instructions, this job will become very time consuming, and the publication date will be delayed. When preparing the manuscript, the author should eliminate all control characters (**e.g., do not use bold, italic, or underlined fonts; tabs at the beginning of paragraphs; page numbers; headers and footers; centered text; graphic lines; etc. unless instructed to do so**). [When these types of formatting characters are used, the layout person has to search for each one and delete it.] If special formatting is needed, mark the appropriate text on the paper copy with a highlighter and describe the commands desired in the margin. The main exception to this rule is Latin names. **Please use italics for all Latin names.**

**All text in the manuscripts should be single-spaced and in single-column format using 10-point Times New Roman or Times font, and tables should be in 9-point Times New Roman or Times font.** Use 1-inch margins. Use only one space after all punctuation (periods, colons, etc.). **Use a sans serif font (Helvetica or Arial) for all graphics.** The page limit for manuscripts is six typeset pages, including tables and figures. This limit equates to approximately 10 single-spaced pages (including tables and figures).

When typing the manuscript, follow these guidelines:

1. Before beginning to type, set your word processor's default values to the following specifications: all four page margins, 1 inch; single-spaced 10-point Helvetica font; all text left justified, ragged right; and no hyphenation. This will help reduce the number of control characters in the file.
2. PAPER TITLE. Type the title in all uppercase letters centered. If the title is longer than one line, allow it to wrap to the next line. Do not use a carriage return.
3. AUTHORS' NAMES. Leave one blank line below the title and type the full name of the authors, centered, using initial capitals.
4. AUTHOR IDENTIFICATION. Leave one blank line below the authors' names and type flush left the job title and complete address of each author. Text should be left justified, ragged right. If more than one author is at the same address, do not repeat the address. The layout person will move author identifications to the proper footnote.
5. ABSTRACT. Leave one blank line below the author identification and type flush left the word "Abstract" followed by two dashes. Begin the text immediately after the dashes (no spaces). At the end of each line, allow the word processor to wrap to the next line. Do not use carriage returns except at the end of each paragraph. Do not hyphenate words at the end of lines. Limit the abstract to 150 words. All text should be left justified, ragged right.

6. Leave one blank line below the abstract and type flush left in all uppercase letters the word INTRODUCTION. On the next line (no blank line), begin typing the text at the left margin. Text should be left justified. Use the word wrap feature at the end of each line and do not hyphenate words at the end of lines.

7. Left justify all paragraphs, no paragraph indentions. Skip one line between each paragraph.

8. HEADINGS. All section headings should be typed in the following format:

#### FIRST-DEGREE HEADINGS

First-degree headings should be left justified using uppercased letters with a blank line preceding the heading. Text should begin on the line immediately below the heading.

#### Second-Degree Headings

Second-degree headings should be left justified, using initial capitals for major words with a blank line between the second-degree heading and the preceding paragraph. Text should begin on the line immediately below the heading. Do not leave a blank line between first-degree heading and second-degree heading.

Third-degree headings--Third-degree headings should be left justified using lowercased letters, except for an initial capital on the first word. The last word should be followed by two dashes. Text begins immediately after the dashes with no spaces.

An example:                   RESULTS AND DISCUSSION  
                                  Common Herbaceous Plants  
                                  Common grasses--There were 19, 26, and 18 taxa of  
                                  grasses found on study area one.

9. LISTS AND BULLETED ITEMS. Lists and bulleted items should be left justified with two spaces between bullet and text. Use a hanging indent for runovers flush with text.

10. TABLES AND FIGURES. Place all tables and figure captions at the end of the manuscript. **Typeset the tables in 9-point Courier font.** On the manuscript's paper copy, mark the first reference to each table and figure with a highlighter. See numbers 21 and 22 for more detailed instructions on tables and figures.

11. Do not indent or italicize quotations. Mark these sections with a highlighter on the paper copy, and the layout person will convert them to the appropriate format.

12. **DO NOT INCLUDE PAGE NUMBERS, HEADERS, OR FOOTERS IN THE COMPUTER FILE.** Please write the number of each page and the first few words of the title on the paper copy.

13. ACKNOWLEDGMENTS. This section, if needed, should be placed after the conclusions section under the first-degree heading, ACKNOWLEDGMENTS.

14. LITERATURE CITED. Arrange citations in alphabetical order. Type each literature citation as a separate paragraph, allowing the word processor to wrap at the end of each line. Do not indent. Hard carriage returns should only be used at the end of each citation. Separate each citation with one blank line. This section should be titled LITERATURE CITED. Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references.

Use the author-date method to refer to literature in the text; for example, "More rapid runoff may result in increased peak flows (Brown 1980)" or "Later experiments by Miller (1980) showed . . . If several references are listed together, list them alphabetically (Adams and Smith 1980, Endres 1972, Peterson 1974). Use a comma, not a semi-colon, between listings. If a manuscript has three or more authors, list the first author followed by "and others" (e.g., Clark and others 1986). Do not use "et al."

With one exception, only published material should be included in the references section. Manuscripts accepted for publication may be included. The notation "In press" appears in the same position as the publication date; for example: Haywood, J.D. [In press]. Plant communities in selected . . .

15. FOOTNOTES. **FOOTNOTES SHOULD ONLY BE USED IF ABSOLUTELY NECESSARY.** Footnotes should be numbered consecutively throughout the manuscript and placed after the references section. Mark the reference to the footnote on the paper copy with a highlighter. The layout person will place each footnote at the appropriate location. This section should be titled FOOTNOTES.

16. PERSONAL COMMUNICATIONS. Reference to personal communications and unpublished data should be avoided. If it must be done, do so parenthetically in the text; for example: (Personal communication. John Doe. 1991. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360). A complete address must be given as a means of contact.

17. NUMBERS AND UNITS OF MEASUREMENT. Throughout the manuscript, spell out numbers at the beginning of a sentence, whole numbers from one through nine unless associated with a unit of measurement or money (7 m, 2 inches, 3 percent, \$3), fractions standing alone or followed by "of a" or "of an," and preceding a unit modifier that contains a figure (ten 3-m logs). Use numerals when 2 or more numbers appear in a sentence and 1 of them is 10 or more. Note that metric units are abbreviated (7 m, 9 cm, 2 L, 3 mL), while English units are spelled out (2 inches, 3 feet, 4 square feet).

With one exception, use standard GPO abbreviations in the tables and text for units of measurement. Do not use "%" in the text, write out the word "percent" instead. The "%" sign can be used in the tables, however. Write out units of measurement when used alone in the text, units are usually abbreviated in tables. **Do not mix metric and English units in the text.** Use the one most appropriate.

18. STATE ABBREVIATIONS. States should be abbreviated when mentioned with the name of a town or county and spelled out when standing alone. Use the U.S. Postal Service two-letter State abbreviations.

19. NOMENCLATURE. Scientific names set off in parentheses should follow the first mention of each common name in the abstract and again in the body of the manuscript. The authority is not necessary but if used should be consistent throughout. The genus, species, and variety names should be italicized. Do **not** underline the names. Common names or scientific names without the authority can be used thereafter. If the number of species is large, a list of common and scientific names can be included in an appendix following the references section.

20. EQUATIONS. Equations should be broken out of the text, numbered at the right margin, and surrounded by extra space. Use MathType software program, if possible.

21. TABLES. Tables should be mentioned in the text and numbered consecutively throughout the manuscript. Use a highlighter to mark the first reference of each table in the text. Never embed tables in the text of your manuscript. Place all tables at the end of the manuscript following the references section and/or appendices. **SAVE EACH TABLE AS A SEPARATE ELECTRONIC FILE.** Avoid large tables (over 1/2 page).

We will insert the tables into the text using the electronic copy.

Keep tables simple. Use a table editor or tab settings to create tables. If using tab settings, **DO NOT USE THE SPACE BAR TO ALIGN COLUMNS.** Tables are very difficult to reformat and often must be rekeyed if the space bar is used to align columns, thus creating time delays and errors. Columns are easily aligned if the appropriate tab style is used in your software. Most columns are aligned by a decimal tab, right-aligned tab, or left-aligned tab.

Each table should have a complete title. In the title, insert two dashes after the table number; for example: Table 1-- Mean live crown ratios for loblolly pine . . . Do not place a period after the title.

All columns must have headings. Capitalize only the first word of each column heading and proper nouns. Use lowercase letters for footnotes in each table beginning with "a." (See attached table examples for proper formatting).

22. FIGURES. Illustrations, such as charts, maps, drawings, and photographs are figures. See last paragraph of this paper for instructions regarding photographs. Number them in the order mentioned in the text. Use a highlighter to mark the first reference of each figure in the text. **SUBMIT ONE ORIGINAL PAPER COPY AND AN ELECTRONIC COPY OF EACH FIGURE ACCORDING TO DIRECTIONS PROVIDED BELOW.** Figure captions should be placed at the end of the manuscript, not on the figure, and titled FIGURE CAPTIONS. Avoid footnotes in figures; include the information in the caption. In the caption, insert two dashes after the figure number (Figure 1--) and end the caption with a period.

The paper copy of the figure must be a high quality black and white original. Photocopies of figures do not reproduce well. Figures printed on dot-matrix paper are not acceptable. On each paper copy, identify the figure number and the title of the manuscript in an inconspicuous place on the page. Submit graphics in PC or MAC format.

Graphic illustrations (drawings) should be created in Macromedia Freehand, Adobe Illustrator, or a similar illustration program. Charts and graphs should be created in KaleidaGraph, DeltaGraph, or a similar program. **DO NOT CREATE FIGURES IN MICROSOFT WORD, POWER POINT, OR EXCEL.** Maps and graphs produced in ArcView/ArcInfo and Sigma Plot should be saved or exported in editable .eps format—not eps printer format. All figures should be submitted in native format and saved or exported in an editable .eps format. Never embed figures in the text of your manuscript. All figures should be 100% of the final image size. (See the next paragraph for size constraints.) Clearly label each diskette with the software package used and its version.

The proceedings will be printed in two-column format. Many figures can fit into a single column, but they must not exceed 3-3/8 inches wide by 8-1/2 inches high. Figures that need to be printed full-page width must not exceed 7-1/8 inches wide by 8-1/2 inches high. Landscape orientation of figures should be avoided but, if necessary, should not exceed 8-1/2 inches wide by 7-1/8 inches high.

Only submit good quality black and white photographs. Do not mark on the photographs or write on the back. Identify each photograph by taping a small piece of paper to the back so that most of the paper hangs below the lower edge. With the image facing you, write the necessary information--figure number and manuscript title--on this tag. To crop photographs, make a photocopy and place crop marks on the copy.

Photographs submitted electronically should be scanned at 100% of the final image size and saved as high-resolution (minimum 300 dpi) .tif files. Photographs from digital cameras are not recommended but if submitted should be a minimum of 3 mega pixels camera resolution (or 1024 x 768 pixels).