

# Style Guide

<b>Part I: Style and Usage</b> .....	<b>1</b>
Acronyms and Abbreviations .....	1
Active Voice .....	1
Apostrophes.....	1
Bias-free Language.....	2
Capitalization.....	2
Conciseness .....	4
Jargon .....	4
Literature Cited and References .....	4
Numbers .....	7
Units of Measure .....	9
Wordiness.....	9
Word Choices .....	9
<b>Part II: Content Preparation</b> .....	<b>13</b>
Accessibility: 508 Compliance .....	14
Color Printing .....	14
Content Basics .....	14
Copyright and Permissions.....	16
Disclaimers.....	16
Errata .....	17
Submission Structure .....	17

Thank you for considering Publishing Arts.

We have the expertise and experience to help you achieve your communication goals.



**W**elcome to the Publishing Arts Style Guide, intended for authors and others preparing communication for processing by Publishing Arts, a unit of the U.S. Department of Agriculture, Forest Service, Washington Office, Ecosystem Management Coordination Staff. We offer this guide to help Forest Service staff develop quality, timely, cost effective communication.

**Part I** includes considerations of punctuation, capitalization, and other elements of style and usage including examples for compiling an effective literature cited (or reference) list. We highlight only the most common and potentially confusing elements that you might encounter. Complete direction for Federal Government style conventions can be found in the **Government Printing Office Style Manual**.

**Part II** provides information about fonts and basic page set-up, general document structure, and helpful tips on setting up tables and graphics.

Chief sources used in preparation of this guide included:

- Council of Science Editors. 2006. Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers. 7<sup>th</sup> ed. Reston, VA. 658 p.  
<http://www.councilscienceeditors.org/publications/style.cfm>
- U.S. Department of Agriculture. Visual Management Guide.  
[http://www.usda.gov/agency/oc/design/vis\\_man\\_guide.html](http://www.usda.gov/agency/oc/design/vis_man_guide.html)
- U.S. Department of Agriculture, Forest Service. 2007. Authors guide. Portland, OR: Pacific Northwest Research Station and Pacific Southwest Research Station, Communications and Applications Program (CAP). <http://fsweb.pdc1.r6.fs.fed.us/pnw/cap/authors/index.shtml>. The web site is available only to Forest Service employees; for a PDF, [click here](#).
- U.S. Department of Agriculture, Forest Service. **Manual 1630, Publishing and Related Activities and Publications Management Handbook**.
- U.S. Government Printing Office. 2000. Style Manual. Washington, DC. 326 p.  
<http://www.gpoaccess.gov/stylemanual/browse.html>.

For other useful references, please visit the **Publishing Arts website**.

## Part I: Style and Usage

Numerous style guides are available to help you navigate the sometimes bewildering choices when it comes to style and usage in English. The items featured here are only a few of the more typical topics, questions, and problems that arise frequently. Our default choices are consistent with the U.S. Government Printing Office Style Manual <<http://www.gpoaccess.gov/stylemanual/browse.html>>.

### Acronyms and Abbreviations

Use acronyms and abbreviations with restraint. Unless a term is used repeatedly and is overly technical or cumbersome, skip the acronym and write it out.

At first mention in each section (such as chapter, appendix) or wherever needed to keep meaning clear, give the complete term followed by the acronym or abbreviation in parentheses. Afterward, the short version may be used, except at the start of a sentence. There, either spell it out again or reword the sentence

Watch punctuation and meaning of commonly misused abbreviations:

- e.g., means “for example” (provides well examples)
- i.e., means “that is” (provides further explanation, not examples)
- et al. means “and others” (no period after “et”; period after “al”)
- etc. means “and so forth” or “and the like” (avoid using; isn’t helpful)
- Do NOT italicize Latin abbreviations that are commonly used in English (such as those above).

Spell out state names in text unless it’s an address, then use state postal code abbreviations <[http://www.usps.com/ncsc/lookups/usps\\_abbreviations.html](http://www.usps.com/ncsc/lookups/usps_abbreviations.html)>.

### Active Voice

Active voice is preferable. Although the passive voice has its uses (variety, the object acted upon needs to be emphasized by placing it first), try for active verbs in your writing whenever possible. Your sentences will be shorter and more brisk. The active voice provides vigor, directness, and clarity. The active voice also eliminates confusion by forcing you to name the actor in a sentence.

Active voice:	I hit the ball.
	Everyone had a good time.
Passive voice:	The ball was hit by me.
	A good time was had by all.

### Apostrophes

No apostrophe is needed to show the plural form of most acronyms, initialisms, or abbreviations, except where clarity and sense indicate.

Correct:	ABCs, CPUs, PhDs
	1990s, 1700s
	temperatures in the 80s
	three Rs; but dotting <i>i</i> 's and crossing <i>t</i> 's (for clarity)

do's and don'ts

ins and outs

---

Incorrect: 1970's  
Windows's interface  
don't's

Generally, the apostrophe should not be used after words that are more descriptive than possessive.

Correct: authors guide

### Bias-free Language

Use language free of stereotypes or assumptions with respect to gender, age, ethnicity, disability, religion, sexual orientation, or the like.

For example, avoid gender-specific pronouns. Reword the sentence if necessary to avoid the issue entirely.

Correct: All authors shall submit their directives....  
Every staff director should submit a currency review report.  
Submit a signed form FS-1100-2 with each directive.

---

Incorrect: Each author shall submit his directive to the Office of  
Regulatory and Management Services staff  
Every staff director should submit her currency review report.  
Each author must submit a signed form FS-1100-2 with his or her  
directives.

Use parallel terms in referring to ethnic groups; e.g., “Black and White” OR “African-American and Caucasian”; not “Black and Caucasian”.

For examples of biased terminology and alternatives, see <http://web.mit.edu/writing/temp2/biased.htm>.

### Capitalization

The basic rule is to capitalize the first letter of a proper name. The correlation is to not capitalize anything that isn't clearly and irrevocably a proper or legal name.

Correct: College of Forestry, Oregon State University  
the forestry department at Oregon State University

---

Incorrect: Forestry Department, Oregon State University

Also, capitalize certain common nouns when used as proper names, such as:

Correct: the Nation (when meaning, the United States)  
the Government, the Federal Government (when meaning, the  
Government of the United States or any other country)  
Department of Agriculture, the Department  
New York State, the State, a State (a definite political subdivision of 1<sup>st</sup>  
rank)  
the World Wide Web (but the web or a web site)

Don't capitalize common nouns used with a number or letter.

Correct: mile 7.5, page 37, room 13, section 3, spring 1999, chapter 4, fig. 92, table 9, appendix B

---

Incorrect: Article 1, Paragraph 4, Rule 8, Schedule C

Don't capitalize a common noun that is used alone as a substitute for the name of a place or thing.

Correct: Modoc National Forest, the national forest  
 Modoc Forest Plan, the forest plan  
 Shoreline Draft Environmental Impact Statement, the draft environmental impact statement  
 Great Lakes, the lakes  
 North Platte River, the river

---

Incorrect: Our National Forest is the best.  
 Read the Forest Plan for the details.

Capitalization of geographic names follows USGS naming convention (see <http://geonames.usgs.gov>). Terms such as watershed and basin are not capitalized even with a name (Columbia River basin) unless they are part of the USGS name (Great Basin).

Don't capitalize a person's title unless it immediately precedes the person's name... except for the HEAD of a national governmental unit

Correct: Olympic National Forest Geneticist Carol Aubry  
 Carol Aubry, geneticist, Olympic National Forest  
 District Ranger Joe Smith, the district ranger  
 Regional Forester Linda Goodman, the regional forester  
 Forest Service Chief Gail Kimbell, the Chief

---

Incorrect: The team includes a Biologist, the District Ranger, a Supervisory Soils Scientist, and the Forest Supervisor.

Don't capitalize a group of words just because they will be truncated to an acronym.

Correct: environmental impact statement (EIS)  
 best management practices (BMPs)  
 the interdisciplinary team (IDT)  
 geographic information system (GIS)

Don't capitalize words just because they are technical or mean something specific within the Forest Service.

Correct: adaptive management area  
 special use permit  
 threatened and endangered species  
 wild and scenic river (but, Skagit Wild and Scenic River, specific name)  
 wilderness area (but, Caribou Wilderness Area, specific name)

For correct capitalization of frequently used words, consult the GPO Style Guide <<http://www.gpoaccess.gov/stylemanual/2000/chap03.pdf>>.

## Conciseness

To be concise doesn't mean a truncated message, only that it contains no unnecessary words. The use of too many words creates cumbersome and laborious reading.

Avoid such padding as "It is interesting to note that..." and "In view of the fact that..." and "It should be noted that..." Use long words only when they have the precise meaning needed to convey your message; rather, let short, familiar words carry the main burden of your thoughts.

Make your sentences as strong as the facts will allow. If qualifications are necessary, include them. But don't overuse terms such as very, truly, seems, likely, perhaps, possibly, appears, may have, or generally considered.

## Jargon

Jargon is technical, specialized vocabulary used by a profession. If your audience is a small group of experts in a narrow discipline, you can use words peculiar to that discipline when needed and appropriate. When a word or phrase represents slang or obscures meaning for readers not familiar with the jargon of the field, it should be revised to provide clearer meaning.

If jargon can't be avoided, it should be defined at first usage and must then be used consistently in the same form. Plain language helps even an expert in the field understand and follow your thoughts. Make it easy for all your potential readers by using simple words and phrases.

For tips on improving your communication by using plain language, visit the Plain Language web site at <http://www.plainlanguage.gov/index.cfm>.

## Literature Cited and References

This section provides general advice and examples for compiling an effective literature cited or reference list. The specific style for your literature or reference section will depend on the publication outlet, whose instructions you should follow exactly. Unless otherwise instructed, Publishing Arts generally will follow the reference formatting used by the Pacific Northwest/Pacific Southwest Research Station Authors Guide <<http://fswweb.pdc1.r6.fs.fed.us/pnw/cap/authors/index.shtml>>.

The literature cited or reference section should be consistent and complete so that readers can locate the items on the list should they wish to consult the references for themselves.

A scientific or technical report (including an environmental impact statement) typically includes a list of literature specifically cited in the text. In such a case, call the list of publications

**Literature Cited**; be sure that every citation in the text has a full entry in the literature cited list and that every item on the list is cited at least once in the text.

A non-technical paper or publication typically provides a list (sometimes annotated) of selected publications and resources that pertain to the topic but that might or might not be cited in the text; call such a list **References**.

A **Bibliography** is a comprehensive list of the works of a single author or publisher, or a list of all the known writings on a single subject. A bibliography might contain descriptions and identification of editions, publication dates, authorship, and typography of the cited materials. In typical Government publications the list would not be called a bibliography.

### In-text references

Most publications use the “author-date” method to cite references in the text. Here you cite the author(s) and date of publication, with no punctuation separating the name and the date.

Correct (Jones 2005, Jones and Smith 2006, Jones et al. 2007)

Incorrect (Jones, 2005)  
(Jones and Smith, 2006)

References in the text are listed alphabetically, not chronologically.

Correct: (Brown 2000, Cormier 1995, Davidson 2006)

Incorrect: (Cormier 1995, Brown 2000, Davidson 2006)

References are separated by commas unless one or more items in the list contains internal commas; then a semicolon is used to separate items.

Correct: Forman 2000, McGauhey 2000, Ward and Hardy 1986.

Correct: Forman, in press; Neary and Swift 1987; van Hees 1995a, 1995b.

Use “and others” or “et al.” for references by more than two authors. Do not italicize et al.

Correct: Brown 2000, Cochran and Barrett 1993, Edson and others 1998 (or Edson et al. 1998)

Some publishers will ask for the number method, in which references are numbered in the order in which they appear in the text. This system saves space in the text but it can be cumbersome and confusing. We do not recommend its use unless specifically required by your publication outlet.

### Basics of constructing a literature citation or reference list

Find all material you need for a citation from the cover and title page of the original text being cited.

Include ALL the relevant information a person would need to find a copy of the publication you are citing:

- **Author** or corporate author (if any); use only initials for author, editors, compilers, first and middle names; use “anonymous” only as a last resort.

**Example of a corporate author:** Vermont Land Trust. 2005. Community land conservation: how to conserve land important to your community. Montpelier, VT. 4 p. [http://www.vlt.org/Community\\_Land\\_brochure.pdf](http://www.vlt.org/Community_Land_brochure.pdf). (31 July 2007).

- **Year** of publication
  - If not known, use [n.d.];
  - If accepted for publication but not published yet, use [In press];
  - If out for review and not yet accepted for publication, use [In prep].)
- **Title** of the article, book, brochure, web page, report, whatever it is;
  - For a chapter in a book or proceedings, also include the title of the conference proceedings, the editor(s) or compiler(s) of the proceedings, and the specific page numbers of your cited chapter.

**Example:** Yoder, J.K. 2002. Damage abatement and compensation programs as incentives for wildlife management on private land. In: Clark, L.; Hone, J.; Shivik, J.A.; Watkins, R.A.; Vercauteren, K.C.; Yoder, J.K., eds. *Human conflicts with wildlife: economic considerations—proceedings of the third NWRC special symposium*. Fort Collins, CO: National Wildlife Research Center: 17–28.

- Publisher

- For a book or proceedings: include city, state, and publisher name.

**Example:** Franklin, J.F.; Dyrness, T.C. 1973. *Natural vegetation of Oregon and Washington*. Gen. Tech. Rep. PNW-8. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 417 p.

- For a journal: include journal name, volume, number, and page numbers.

**Example:** Nowak, D.J.; Walton, J.T. 2005. Projected urban growth and its estimated impact on the U.S. forest resource (2000–2005). *Journal of Forestry*. 103(8): 383–389.

- If you are citing unpublished information, say so and provide a street address or web site where a person can obtain a copy.

**Example:** Unpublished report, on file with Olympic National Forest, engineering staff, 1835 Black Lake Blvd. SW, Olympia, WA 98512.

- Pages

- For a journal article or a chapter in a book or proceedings: provide the specific page numbers of your cited article or chapter.

**Example:** Theobald, D.M. 2001. Land use dynamics beyond the American urban fringe. *Geographical Review*. 91: 544–564.

- For a book or complete report: provide the total number of pages.

**Example:** Shands, W.E.; Healy, R.G. 1977. *The lands nobody wanted*. Washington, DC: Conservation Foundation. 282 p.

- Location

- Use two-letter postal code without periods for States, the District of Columbia, and Canadian provinces. Write out names of countries other than the United States.

**Capitalization:** Only the first word and proper nouns in titles of publications or papers should be capitalized. If you wonder if something should be capped, it probably shouldn't.

**Example:** Ewing, R.; Kostyack, J.; Chen, D.; Stein, B.; Ernst, M. 2005. *Endangered by sprawl: how runaway development threatens America's wildlife*. Washington, DC: National Wildlife Federation, Smart Growth America, and NatureServe. 54 p.

**Electronic information:** Cite the sponsor/owner/publisher of the web page you are citing, the date the page was last updated (usually is found toward the bottom of the home page), the title of the specific page you are citing, the full URL, and the date you last accessed the information. If you are citing a reference with an author that you found online, provide all the same information noted above but also provide the URL and the date you accessed the reference.

**Example:** Regional Ecosystem Office [REO]. 2002. *Interagency regional monitoring, overview: Northwest Forest Plan*. 12 p. <http://www.reo.gov/monitoring>. (24 August 2006).

**Example:** Steeves, P.A. and D.D. Nebert. 1994. *Hydrologic unit maps of the conterminous United States, 1994*: U.S. Geological Survey Open-File Report. Available at: <http://water.usgs.gov/GIS/metadata/usgswrd/XML/huc250k.xml>. (18 June 2005).



**Missing information:** If a piece of information is unknown, document the lack of information in the citation within brackets. Don't let someone think you just forgot something.

- [n.d.] = no date.
- [city unknown]: XYZ Press.

**Multiauthor works:** Generally use all author names in the full reference/literature cited list. Be careful to have all the correct names in the correct order, with the correct dates, and pay attention to first initials.

**Examples:**

Miller, J.A.; Anderson, A.B.; Franks, M.B. 1995.

Miller, J.A.; Smith, W.A.; Williams, A. 1992.

Miller, R.A.; Franks, M.B.; Mitchell, S.J. 1995.

Miller, R.A.; Mitchell, S.J.; Franks, M.B. 1994.

For detailed examples of research-style literature citations, go to <http://fswb.pdc1.r6.fs.fed.us/pnw/cap/authors/index.shtml> (Forest Service only) or [authorsguide07\\_pnw.pdf](#). See also the Publishing Arts web site [http://www.fs.fed.us/emc/pa/PA\\_links.htm](http://www.fs.fed.us/emc/pa/PA_links.htm) for additional helpful links.

## Numbers

Use numerals for 10 and above; spell out one through nine except for units of measure (see below); and always use numerals with the word **percent**. This same rule usually applies for ordinals (ninth grade, 10<sup>th</sup> grade).

If zero does not precede a unit of measure, spell it out.

Correct:                zero probability  
                              0 megabytes

---

Incorrect:            0 offset

Use numerals for all measurements, even when the number is less than 10. Measurements include height, length, area, weight, volume, points, picas, bits, bytes, and time.

Correct:                17 meters  
                              4 bits  
                              3.5-inch disk  
                              5 days  
                              2 years  
                              35mm camera, 50mm lens (no space in photography)  
                              2 by 4 (for lumber; not 2 x 4)  
                              Each of six boys earned 75 cents an hour.

Be consistent within categories of information in a paragraph; if one number requires numerals, use numerals for other numbers in that category in the paragraph.

Correct: Wheat came from 16 fields, of which 8 were planted in spring by seven workers.

---

Incorrect: Wheat came from 16 fields, of which eight [fields] were planted in spring by seven workers.

When two numbers are together, spell out one of the simpler one.

Correct: two  $\frac{3}{4}$ -inch boards  
forty-seven 0.2-mm threads  
365 two-hour days

---

Incorrect: 2  $\frac{3}{4}$ -inch boards  
47 0.2-mm threads  
365 2-hour days  
three hundred and sixty-five 2-hour days

For numbers in a series, use numerals (notice no capitalization of the preceding noun).

Correct: lines 7 and 8  
paragraph 2  
step 6  
chapter 3

Numbers at the start of a sentence are spelled out. To avoid having to do this for large numbers, start with a modifier (e.g., The value 21 represents the mean) or reword the sentence.

Fractions standing alone or followed by ‘of a’ or ‘of an’ usually are spelled out. But when fractions are used in a unit modifier, numerals are used.

Correct: nine-tenths of 1 percent  
a quarter of an inch  
three-fourths of a hectare  
 $\frac{1}{2}$ -inch pipe  
 $\frac{1}{2}$ -inch-diameter pipe

### Ranges of numbers

Correct: figures 31 through 76  
pages 112–124 (use EN dash)  
1985–87; but 1999–2000 and 2000–2001  
from 1985 through 1987

---

Incorrect: figures 31-76 (with hyphen)  
pages 31 to 76 (ambiguous; is 76 included or not?)  
2000-01 or 2000-1  
from 1985-87 (if you say “from,” you have to say “through” or “to,” depending on meaning)

## Units of Measure

Use English or metric units and be consistent throughout the text. Equivalents are not required but are helpful to many readers; in the text, put the equivalents in parentheses immediately after the units.

### Examples:

- A sheet of 1/2-in (1.27-cm) plywood was fitted.
- The study area size was 3 ha (7.4 ac).

When numeric values are given, use unit symbols with a space between the number and the symbol (1 min, 386 K, 18 m). Expressions in photography, such as 35mm camera, by customary use, have no space between the number and the unit; there might be similar conventions in other fields.

When used with a number (6 m), units of measure may be abbreviated or spelled out in the text, but be consistent. When used without a number, units of measure are not abbreviated.

For help with metric/English conversions, go to <<http://www.worldwidemetric.com/metcal.htm>>.

## Wordiness

Pretend you are paying for every word in your text. (If you are publishing in a journal, you likely will be paying for every word.) Be frugal. For examples, see <http://www.plainlanguage.gov/howto/wordsuggestions/simplewords.cfm>.

## Word Choices

### affect, effect

“Affect” is usually a verb (Precipitation will affect the growth rate.) but sometimes can be a noun referring to emotional state (Her usual affect was sadness.).

“Effect” is usually a noun (We measured the effect by . . .) but sometimes can be a verb meaning to bring about a particular outcome (She worked to effect rights for children.).

### and/or

“And/or” is a legal term, and although used informally as well as in legal writing, it should not be used in most writing. Say “x or y, or both.” You can also just say “or,” since most readers in English generally read it to mean “one or the other or both” unless you have specifically limited the choice to “either this or that.”

### between, among

In general, “between” is used to compare two items; “among” is used for more than two.

Correct:                   ...between-tract variation (two tracts)  
                                  ...was distributed among five plots

### compliance words

Words such as shall, must, will, should, ought, may, and can should be used carefully; they express degrees of mandatory compliance under the National Environmental Policy Act (NEPA) and other regulations. The list of terms that convey varying degrees of mandatory compliance in the Forest Service include:

#### Compliance words in the Forest Service

**Shall, must**—action is mandatory; full compliance is required unless specifically waived in law, regulation, or Forest Service rules.

**Will**—predicts future condition; does not convey a degree of restriction.

**Might**—implies possibility but does not convey a degree of restriction.

**Should, ought**—infers obligation (mandatory) action unless justifiable reason (extenuating circumstance) exists for not taking action.

**May**—indicates discretion to act.

**May not**—indicates a prohibition against an action.

**May only**—indicates action is permitted only in the circumstance(s) described.

**Can**—expresses inherent capability but is not related to obligation.

### comprise

“Comprise” means “consist of” or “contain entirely.” The whole comprises (all) the parts; the parts compose (or constitute) the whole. If you’re talking about only some of the parts, the whole includes (it does not comprise) the parts. Using “consist of,” “compose,” “constitute,” or “include” eliminates any confusion about whether “comprise” is being used correctly.

Correct:                    The United States of America comprises 50 states.  
                                   The United States of America is composed of 50 states.  
                                   The United States of America includes 48 contiguous states.  
                                   Alaska, Washington, and Oregon make up the PNW Station.

Incorrect:                 The United States of America is comprised of 50 states.  
                                   Alaska, Washington, and Oregon comprise the PNW Station.

### data

In science, “datum is” and “data are.”

### differ, vary

One thing varies within itself and two or more things differ.

Correct:                    stream temperature varied by season (temperature in one stream varying within itself)  
                                   stream temperature differed by region (temperature in more than one stream differing)  
                                   inventories of the roads differ widely (two or more inventories)  
                                   results differ among sites (more than two sites)

**email, e-mail**

Either is fine; just be consistent.

**may, might, can**

Use “may” where permission is implied, “might” where possibility is implied, and “can” where ability is implied. See **compliance words**.

**over, more than**

Use “over” for physical relation, “more than” for quantity relation

Correct	more than 50 miles over the mountain
---------	-----------------------------------------

**percent, percentage**

“Percent” is spelled out and used only with a number. The symbol, %, is not used at all in text and used in a table only if space is tight. When used alone, the noun is “percentage.”

Correct:	70-percent crown closure 4 percent greater percentage of harvest
----------	------------------------------------------------------------------------

---

Incorrect:	percent harvest percent ground cover
------------	-----------------------------------------

**since, because**

“Since” refers to passage of time; “because” gives a reason; the terms generally are not interchangeable.

**that, which**

Use “that” to introduce a word or group of words critical to understanding of what you mean; such an essential clause can’t be eliminated without changing the meaning of the sentence. Use “which” to introduce a word or phrase that simply provides more information about something; such a non-essential clause can be eliminated without altering the basic meaning of the sentence. Always use a comma with “which.”

Correct:	This is the house that Jack built. This house, which Jack built, was of shoddy construction. The stories that you are about to hear are true. The stories, which came from various sources, are true.
----------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

---

Incorrect:	Malibu Creek is a major drainage which connects coastal regions of Los Angeles County with interior regions of Los Angeles and Ventura Counties.
------------	--------------------------------------------------------------------------------------------------------------------------------------------------

**versus, vs.**

Use only when you intend to portray conflict (Goldilocks vs. the 3 bears); in most instances use “compared to” instead.

**use, utilize, employ**

In most cases, the word utilize is jargon. The word employ usually means to have someone on your payroll. The less stuffy and more straightforward “use” is adequate for the meaning of applying or drawing on for a purpose; when consumption through use is implied, either the phrasal verb “use up” or the verb consume is more specific.

Correct:                   The biologist used a variety of techniques to inventory wildlife species.  
                                   Use the right tool for the job.  
                                   The office employed several technicians to conduct the survey.

Incorrect:                The district ranger employed several tactics to get the  
                                   job done.

                                  The new boiler utilizes small-diameter wood to generate heat.

**while, although**

“While” means at the same time as. In most cases, you probably mean “although,” “even though,” “regardless of the fact that,” or “notwithstanding.” You might also mean “whereas,” “inasmuch as,” or “on the contrary.”

Correct:                   Although the employees were busy, the boss called for a lunch break  
                                   anyway. (Regardless of the fact that they were busy, they had to stop for  
                                   lunch.)

                                  While the employees were busy cleaning their offices, the boss brought  
                                   them donuts. (The boss didn’t stop the cleaning, he just dropped off  
                                   donuts at the same time that the employees were cleaning.)

Incorrect:                While we meant well, we did not achieve all our goals.

## Part II: Content Preparation

The following guidelines should be used when preparing content for submission to Publishing Arts for design and layout. These basic steps should also prove useful when preparing files for design, layout, and printing through other avenues.

If your text will be published by a Forest Service research station or an outside publisher (such as a journal or a book company), please provide Publishing Arts with any information needed to conform to policies or procedures of your publishing outlet.

The more organized your submission, the more rapid and efficient the turnaround. Following is a checklist of the elements of a typical scientific or technical report:

### Submission Checklist

- Color-approval** paragraph (why color is needed) (if applicable)
- Detailed outline** specifying header levels (explaining the hierarchical relationships of each section)
- Cover** information and desired graphics
- Title page** (if needed)
- Abstract** including citation and keywords (if needed)
- Table of contents** (if needed)
- Text**, with all prior Track Changes edits cleared out
- Species list** (optional—can be an appendix)
- Acknowledgments** (optional)
- Literature cited** (or References); if using “Literature Cited” format, be sure there’s a citation for every reference in the text and a text reference for every citation
- Appendices** including appendix tables
- Glossary** (if needed)
- Index** (if needed)
- Tables**—may be separate or embedded in text; if separate, be sure to include instructions on where the tables go; provide native Excel table if used
- Figures and figure captions**—may be separate or embedded in text; if separate, be sure to include instructions on where the figures go; provide native files used to create the figures
- Photos and photo credits**—photos must be submitted as separate \*.jpg or \*.tiff files (not embedded in a Word document); be sure to include instructions on where the photos go
- Alternate text** for all graphics if going to Web—provide in a separate Word file
- Disclaimers** (as needed).
- Special instructions** (as needed).

## Accessibility: 508 Compliance

All content posted on a Forest Service web site must comply with the requirements of section 508 of the 1998 Rehabilitation Act to ensure that web content is accessible to a wide range of people with disabilities and to enable people to access web content by using assistive or mobile technologies and other devices.

Most of what is required for web accessibility will be the responsibility of the web master. Helpful things you can do to facilitate the process:

- have the content follow a logical order, with good subheads to identify where information will be found;
- have a table of contents; and
- use styles (nothing should be normal style).

Another requirement is to provide alternate text that describes any non-text items (such as pictures, graphs, and charts). Keep it simple: “Photo of person in forest,” “Bar graph showing numbers of widgets produced per year.” Provide the alternate text in a separate Word file with an easy to follow cross-reference guide.

For more information, check out these websites:

<http://www.section508.gov/>

[http://www.adobe.com/enterprise/accessibility/pdfs/acro6\\_pg\\_ue.pdf](http://www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf)

## Color Printing

For all Forest Service publications, color printing must be approved by the Washington Office. Publishing Arts can send your justification letter to the Office of Communications to request color printing approval for you.

Approval for printing in color usually hinges on object identification (species, diseases, damage not visible in black and white) or complex maps where additional color is needed for clarity.

## Content Basics

### Hardware and software

Please let Publishing Arts know during initial project discussions whether you’ll be creating your content using anything other than:

- IBM PC or compatible
- Word 2000 or most current version

Please also let us know whether you’d like the final product in Adobe InDesign or Microsoft Word. When using Word, be sure to go into file/properties/summary and complete all information for each file. This information is especially required for conversion of Word content to PDFs.



### Publishing Software

Professional layout generally is done using a specialized program such as Adobe InDesign, which offers maximum flexibility and precision for page design and image control. These programs also are most compatible with industry printing standards and systems. Files provided in Microsoft Word can easily be converted into InDesign but cannot easily be re-converted back into Word.

Microsoft Word is not a professional layout program and has fewer layout and design capabilities. However, Word affords local users flexibility to do their own future revisions or layout modifications and can provide a satisfactory final product when properly converted to a PDF before submitting to a printer. Word is commonly used for many published Forest Service documents.

Microsoft Publisher, the Forest Service's corporate page design software program, can be useful for simple, user-created and photocopied newsletters, brochures, or the like. However, Publisher is not considered a print industry standard program. Please advise Publishing Arts of your layout software preferences when initiating discussion of your project needs.

### File names, fonts, and basic page set-up

Use file names that do not contain dashes, spaces, or special characters. Use underscores to link the parts of your file name.

Correct:                public\_benefits\_text\_draft072407.doc  
                               fig2\_photo\_river.jpg  
                               smith\_pinyonpaper\_revised.doc

---

Incorrect:             public benefits-draft.doc  
                               fig. 2 photo & caption.jpg  
                               smith-jones, pinyonpaper, revised.doc

Set the paper size to 8.5 x 11 inches with all margins at least 1 inch.

Number all pages.

Use single spaced Times New Roman, 11 or 12 point font, throughout the body text (paragraphs, not the headings, tables, bullet lists). Choose flush left, ragged right margins.

Use Arial font for headings, subheadings, headers, footers, and tables. We will design the final product in whatever styles you choose, but you can help us follow your intent for heading levels by selecting a consistent style that clearly conveys the hierarchy of information and providing an outline or table of contents. For example, for if your body text is in 11 point font, you could make your headers look like this:

**HEADING 1** (left aligned, small cap, Arial font, 14 pt. bold, 12 pts before, 6 after)

**Heading 2** (left aligned, indented .25 inches, initial cap, Arial font, 12 pt. bold, 6 pts after)

**Heading 3** (left aligned, indented .50 inches, initial cap, Arial font, 11 pt. bold)

**Heading 4** (use of more than 3 heading levels is discouraged and if necessary, should not be included in a table of contents) (left aligned, indented .50 inches, Arial font, 10 pt. bold and italic)

## Copyright and Permissions

Works (papers, books, maps, photos, etc.) created by employees as part of their duties for the U.S. Government are in the public domain and cannot be copyrighted. Articles, papers, books, and other material prepared by USDA employees as part of their official duties and published in private publications are in the public domain and can be reproduced at will.

To reproduce any photos, tables, figures, or content that is not in the public domain (i.e., that is copyrighted), written permission of the owner (usually the publisher or photographer) is needed. You might have to pay a royalty fee and should keep a copy of each signed permission letter in your files. See **page 27** for an example request for permission to reprint letter. For an example release form specific to photos, see **page 28**.

## Disclaimers

### Equal employment opportunity statement

A statement of the U.S. Department of Agriculture's equal employment opportunity (EEO) is required for Agency publications intended for or likely to be read by a non-Forest Service audience. Publishing Arts can supply your EEO statement if needed.

#### USDA EEO statement

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

### Pesticide disclaimer

If pesticides are mentioned in Forest Service text, a disclaimer must be added. Supply it on the first page above the author statement. The following text is an example pesticide precautionary statement:

#### Pesticide precautionary statement

This publication reports research involving pesticides. It does not contain recommendations for their use, nor does it imply that the uses discussed here have been registered. All uses of pesticides must be registered by appropriate State or Federal agencies, or both, before they can be recommended.

**CAUTION:** Pesticides can be injurious to humans, domestic animals, desirable plants, and fish or other wildlife—if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.

### Product disclaimer footnote (for product and company names)

A product disclaimer footnote is needed for a mention, by name, of a product or supplier in a Forest Service publication. The footnote number goes at the end of the first sentence containing such a mention. The footnote is used only once in a publication and is not referenced again if other commercial names are mentioned later.

#### Product disclaimer

The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

### Symposium disclaimer

A disclaimer typically is included for a symposium or conference proceedings when the papers are simply compiled and reprinted as they were presented or submitted. For example:

#### Compiler's note

To deliver symposium proceedings to readers as quickly as possible, manuscripts do not undergo full editing. Views expressed in each paper are those of the author and not necessarily those of the sponsoring organizations or the USDA Forest Service. Trade names are used for the information and convenience of the reader and do not imply endorsement or preferential treatment by the sponsoring organizations or the USDA Forest Service.

## Errata

What happens if an error is caught after a publication has been printed or distributed?

- An errata or reprint order would be justified only if the error is so egregious as to cause harm to the reader, the Forest Service, or the author.
- If the error is the printer's fault, you might have the option to have the publication reprinted at the printer's expense. Publishing Arts can help you prepare your request for reprinting.
- If copies have not been distributed, an errata sheet can be done for insertion in the publication. However, the inserts usually are lost during the life of the document. If the error is not the printer's fault and copies have been distributed, an errata sheet can be done at the expense of the responsible party but generally is not recommended.

## Submission Structure

Content differs widely in purpose, audience, information/data, and output design and mechanism. Nonetheless, consider the following basic components typical of many types of communication submitted for publication.

### Cover

Provide your ideas for a cover design (Publishing Arts can help). Basic information will include the title, date, and authors. Artwork is up to you but must be high-resolution and provided as separate files. Research and journal papers often do not have a separate cover.

## Title page

A title page is needed for an EIS and generally is used with research papers or reports that have a separate cover. If a title page is called for, it comes just after the cover and contains:

- Title.
- Authors, in the order you wish them to appear. See **page 26** for more information on Who's an Author?
- If an EIS, lead agency and list of all responsible agencies.
- Name, mailing address, email address, fax number, and phone number of person to contact for further information.
- Date of publication.
- If an EIS, date by which comments must be received.
- Abstract (see shaded boxes below for examples).
- Author Information. If your publication will be published as a general technical report by a Forest Service research station, consult the station's author guide for instructions on preparing author information section.

### What's an EIS abstract?

One paragraph that includes the proposed action, purpose and need, outline of the alternatives (or just a mention of how many were analyzed), and identification of the preferred alternative (if any).

**Example:** The Tongass National Forest proposes to make timber available for harvest by using a variety of harvest treatments; to develop several dispersed camping and picnic sites; and to improve parking turnouts in the Woodpecker project Area near Petersburg, Alaska. The proposed actions are needed to respond to the goals and objectives identified by the forest plan and to move toward the desired future condition. Six alternatives are described and analyzed; alternative 6 is the preferred alternative.

### What's a research abstract?

One paragraph that briefly states the problem, the methods, the principal findings, and the conclusions—no history, no references to previous work, no verbosity.

**Example:** Down woody materials (DWM) are important for wildlife habitat, carbon storage, structural diversity, wildfire hazard, and other large-scale forest ecosystem processes. To better manage forests for DWM, easily accessible data on DWM components are needed. We examined data that had been collected in 2001 by the U. S. Department of Agriculture (USDA) Forest Inventory Analysis (FIA) program on plots in several states. We compiled DWM data from 778 plots to compute biomass for the following components: coarse woody material, fine woody material (3 size classes), litter, duff, and shrub/herb cover. We developed regression equations to predict DWM components for extension to FIA's more intensive plot network, and we applied seven of the equations to the FIA data to create maps of DWM biomass. As a first attempt to summarize FIA DWM measurements and extend them to plots without these data, our model produces reasonable results except possibly for duff and litter.

## Table of contents

A table of contents is recommended in any paper more than 25 to 30 pages in final published length.

If you need or want a table of contents in your paper, prepare or auto-generate it from the number 1 and 2 headings. Generally, do not include number 3 or 4 headings in a table of contents. If you don't have a table of contents, please provide a detailed outline including all header levels to Publishing Arts.

## Text

Your text should be as concise, consistent, and clear as possible. Keep your audience in mind and do what you can to help readers find, follow, and understand what you want to convey. **Part I** of this style guide provides helpful tips on style and usage. See **tables and figures** for information about the tables, maps, graphs, charts, photos, and illustrations that accompany your text.

## Footnotes

Footnotes should provide additional information or clarification. Don't use a footnote just to cite a reference.

Use numbers (superscripted), not letters, for text footnotes.

Include footnotes for tables at the bottom of the table, not at the bottom of the page. See **tables and figures** for more information.

A product disclaimer footnote is needed for a mention, by name, of a product or supplier. The footnote number goes at the end of the first sentence containing such a mention. The footnote is used only once in the text and is not referenced again if other commercial names are mentioned later in the paper. See **page 19** for an example product disclaimer.

Footnotes are numbered consecutively in each appendix starting with 1.

## Acknowledgments

It is appropriate to acknowledge technicians; cooperators; reviewers (but be aware that occasionally some reviewers will not want their names given); sources of special materials; artists; editors; and others who have helped with project.

Do not phrase an acknowledgment to imply endorsement.

Include acknowledgments at the end of the text.

## Literature citations or references

General guidance and examples are provided in **Part I** of this style guide.

## Appendices

Explanations and elaborations not essential to the main text (but helpful to the reader) belong in an appendix, as does content from other sources used to substantiate your work. Lists of common and scientific names of species, other long lists, questionnaires, forms, how-to explanations, figures, and multitudinous tables also can go in appendices.

Use Arabic numerals or capital letters for appendices when there are more than one:

Correct: Appendix 4

Appendix A

---

Incorrect: Appendix IV

Appendix a

Appendix tables and figures are numbered separately; the numbers should have a prefix to match the appendix number.

- Table 1-2 = the second table in appendix 1.
- Table A-2 = the second table in appendix A

Don't capitalize the word appendix in the text unless it begins a sentence.

## Glossary

If you use only a few technical terms or words whose precise meaning the intended reader is not likely to not understand, you could simply define the terms in the text (or by using a footnote) the first time the term is used. If you are using quite a few words for which the reader might need definitions, a glossary is helpful.

A glossary is put at the end after citations and any appendices but before an index so that the reader can find it easily.

Arrange terms in alphabetical order, each with its definition.

Include only terms that are used in the text. You might need to revisit the list after final revisions to make sure that all terms are used.

Include acronyms in the glossary if you don't have too many and don't want to develop an appendix of acronyms.

## Index

Occasionally a paper will need an index, and an EIS requires one. An index can be difficult to do; computer software can index words but not concepts.

For help with preparing an index, read the chapter on indexes in the **Chicago Manual of Style** <<http://www.chicagomanualofstyle.org/home.html>>.

The index is not done until the paper is in page-proof stage (camera-ready format).

The author is responsible for conceptualizing the index word and terms. Publishing Arts can provide some insight about choices and will generate an electronic index based on your submitted list.

## Tables and figures

Tables and figures are numbered consecutively in the text (tables numbered separately from figures). The numbers re-start at 1 for each appendix, with a prefix to match the appendix number.

Each table and figure must be referred to in the text, at the first instance where you intend the reader to consult the table or figure. The table or figure is placed at the first logical and feasible place immediately after that reference.

Keep tables and figures to a reasonable size. Tables are most conveniently read in portrait orientation. Figures should be only as large as they need to be for clarity and readability.

Don't capitalize the words table or figure unless they begin a sentence. Abbreviate figure when used within parentheses (fig. 3).

## Tables

Tables are information or data in tabular form, usually containing several columns and numerous rows. A single column or row of data is a list, which is not set up as a table but is simply included in the text.

Provide tables in Word, ASCII, or Excel format. In Word, choose normal style—no lines, no shading, no auto formatting. Place horizontal lines above and below the column headings and at the end of the table. Vertical lines are discouraged.

Arial font, 10 pt., is recommended. Don't use font size smaller than 8 pt.

Table titles should fully identify the what, where, and when of the data in the table. The title is not a sentence and does not end with a period. Additional material should be footnoted.

Table footnotes are generally in lowercase letters so they don't get confused with the numbers or superscripts in a data table. However, if your table is all text, you may choose to use numbers or symbols for your table footnotes instead. Footnotes are placed from left to right, box head by box head and then line by line in the field.

Explanatory notes come before any lettered footnotes.

Example table:

**Table 1—Percentage and area of private land at four distances from national forest and grassland boundaries nationwide projected to experience housing growth, 2000 to 2030**

Distance from boundary	Amount of private rural land projected to experience housing density increase	
<i>(Miles)</i>	<i>(Percent)<sup>a</sup></i>	<i>(Million acres)<sup>b</sup></i>
0 to 0.5	7	1.5
0.5 to 3	7	6.2
3 to 10	8	14.1
0 to 10	8	21.7

*Data might not add to totals or agree exactly with other tables because of rounding.*

<sup>a</sup> *Percentage of **all** private lands (rural and non-rural) within the respective distances.*

<sup>b</sup> *Area of **rural** private lands within the respective distances.*

## Figures

Maps, charts, graphs, line drawings, and photographs are all considered figures. Figure 1 might be a map, figure 2 might be a photo, figure 3 might be a graph, and so forth. Photographs may be un-numbered; see **photographs**.

Acceptable file formats:

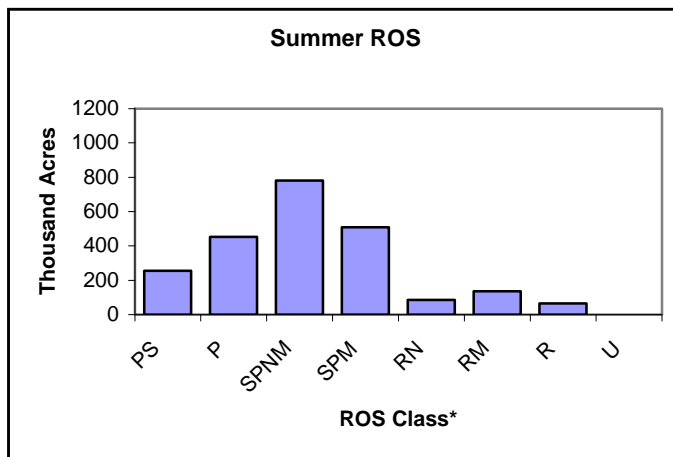
- Use .tif, .eps, .jpg, and .pdf. Most graphics programs will save files as \*.tif. Save ArcView and GIS maps as \*.eps files.
- Please do not use: Power Point (\*.ppt), Harvard Graphics (\*.pre), or other presentation software formats that are meant for projection, not printing. Usually you can save the source files as high-resolution \*.tif files.
- Save each figure into an individual file; for example: fig1.tif; fig2.jpg (lower case, no spaces, and no underscores).
- If your publication will be printed, have the files at **600 dpi (dots per inch) if possible, but no less than 300 dpi** and no smaller than 10 by 13 cm (4 by 5 inches). Low resolution files may be acceptable if your product is for online use only.

Include electronic native files or camera-ready original artwork of all figures.

Lines in figures should be heavy enough and lettering (Arial font) large enough to permit reduction in the final layout.

Captions should fully explain what is being shown in the figure. Start out with a simple description of what the reader is looking at, but avoid such wording as “Map of...,” “Location of...,” or “Chart showing...” Then add information that might help readers interpret the figure, if needed. Figures with their captions should be able to stand alone without digging into the text for an explanation.

**Example:**



**Figure 3—Acres in each ROS class, summer, White River National Forest.**  
**\*Few acres exist in the urban ROS class and do not show on the charts at this scale. (USDA Forest Service/WRNF 2002a)**



## Photographs

If your photos are technical in nature, are referred to in the text, and/or explain or demonstrate something discussed in the text, then they should be numbered consecutively with other figures and should include a caption. Photos often are unnumbered if their primary purpose is to provide graphic interest or simple illustration of a general topic.

You can have both numbered and unnumbered photos in the same text.

Whether photos will be numbered in the final publication or not, assign a unique number or name to each photo, put that number/name in the electronic file name, and provide instructions in the text as to where you would like to see each photo placed.

Example: Photo2\_forest\_scenic.jpg

Be sure to have permissions in hand for all photos that are not property of the U.S. Government. For a sample permission letter, **see page 27**.

Photographer name is not needed if the photo is Government property; if you wish to acknowledge Government photographers, be sure to provide the photographer's name for every photo, not just the ones you happen to know. Provide the photographer credit in the caption.

### Example:

If all photos were taken by the author(s), note it just after the author statement or in the acknowledgements section. Specially created figures and maps may also have a credit line.



**Grizzly bears have been reported to be sensitive to road densities as low as 1 to 2 miles of road per square mile of land (Mace et al. 1996). Photo by Anan Interpretive Staff.**

## Who's an Author?

Authorship is more than a matter of naming everyone who has participated in the preparation of a paper or publication as an author. In research, especially, authorship is a key part of a person's credentials and body of work. Even the order in which the names are presented is important.

The following information is excerpted from the Pacific Northwest/Pacific Southwest Research Station **Authors Guide** <<http://fswb.pdc1.r6.fs.fed.us/pnw/cap/authors/index.shtml>> and reflects the guidelines for ethical authorship as set forth in the Forest Service Research and Development Code of Scientific Ethics, articles 7 and 8 (full text available at <http://www.fs.fed.us/research/fgdc/pdf/sciethics.pdf>). The general advice applies similarly to authorship of all publications.

### Authorship

- Ethical authorship requires substantial involvement of the scientist in the research process. Authorship of manuscripts implies that the author has made major intellectual contributions to some or all parts of the study, including its conception, design, data collection, data analysis, or conclusions, and made significant contributions to its preparation. An author must take public responsibility for the content of the paper, which includes discussing why and how the research was done and how the conclusions were reached, and be able to defend criticisms.
- Administrators, supervisors, and those contributing technical assistance can be included as authors if they meet the criteria for being authors.
- Authorship should not be claimed if the scientist provides only instructions, laboratory space or supplies, or financial support. Seniority, grade, and similar distinctions are not criteria for determining authorship.
- Authorship should be decided on as early in the process as possible.
- When more than one author is involved, all should clearly understand what each is responsible for, what parts of the final report each is to write, and where the names will fall in the order of authorship (Hansen 1991: 19). Multiple authorship needs to be considered carefully so the above criteria are fully met by all.
- Financial support and technical assistance are credited in the acknowledgments.

---

**Hansen, W.R. 1991.** Suggestions to authors of the reports of the United States Geological Survey. 7<sup>th</sup> ed. [Washington, DC]: U.S. Government Printing Office. 289 p.

**Sample letter requesting permission to reprint copyrighted material**

Dear \_\_\_\_\_:

I request permission to reprint the attached material from your publication:

Author, title, date, pages in the publication [*the original copyrighted stuff*]

This material is to be used as shown on the enclosure [*attach a photocopy of the page showing the material as it will appear*]. The paper will be published by the U.S. Forest Service, as the following research paper [*or whatever it is*]:

Author and title [this is the publication you are preparing]

Approximate date of publication

Approximate size, no. of copies to be printed, and distribution

The material also will be posted on the \_XYZ\_ web site (<http://www.fs.fed.us/pnw>) [*or whatever it is*]:

If you are the copyright holder, may I have permission to reprint the above material? Unless you indicate a preference, credit will be given as “Reprinted, by permission, from [Author date].” [*then make sure to add the original publication in your literature cited/reference list*]. To grant permission, please complete the bottom of this letter and return to: [*give your address*]

Thank you for your consideration of this request.

Sincerely,

NAME

Title

Enclosure\*\*\*\*\*

The above request is approved on the conditions specified below and with the understanding that full credit will be given to the source.

Special conditions: \_\_\_\_\_

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

### Photo release form

Enclosed are \_\_\_\_\_ (*number*) slides/photographs for possible use in the U.S. Department of Agriculture, Forest Service, publication [*NAME OF PUBLICATION*]. On the back of each photo [*or on each file name*], there is an identifying label (A, B, C, etc.); photo prints or slides also include an address to which the photos should be returned. (Slides are identified on the mount.)

Check one of the following:

\_\_\_1. The following photographs are the property of the U.S. Forest Service, were taken on Government time, with a Government camera, and developed at Government expense (note: the Department of Agriculture has made it clear they want the photographer, whenever possible, to sign the release form).

\_\_\_2. The following photographs are the property of \_\_\_\_\_ and I am authorized to grant permission to use them (note: the Department of Agriculture has made it clear they want the photographer, whenever possible, to sign the release form).

Photographer's name (if different from above or below):

Year photo taken (if known):

Additional information, including a caption that gives complete information about each photo (continue on back, as necessary):

I have the authority to give permission to the U.S. Forest Service to publish the above-labeled photograph(s) and am aware that, if used, it or they will be in the public domain and appear on the World Wide Web. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and authorize others to use, the material for Government purposes.

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

Name (*please print*): \_\_\_\_\_ Tel.: ( ) -

Title \_\_\_\_\_

Agency/firm/institution: \_\_\_\_\_

e-mail: \_\_\_\_\_ Fax: ( ) -

Street address: \_\_\_\_\_

\_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_