CHECKLIST FOR SUBMITTING MANUSCRIPT

☐ Manuscript Approval Sheet [Form SRS-FS-1600-4a(6/98)] is completed.
☐ Letters of permission to use copyrighted material, unpublished references, and personal communication are included.
☐ Reviewers' copies and letters of reconciliation for all reviewers are included.
☐ Text is provided in hard copy and electronic format; it includes tables of contents, lit cited, and figure captions.
☐ Figures and tables are provided in hard copy and electronic format, with each as a separate e-file.
☐ Photographs (hard copy and e-file), with photo credits and captions for each, and within-text placement information.

MANUSCRIPT TEXT

- All punctuation followed by one space (not two).
- All pages have a header (right justified) with senior author's last name and page number.
- **Do not** imbed figures, tables, photos, etc., in the text.
- **Do not** underline URLs; remove hyperlink function from URLs.
- **Do not** use software to generate table of contents, footnotes, or index.
- **Do not** include page numbers with a table of contents page.
- Scientific names of trees, plants, and other organisms are included in parentheses and italics after first use only (repeat with each new chapter).
- There is a citation for every reference and a reference for every citation (text, tables, or figures).
- Include author(s) information (i.e., working title, affiliation, and address) on the cover page.
- Units of measure (English, metric, or both) should be tailored to the audience; see *Authors Guide* for specifications.
- Use Microsoft equation editor or MathType® for mathematical equations.
- Font and paragraph styles (use Heading 4 only if necessary):
  - **HEADING 1**   (use **Helvetica 12 pt. bold, CAPS,** and start text on next line, flush left)
  - **Heading 2**   (use **Helvetica 10 pt. bold** and start text on next line, flush left)
  - **Heading 3**—Text goes here.   (use **Times New Roman 10 pt. bold** followed by an em dash)
  - *Heading 4*—Text goes here.   (use **Times New Roman *10 pt. bold, italic*** followed by an em dash.
  - Text is single-spaced.   (use **Times New Roman 10 pt.** for text, single-spaced, and flush left)

TABLES AND TABULATIONS

- Do not imbed tables in the text—keep them separate at the end of the manuscript.
- Submit hard copy and electronic copy (in MS Word or Excel) of all tables.
- Save each table into an individual table file (e.g., **table1.doc, table2.xls,** etc.).
- Keep tables to a reasonable size. Typical widths are $3\text{-}^3/8$, 5-½, and 7-¼ inches.
- Type of 10 pt. Times New Roman is recommended, but use no smaller than 8 pt.
- Tables are single-spaced.
- Avoid using spaces or empty columns to separate or line up data—**use tabs** or the MS Word table function.

GRAPHICS—"Graphics" include all figures (maps, charts, and graphs), drawings, proposed cover art, and agency logos.

- Do not imbed graphics in the text—keep them separate at the end of the manuscript.
- Submit hard copy and electronic copy of all graphics.
- Use Helvetica type font for labels within graphics.
- Save each figure into an individual graphic file (e.g., **fig1.eps**, **fig2.ai**, etc.).
- Acceptable formats: *.eps, *.ai, and *.xls.
- Graphics should be no smaller than 300 dpi and $3\text{-}^3/8$ inches wide.
- Captions are included after the text, single-spaced, and on a separate page.

PHOTOGRAPHS

- Acceptable formats: *.tif and *.jpg.
- 2000x3000 pixel dimension; at least 300 dpi at the final placement size.

LITERATURE CITED

- Do not underline URLs; remove hyperlink function from URLs.
- Cite references within text as follows: (Harris 1980, Stern and Walls 1996a) or (Mills 1988; Jones, in press)
- Do not link the within-text citations, e.g., Miller (1980), with the lit cited section.
- Follow ANSI for styling citations; see *Authors Guide* for specifications and examples: http://www.srs.fs.usda.gov/working/author/