

INSTRUCTIONS FOR PREPARING PROCEEDINGS PAPERS AND POSTERS

Papers and posters from conference proceedings will be published by the Southern Research Station as a General Technical Report. The report will be a black-and-white publication and produced as a soft-bound book and/or a CD-ROM.

BASIC SUBMISSION REQUIREMENTS

- Authors of presented papers must submit a complete paper.
- Poster presenters may submit a complete paper or a one-page research summary.
- Abstracts by themselves will not be published.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 CD, 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.
- All manuscripts must undergo a minimum of two peer reviews for clarity and content before submission. Southern Research Station scientists should use Station procedures for review of papers.
- All Southern Research Station-authored manuscripts must be submitted to the SRS Technical Publications Team for technical editing before submission to the proceedings compiler. Authors will be responsible for the content and accuracy of their manuscripts.
- All manuscripts must be prepared per styling instructions in the **MANUSCRIPT PREPARATION** section following.

MANUSCRIPT PREPARATION

The Southern Research Station has adopted the following instructions to help authors prepare their manuscripts. Failure by authors to follow these instructions could result in the manuscripts being returned to the authors, thus delaying publication.

1. TYPESETTING.

- 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 Times New Roman or Times font;
 - all text left justified, ragged right;
 - and no hyphenation.
- 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.
- Use italics for all Latin names.
- Use only one space after all punctuation (periods, colons, etc.).
- Use Helvetica 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).

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 author's name, job title, the organization, city, State, and zip code.
- Text should be left justified, ragged right.
- If more than one author is at the same address, do not repeat the address.
- The SRS 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 hyphenate words at the end of lines.
- Limit the abstract to approximately 150 words.
- All text should be left justified, ragged right.

6. INTRODUCTION.

- 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. PARAGRAPHS.

- 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. TABLES AND FIGURES.

- Place all tables and figure captions at the end of the manuscript.
- Typeset the tables in 9-point Helvetica.
- Typeset the text within graphics in Helvetica.
- On the manuscript's paper copy, mark the first reference to each table and figure with a highlighter.

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

11. 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. See:
http://www.srs.fs.usda.gov/working/author/guidelines_for_citations.pdf

- 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

12. 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.

13. 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.

14. 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), and English units are spelled out (2 inches, 3 feet, 4 square feet).
- 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.

15. 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.

16. 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 literature cited section.

17. EQUATIONS. Equations should be broken out of the text, numbered at the right margin, with a blank line above and below the equation. Use Microsoft equation editor or MathType software programs, if possible.

ADDITIONAL INFORMATION

The Southern Research Station Authors Guide (Revised 2009) provides additional guidelines and may be accessed at www.srs.fs.usda.gov/working/author/authors_guide.pdf.

