

Manuscript Guidelines for SOFEW 2008 Annual Meeting

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Page Size

All text, tables, and figures must fit on pages 8 1/2 inches wide by 11 inches high in portrait orientation (not landscape). Please use standard 1-inch margins top, bottom, left, and right.

Title Page

Title: The title should be concise, specific, descriptive, and no longer than 15 words.

Author Name(s): Provide the full name(s) and affiliation of the author(s).

Author Citation: Include name, title, address, phone number, and e-mail address for the lead author in footnote format per the example given in this document.

Acknowledgments: Recognize persons who helped on the project or article; list the grant or publication numbers.

Manuscript

Abstract and Key Words:

Provide a concise abstract, 2 to 3 percent of the length of the text, but not more than 200 words. Ordinarily the abstract renders a summary unnecessary. At the end of the abstract add up to 5 key words for indexing that do not appear in title. The abstract and key words should appear on a separate page. Repeat the title at the top of the page.

Text:

Prepare the manuscript single-spaced including captions and literature citations. Text should be justified in 1 column wide with 1 inch margins on all sides. Text should be 12 point Times New Roman. Total pages of text, including tables, figures, and literature citations should not exceed 10 pages.

Subscripts and superscripts should be clearly distinguished, zeros (0's) and oh's (O's) differentiated, and ones (1's) and els (l's) differentiated, if any of these could possibly be misunderstood by the reader.

All tables and figures must be included with the manuscript and must be cited in the text. Tables and figures should appear in the manuscript immediately following the paragraph where they are first mentioned provided there is space on the page to include them in their entirety. If not, they should be displayed at the top of the succeeding page of the manuscript.

Check all citations. Check the format in both the text and the citation list. Only those appearing in the text should appear in the citation list at the end of the article. See Literature Citations below for style.

Application of endnotes is replacing use of footnotes. Refer to CBE Style Manual for formatting suggestions.

Number each page in the lower middle. Show the number on the first page.

Please note: Authors should use an American dictionary as the standard for spelling. Many word processing programs allow selection of American or US preferences in their spell checkers, which can automate selection of the appropriate spelling.

Mathematical Material: See the CBE Style Manual for methods of presenting mathematical material in the simplest form to ensure accuracy.

Tables: Arrange title and column headings for ready comprehension without reference to text or footnotes. Avoid excessive detail, alternative expression of values, and nonsignificant digits. Designate table footnotes by raised lowercase letters, numerals, or asterisks as appropriate. If you use a table editing program such as those in word processing programs like Word and Word Perfect, please do not use carriage returns within cells to divide them into rows. Any such setup must be overcome by manually re-entering data and thereby risking the introduction of typographical errors. Remember to use portrait orientation, not landscape.

Illustrations and Figures: Figures should be numbered consecutively. Each should have a specific purpose, should not duplicate table or text material, and should bear an adequate caption. The CBE Style Manual offers good suggestions regarding legibility, size, and labeling of illustrations.

Figures and illustrations should be produced in a manner that ensures their readability and usefulness when printed in black and white. If color reproduction is required, authors will be charged a publication fee based on actual cost.

Nomenclature and Terminology: At first mention of the species in the text, give its common name, if any, immediately followed in parentheses by its italicized scientific name and authority. Some deviation from this rule may be desirable to avoid awkwardness when names are numerous. The authority for nomenclature of North American tree species is Checklist of United States Trees (Native and Naturalized), U.S. Department of Agriculture Handbook 541. Authorities of nomenclature of other plants and of animals are listed in the CBE Style Manual. Where applicable, indicate how or by whom taxa were identified, and location of voucher specimens. Technical usage in forestry and allied fields follows The Dictionary of Forestry (SAF, 1998).

Literature Citations

Please follow the format examples given below.

Do not:

- A. Use all capital letters or small capital letters for authors' names.
- B. Add a space between initials (e.g., Smith, A.B., and M.Sc. thesis; not Smith, A. B., or M. Sc. thesis).

Do:

- A. Use standard journal abbreviations (see following list).
- B. Spell out country of publication (except US which isn't needed).

General Notes:

Include total page numbers for books. Include the page numbers of the relevant material whenever a textbook is cited in the manuscript text. This expanded citation makes it easier for readers to find the information cited (e.g., White and Garrott 1990, pp. xx-xx). Publisher of book or proceedings is required.

Literature Citation Examples

Book

Houghton, J.T., G.J. Jenkins, and J.J. Ephraums. 1990. Climate change: The IPCC scientific assessment. Cambridge University Press, Cambridge, United Kingdom. 365 p.

Chapter in Book

Brokaw, N.V.L. 1982. Treefalls: Frequency timing and consequences. P. 101-108 in The ecology of a tropical

forest: Seasonal rhythms and long term changes, Leigh, E.G., Jr., et al. (eds.). Smithsonian Institution Press, Washington, DC.

Article in Journal

Abbott, H.G. 1974. Some characteristics of fruitfulness and seed germination in red maple. *Tree Plant. Notes* 25:25-27.

Proceedings

Blake, J.I., G.L. Somers, and G.A. Ruark. 1990. Perspectives on process modeling of forest growth responses to environmental stress. P. 9-20 in *Proc. of conference on Process modeling of forest growth responses to environmental stress*, Dixon, R.K., et al. (eds.). Timber Press, Portland, OR.

Technical Report

Mason, R.R., and H.G. Paul. 1994. Monitoring larval populations of the Douglas-fir tussock moth and western spruce budworm on permanent plots: Sampling methods and statistical properties of data. USDA For. Serv. Gen. Tech. Rep. PNW-GTR-333. 22 p.

Thesis/Dissertation

Korol, R.L. 1985. The soil and water regime of uneven-age interior Douglas-fir (*Pseudotsuga menziesii* var. *glauca*). M.Sc. thesis, Univ. of British Columbia, Vancouver, B.C., Canada. 164 p.

Websites

Pharmaprint, Inc. 1999. <http://www.pharmaprint.com/index.htm>. Accessed 3/18/03

Standard Abbreviations

Journal Abbreviation

Agronomy Journal *Agron. J.*
American Midland Naturalist *Am. Midl. Natur.*
Annals of Agronomy *Ann. Agron.*
Annual Review of Ecology and Systematics *Annu. Rev. Ecol. Syst.*
Biological Review *Biol. Rev.*
Canadian Journal of Forest Research *Can. J. For. Res.*
Canadian Journal of Botany *Can. J. Bot.*
Ecological Monographs *Ecol. Monogr.*
Ecological Entomology *Ecol. Entomol.*
Ecological Applications *Ecol. Applic.*
Ecological Society of America *Ecol. Soc. Am.*
Forest Science *For. Sci.*
Forestry Chronicle *For. Chron.*
Journal of Forestry *J. For.*
Journal of Mammalogy *J. Mammal.*
Journal of Environmental Management *J. Environ. Manage.*
Journal of Wildlife Management *J. Wildl. Manage.*
New Zealand Journal of Forest Science *N. Z. J. For. Sci.*
Northwest Science *Northwest Sci.*
Northwestern Naturalist *Northw. Natur.*
Soil Science Society of America Journal *Soil Sci. Soc. Am. J.*
Transactions of the North American Wildlife Natural Resources Conference *Trans. N. Am. Wildl. Natur. Resourc. Conf.*
Tree Physiology *Tree Physiol.*
USDA Agriculture Handbook *USDA Agric. Handb.*
USDA, Forest Service, General Technical Report *USDA For. Serv. Gen. Tech. Rep.*