

## 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 However, **abstracts by themselves will not be published.**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, formatted for an IBM (or compatible) computer. However, if MS Word is unavailable, WordPerfect will be accepted. Indicate which software package is used. Do not submit diskettes formatted for Apple computers; these will be returned.

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; hyphenated words; graphic lines; etc. unless instructed to do so**). [When these types of formatting characters are used, the editor 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 Courier font, and tables should be in 9-point Courier font.** Use 1-inch margins. Use only one space after all punctuation (periods, colons, etc.). The page limit for manuscripts is nine typeset pages, including tables and figures. This limit equates to approximately 15 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 in.; single-spaced 10-point Courier 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 and boldfaced. 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 and boldfaced 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. Author identifications will be moved to the proper footnote by the editor.

5. **ABSTRACT.** Leave one blank line below the author identification and type flush left the word "Abstract" boldfaced and 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, in all uppercase letters and boldfaced 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 and boldfaced, 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 and boldfaced using lowercase 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 only one space 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 editor 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. REFERENCES. 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 REFERENCES. 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 editor 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, time, or money (e.g., 7 m, 0.25 in., 3 percent, 6 h, 5-d week, 6 yr old, \$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.

With one exception, use standard GPO abbreviations in the tables and text for units of measurement. A table of abbreviations is attached and will be included in the proceedings. 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 (including authority) 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 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.

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. Place all tables at the end of the manuscript following the references section and/or appendices. Avoid large tables (over 1/2 page).

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

Keep tables simple. Tabs must be used between columns. **DO NOT USE THE SPACE BAR TO ALIGN COLUMNS.** Tables are very difficult to reformat and often must be rekeyed, 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. Number them in the order mentioned in the text. Use a highlighter to mark the first reference of each figure in the text. **SUBMIT TWO ORIGINAL PAPER COPIES OF EACH FIGURE (NO ELECTRONIC COPIES) ACCORDING TO DIRECTIONS PROVIDED BELOW.** Figure captions should be placed at the end of the manuscript 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.

All figures must be high quality black and white copies. Color figures will not be accepted. The quality of figures in the finished proceedings will only be as good as the original figures. Photocopies of figures do not reproduce well. Figures printed on dot-matrix paper are rarely acceptable. On each paper copy, identify the figure number and the title of the manuscript in an inconspicuous place on the page.

We will reduce graphics and drawings to the necessary size. However, the author can speed up the publication process and ensure quality reproduction of the figures if they **do not require reduction.** 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 in. in width by 8 1/2 in. in height. Figures that need to be printed full-page width must not exceed 7 in. wide by 8 1/2 in. high. Landscape orientation of figures should be avoided but, if necessary, these figures should not exceed 8 1/2 in. wide by 7 in. 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.

An abbreviated sample of a manuscript is located on a line from the Instructions to Authors page, under the heading EM Symposium Sample Manuscript.