Literature Citations Guidelines

Literature References in Text

Refer to literature in the text by citing the author's last name and the year of publication (e.g., "Brown 1980").

Use "and others" (instead of "et. al") for three or more authors (e.g., "Brown and others 1980").

Do not punctuate between the author's name and the year.

> (Adams 1980; Jones 1980, 1981, 1993a; Jones and others 1971; Miles and Andersen 1979)
> (Remington 1982a, 1982b)

Alphabetize the Literature Citations Section

List a single-author entry before a multiple-author beginning with the same name:

In the full citation, use initials for given names of authors (e.g., Bowman, S.L.)

> Mason, P.
> Mason, P.; Street, D.; Drake, P.

For several entries by same senior author with different coauthors, alphabetize by the last names of junior authors:

> Brown, G.W.; Gahler, A.R.; Marston, R.B.
> Brown, G.W.; Krygier, J.T.

When the author or authors of several entries are the same, arrange the citations chronologically:

> Rickard, W.H. 1967.
> Rickard, W.H. 1970.

When the author or authors and the year are identical for two or more entries, add a lowercase letter to the year.

> Hall, F.C. 1979a. The ecology of . . . .
> Hall, F.C. 1979b. Silvicultural options . . . .

Entries by the same senior author with the same year but two or more coauthors with different surnames require lowercase letters after the year. In the following example, each entry would appear as Miller and others (1975) in the text; the letters distinguish which publication is being cited:

> Miller, J.A.; Anderson, A.B.; Franks, M.B. 1975a
> Miller, J.A.; Franks, M.B.; Williams, A. 1975b

Literature Citation Templates

Resource Bulletin

[Author(s) last name, initials]. [Date]. [Title of publication]. [Series identifier]. [Place of publication]: [Publisher]. [Page numbers].

Brown, M.J.; Nowak, J.; Vogt, J.T. 2017. Florida's forests, 2013. Resour. Bull. SRS-213. Asheville, NC: U.S. Department of Agriculture Forest Service, Southern Research Station. 94 p.

Journal

[Author name]. [Date]. [Title of journal]. [Name of journal]. [Journal volume number][Journal issue number]: [Consecutive page numbers].

Mueller-Dombois, D. 1987. Natural dieback in forests. Bioscience. 37(8): 575-583.

Website

[Author(s) last name, initials]. [Date]. [Title of publication]. [Page numbers]. [Website address]. [Date website was accessed].

Hickman, C.; Prescott, C.E. 2007. 14 p. TIMOs and REITs. http://thetimberlandblog.blogspot.com/2007/05/timos-and-reits.html. [Date accessed: July 12, 2013].

Unpublished Material

Unpublished materials (e.g., unpublished reports, manuscripts in preparation/review, internal reports, and personal communications) should **NOT** be included in the literature cited section; instead, please use a footnote.

Personal communication. 1999. A.B. Smith, Research Forester, Froghat Corporation, P.O. Box 10, Medusa, MS 10101.

U.S. Department of Agriculture Forest Service. 1998. Field instructions for the southern forest inventory-remeasurement of prism plots. Version 3. 29 p. Unpublished report. On file with: Southern Research Station, Forest Inventory and Analysis, 4700 Old Kingston Pike, Knoxville, TN 37919.

Table Guidelines

File preparation
- Use MS Word to create your table.
- Do not embed tables in the text.
- Save each as an individual file and use this naming convention: table1.docx, table2.docx, etc.
- Number tables consecutively with Arabic numerals.

Table content
- Table title should briefly describe the stub column, the data columns, and the main limiting factors.
- Separate the table number from the title by an em dash (e.g., Table 1—Sample of SRS data…).
- All columns need headers.
- No empty cells. Every cell must have data, an em dash, or N/A with an explanatory note below the table.
- For numbers in data columns that are < 1, place a zero before the decimal point (e.g., 0.89).
- Spell out English units of measure. Always abbreviate metric units of measure (e.g., inches, cm/day).

Footnotes and other information below the table
- Define/explain abbreviations and acronyms in a note below the table. Do not insert a footnote reference; instead, provide the definition as follows: "NDVI = Normalized Difference Vegetation Index."
- Place explanatory information (e.g., NA = not available; — = negligible; — = not applicable) and other unlettered notes ABOVE footnotes.
- Footnotes are assigned in the table in alphabetical order from left to right, top to bottom and placed at the end of a heading or data columns.
- Footnotes are lowercase, superscript, and italic letters (*a* is the first footnote in every table).
- Source notes [e.g., Source: USDA Forest Service (1990)] are placed BELOW footnotes. You must cite a source of the data if it is not your own.

Example of a properly formatted table:

Table 1—Population in 2008 by race/ethnicity and region with increase (or decrease) since 1990

Race/ethnicity	North		South		Rocky Mountains		United States	
	Million persons	Percent increase (decrease)	Million persons	Percent increase (decrease)	Million persons	Percent increase (decrease)	Million persons	Percent increase (decrease)
Caucasian	92.2	(0.2)	64.5	14.0	19.5	25.3	199.5	5.9
African American	14.9	18.7	18.9	35.4	0.9	69.4	37.2	26.8
American Indian	0.4	23.2	0.7	36.4	0.8	38.3	2.3	29.6
Asian/Pacific Islander	4.7	116.4	2.5	170.6	0.7	171.1	13.7	95.4
Two or more[a]	1.5	—	1.3	—	0.4	—	4.5	—
Hispanic[b]	10.8	94.6	16.0	143.2	5.5	157.8	46.9	109.8
Total	124.4	10.1	102.8	32.5	27.8	46.0	301.1	22.2

— = not applicable.
[a] Percent change for two or more races is missing because U.S. citizens could not select more than one race until 2000.
[b] Hispanics of any race are included in this category.
Source: U.S. Census Bureau (1990, 2008a).

Figure Guidelines

1. **Formatting figures.**
   - Use a sans serif font (Arial, Helvetica) for text within figures (legends, axis and tick labels, etc.).
   - Make sure font sizes are consistent within the graphic and that they will still be legible if the graphic needs to be reduced in size.
   - EMBED FONTS when exporting maps in .AI or .EPS formats.
   - All lines/borders in graphs should be 0.5 pt. in weight. Axis lines are black. Gridlines are gray (50% black).
   - Label all axes on charts and include units of measure. Units of measure are enclosed in parentheses.
   - Include a legend or insert labels if multiple dataset are presented.
   - Color can be used for all e-pubs. If you request to print hard copies, we will need justification to print color.

   Examples of figures **formatted correctly:**
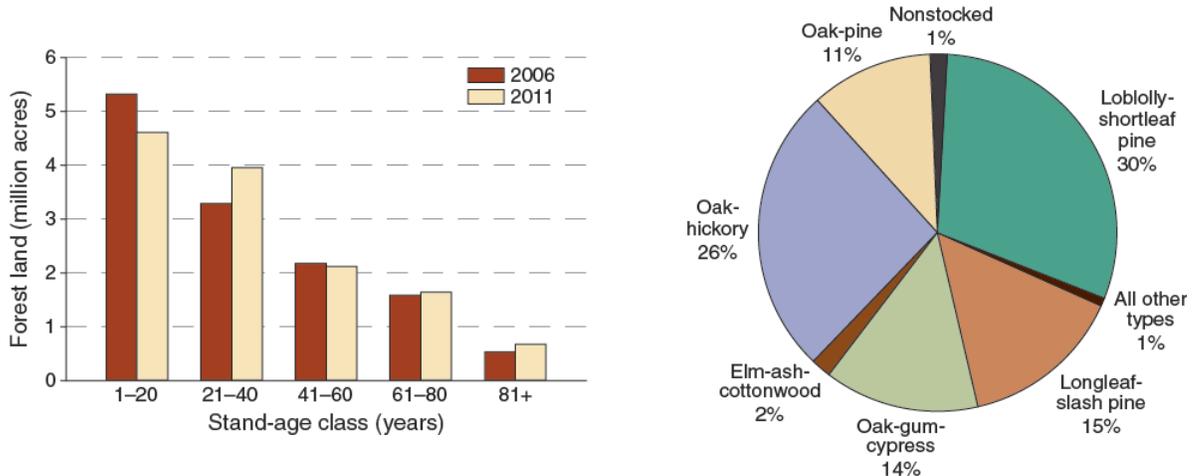
2. **Figure captions.**
   - List all figure captions in a MS Word document. Captions should NOT be included with the graphic
   - Any acronym/abbreviation/symbol used in the figure should be explained in the caption.
   - If you use/modify a previously published figure, you must provide a citation for the published work and include a reference at the end of the caption [e.g., "(Modified from Smith and others 1989)"].

3. **Preparing figures for submittal.**
   - Submit graphic files in native format whenever possible. For example:

If the file was generated in:	*Save it as:*
Excel	.xls or .xlsx
SigmaPlot	.jnb (or export as .xls, .xlsx, or .eps)
Illustrator	.ai or .eps
Photoshop	.psd, .tif, or .eps
ArcView	Export as .ai (with fonts embedded)

   - Save each figure as an individual file and follow this naming convention: fig_1.xlsx, fig_2.ai, fig_3.jpg, etc.
   - Submit a hard-copy printout of the graphic to show how you want the figure to appear in print form.
   - Graphics submitted as "flat" files (e.g., .jpg, .png) or embedded in MS Word or PowerPoint presentations will be treated as print-ready and will not be altered. [Please note that graphics embedded in MS Word documents (flat) are low resolution so the clarity/appearance will be lower quality in printed publications.]

Photograph Guidelines

To use photographs in your publication, each photo must meet the established criteria for the following: (1) caption, (2) credit, (3) permissions, and (4) file format specifications.

1. CAPTION. Document the content of each photo with a caption. This is an important step in avoiding the potential re-use of a public-domain photo in an incorrect context, i.e., misidentifying Ohio oak trees as New York maples. Provide a single sheet/file that lists the captions for all photos.

2. CREDIT. The source of all photos used in an SRS publication must be documented including the name and affiliation of the photographer or photo owner. Listing the affiliation implies ownership by the employer. If the photo is taken on personal time, do not include affiliation. This is more than just a courtesy to our readers and to the photographers. It verifies if the photo is in the public domain and whether the photo can be re-used (legally).

Use a credit line with each photo (including public domain photos); examples of credit lines include:
> (Photo by Will McWilliams, U.S. Forest Service)
> (Photo from Northern Research Station archives)
> (Photo by Robert Atchison, Kansas Forest Service)

When submitting your photo(s) for a publication, provide information on where the photo originated. Determine whether the photo is in the public domain. Public domain includes:

- Any photo taken by a Federal Government employee in the course of his/her employment.
- Photos that are specified to be in the public domain. Useful public domain Web sites include:
  Forestry images
  Bugwood
  FS photos on Flickr
  FS historical photo collection
  NRCS photo collection
  Forest History Society photo collection

3. PERMISSIONS. There are two types of permission that may be required: (1) approval to use a photo that is not in the public domain, and (2) to publish a photo of a non-government person.

Authors must have a letter of permission to use a photo(s) that is not in the public domain. An email is an acceptable form of approval. Be sure you obtain permission for use in both the hard-copy publication (if needed) AND the Web-posted pdf version of the publication. Photos by coauthors who are not FS employees are not in the public domain. Likewise, works by local and State employees are not public domain. If you are borrowing photos from a cooperator or private source, you must obtain permission.

Written permission is also required to publish photos of non-government people.

Government publications that quote or use illustrations from a copyrighted publication must acknowledge written permission from the copyright holder—usually the publisher. Copyright law protects Web material in the same way it protects other publications. Check to see who holds the copyright to the photo first—even with Government publications.

4. FILE FORMAT SPECIFICATIONS. To ensure acceptable print quality, the resolution of photos should be at least 300 dots per inch (dpi). Photo sizes typically range from 2 by 3 inches, to 8 by 11 inches (cover of a publication). Acceptable file formats for photos: JPEG, EPS, TIFF, PDF, PSD.