

## AUTHORS CHECKLIST

### For Preparing and Submitting Manuscripts for SRS Publication

#### CHECKLIST FOR SUBMITTING MANUSCRIPT

- Authors Checklist (this form) is completed.
- Manuscript Approval Sheet [Form FS-1600-1] is complete with all appropriate signatures.
- Letters of permission to use copyrighted material are included, if necessary.
- Reviewers' copies and letters of reconciliation for all reviewers are included.
- Text is provided in electronic format; it includes tables, lit cited, and figure captions.
- Figures and tables are provided in electronic format, and each table and figure is saved as a separate file.
- Photographs have photo credits, with captions for each and within-text placement information.

**NOTE: all publications are prepared as e-pubs – i.e., they are published as PDFs on TreeSearch.**

*If you wish to have hard copies printed, please get approval from your project leader and supply a job code to cover print costs.*

#### MANUSCRIPT TEXT

- All pages have a header (right justified) with senior author's last name and page number.
- Include author(s) information (i.e., working title, affiliation, and address) on the cover page.
- Include abstract and 5-7 keywords.
- Provide a table of contents for longer manuscripts; you do not need to include page numbers.
- Highlight in yellow the first mention of tables and figures in text (e.g., **table 1**, **fig. 2**).
- Scientific names of trees, plants, and other organisms are included in parentheses and *italics* after first use only.
- There is a citation for every reference and a reference for every citation (in text, tables, and figure captions).
- Use Microsoft equation editor or MathType® for mathematical equations.
- **Do not** imbed figures, tables, photos, etc., in the text; submit these as separate files.
- **Do not** underline URLs; remove hyperlink function from URLs.
- Font and paragraph styles (use Heading 4 only if necessary):
  - **HEADING 1** (use **Arial (or Helvetica) 12 pt. bold, CAPS**; start text on next line, flush left)
  - **Heading 2** (use **Arial (or Helvetica) 10 pt. bold**; start text on next line, flush left)
  - **Heading 3**—Text follows. (use **Times New Roman 10 pt. bold** followed by an em dash)
  - **Heading 4**—Text follows. (use **Times New Roman 10 pt. bold, italic** followed by an em dash)
  - Text is double-spaced. (use **Times New Roman 10 pt.** for text, double-spaced, flush left)

#### LITERATURE CITED

- Cite references within text alphabetically: (Harris 1980, Stern and Walls 1996a) or (Jones, in press; Mills 1988).
- If citation is for a Web site, please include the date the info was accessed [e.g., (Date accessed: June 7, 2013)].
- See guidelines for literature citations at [http://fsweb.srs.fs.fed.us/technical-publications/docs/Literature-Citations-Guidelines\\_10-5-18.pdf](http://fsweb.srs.fs.fed.us/technical-publications/docs/Literature-Citations-Guidelines_10-5-18.pdf).

#### APPENDIX

- Place appendix text in a separate document; use letters to identify multiple appendices (e.g., appendix A).
- Use the following naming convention for appendix tables: table A.1, table A.2, etc.
- Use the following naming convention for appendix figures: figure A.1, figure B.1, etc.

#### TABLES

- Do not imbed tables in the text—submit them as separate files and name them sequentially (e.g., table1.doc, table2.doc).
- Font: 9 pt. Arial (or Helvetica) is recommended, but use no smaller than 8 pt.
- Avoid using spaces or empty columns to separate or line up data—use the MS Word table function.
- No empty cells in tables; each cell must have data, em dash, or explanatory note below table.
- See complete table guidelines at [http://fsweb.srs.fs.fed.us/technical-publications/docs/Tables\\_guide.pdf](http://fsweb.srs.fs.fed.us/technical-publications/docs/Tables_guide.pdf).

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

- Do not imbed graphics in the text—submit them as separate files and name them sequentially (e.g., fig1.xls, fig2.ai).
- Use Arial (or Helvetica) type font for labels within graphics.
- Provide a list of the figure captions at the end of the manuscript.
- Graphics should be no smaller than 300 dpi and 3-<sup>3</sup>/<sub>8</sub> inches wide.
- Send files in their native format, if possible (e.g., eps, ai, or xls). Note: we cannot alter files supplied as \*.jpg, \*.tif, \*.png.
- Photos should be 2000x3000 pixel dimension; at least 300 dpi at the desired placement size.
- See complete graphic guidelines at <http://fsweb.srs.fs.fed.us/technical-publications/docs/Figures-guide.pdf>.