

RESOURCE UPDATES (RU)

Preparation and Publishing Guidelines

OVERVIEW OF PUBLICATION PROCESS FOR RESOURCE UPDATES

The process for preparing and publishing resource updates differs slightly from other types of publications because the authors are responsible for finalizing edits and preparing the layout in MS Publisher®. Below, we summarize the process in three steps:

1. PREPARE MANUSCRIPT PACKAGE FOR SUBMITTAL
 - Author writes text, creates tables, graphs, and maps following the RU process guide.
 - Author sends manuscript (text, tables, figures, and photos) outside the RWU for two peer reviews.
 - Author addresses questions/comments from reviewers.
 - Author submits package electronically to SRS Technical Publications Team (TPT) for check-in and editing. Send email with attached files to Maureen Stuart, Team Lead, at mastuart@fs.fed.us.
 - TPT editors will technically edit the text, tables, and figures. Edits will be made and returned to the author; text edits will be in track changes mode of MS Word®, and table and figure edits will be made on hard copies and scanned into PDF format.
 - Author reviews edits and revises as appropriate.
2. PREPARE LAYOUT in MS PUBLISHER®
 - Author prepares layout (i.e., inserts text, tables, figures, photos) using the MS Publisher® template
3. FINALIZE THE PUBLICATION
 - Author requests publication number from mastuart@fs.fed.us or dburnett@fs.fed.us.
 - Author finalizes document by inserting number and saving as .pdf [e.g., RU-FS-# (TN).pdf].
 - Author emails .pdf to the SRS Web team at pubsque@fs.fed.us.

1 PREPARE MANUSCRIPT PACKAGE FOR SUBMITTAL

Prepare the RU using the following guidelines. Then, submit the package (along with signed manuscript approval form and reviews + author response) to Maureen Stuart, Team Lead at mastuart@fs.fed.us.

Text

- Submit text as a MS WORD® document, single column, double-spaced, Times New Roman, 10 pt.
- Do not embed figures/maps/photos into the text document.

Tables

- Submit tables as a MS WORD® file or MS Excel® file.
- Submit each table as a separate file and use the following naming convention: table_1.docx, table_2.xlsx, etc.

Figures

• Make sure each table and figure is saved as an individual file (not as separate sheets within a workbook). For figures, create an individual file that can be inserted directly into MS Publisher. To create the file: move to the bottom of workbook page; right-click on the sheet name (e.g., fig. 2); Select MOVE or COPY; Under To book, click down arrow and select (new book); Go to bottom (left side) and click: Create a copy; Select OK.

- If the figure was created in MS Excel®, submit as XLSX file; otherwise, submit figures as PDF, JPG, PNG, or TIF files.

NOTE: retain the original figure in its native format so you can edit it, if necessary.

- Submit each figure as a separate file and use the following naming convention: fig_1.xlsx, fig_2.pdf, etc.

Photos

- Submit photos as individual files, and use the following naming convention: photo_1.jpg, photo_2.tif, etc.
- Submit a caption and photo credit line for each photo.

2 PREPARE LAYOUT in MS PUBLISHER®

Once the RU has been edited and you have revised appropriately, you can begin laying out the RU in MS Publisher®. Provided below are tips for inserting text, tables, and graphics into the MS Publisher® template.

Preparing the Layout in MS Publisher®

The FIA State RU template was designed to provide consistency of content (and how it is presented) among States and years. The RU template is limited to four pages, and each page has been designed to address specific topics, including:

Page 1 Overview

Page 2 Forest Area

Page 3 Volume, Biomass, and Trends

Page 4 (*topic of author's choice*) + Literature Cited/Reference + How to Cite and Contact Information

Please see appendix for further guidance and arrangement options for these topics and the required elements.

Adding Text to the RU Template in MS Publisher®

- In MS Word®, accept or reject all edits in track changes mode.
- Cut and paste text from MS Word® into the appropriate text box in MS Publisher®

Adding Tables and Figures¹ to the RU Template in MS Publisher®

- Open the template.
- Select the INSERT tab.
- Select the OBJECT from the TEXT section of the INSERT tab.
- Choose the “Create from file” radio button.
- Click the BROWSE button to find your separate table or figure file
- Click the “Link” button
- Click OPEN button.

MS Publisher® places the table/figure within an object box in the template. You can click on the box and move it to the correct position. If necessary, you can edit the table directly from MS Publisher®. To do so, simply place your cursor on top of the table and double-click. Make edits and click cursor outside of the table object box.

*Symbols (\geq , \leq) need to be placed into MS Publisher® tables: **Copy** the symbol; **Paste** the symbol into the table. Right click and select **Symbol**, 9 pt.

Formatting Maps to Add to the RU Template in MS Publisher®

- Format map to fit in a single column; use two-column width only if it is too large to fit (and be legible) in one column.
- Line weights: (*State border*) **1.0 pt Black**; (*county border*) **0.5 pt Black**.
- Text fonts: (*Legend Title*) **9 pt Black**, Arial or Helvetica; (*value labels*) **8 pt Black**, Arial or Helvetica.
- Export your Map to save as a **PNG** file type. For the best resolution, set the option for 300 dpi.
- To place a map in the MS Publisher® template, use **Insert, Picture**, and choose your **PNG** file. You should be able to move the map around on the page to your desired location.

3 FINALIZE THE PUBLICATION

- Request a publication number from mastuart@fs.fed.us or dburnett@fs.fed.us.
- Insert the number and save as PDF. Name the file as follows: RU-FS-# (State abbrev.) (e.g., **RU-FS-5 (LA).pdf**).
- Email the PDF to IT/Web team at pubsque@fs.fed.us. Include the following statement in your email:

I have verified all the information in this pdf, “Forests of [State Name], 20xx,” and it is ready to be published to the Web. /s/Author’s Name.

- The publication should appear in TreeSearch within 3 days.

¹Please ensure that if edits were needed on your figure, those were done in the original program the figure was created. Then, you need to resave the figure as a PDF, PNG, JPG, or TIF so you can place it in MS Publisher®.

Errata—If an error is discovered, contact Maureen Stuart, Technical Publications Team Lead to coordinate documentation for the Web. An example of an erratum is as follows:

Errata:

An error occurred during the preparation of a content table within RU-FS-XX, [Title of Publication]. To correct this error, the content table on page xx of this publication was replaced on [date].

APPENDIX

This appendix provides further guidance on both required and optional topics and supporting elements for the Resource Update series. It also suggests arrangement options for pages 2-4. [Please note that the page 1 arrangement is set and cannot vary; however, the arrangement on pages 2-4 is your choice, as long as the required topics are covered.]

Page 1: OVERVIEW

There is only one arrangement option for page 1.

USDA
United States Department of Agriculture
RESOURCE UPDATE FS-XXX

FORESTS OF Louisiana, 2012

This science update provides an overview of forest resources in Louisiana based on an inventory conducted by the U.S. Forest Service, Forest Inventory and Analysis (FIA) program at the Southern Research Station in cooperation with the Mississippi Forestry Commission. Data estimates are based on field data collected using the FIA annualized sample design and are updated yearly. The estimates presented in this update are based on data from year 2012 with comparisons made to data from 2011. The sample plot population in Louisiana consists of x plots, collected across a period of x years (about x plots, or about x percent of the data per year). The estimates in 2012 consist of x years (about x percent) of data collected using the annualized sampling and estimation procedures and x percent of data collected during the periodic sample conducted in 2008 (amended in 2009). Growth, removals, and mortality estimates are based solely on x years of data (x percent of the total sample), or about x plots, and should be viewed accordingly. The data used in this publication were accessed from the FIA Database on August 2014.

Overview

Louisiana's forest land is estimated to be 160,000 acres since 2011 (table 1). The number of live trees on Louisiana's forest land in 2012 was estimated at 8.9 billion trees, an increase of 3 percent from 2011. Net volume experienced an increase of about 2 percent. Both average annual net growth and net removals decreased by 2 percent from 2011 (table 1). The relatively small sample for GRM estimates limits the inferences that can be made at this point.

Table 1—Louisiana forest statistics, change between 2011 and 2012*

	2011 Estimate	Sampling error (percent)	2012 Estimate	Sampling error (percent)	Change since 2011
Forest land					
Area (thousand acres)	14,645.80	14.8	14,604.40	15.6	150.70
Number of live trees >= 1 in diameter (million trees)	8,669.50	8.9	8,948.10	9.2	268.50
Net volume live trees >= 5 in diameter (million cubic feet)	23,764.90	24.1	24,131.90	24.6	367.00
Live tree aboveground biomass (thousand oven-dry tons)					
Net growth live trees >= 6in (million cubic feet per year)	1,040.40	1.0	1,015.70	1.0	-24.60
Annual removals of live trees >= 5 in (million cubic feet per year)	798.80	7.9	780.30	7.8	-18.50
Annual mortality of live trees >= 5 in (million cubic feet per year)	301.10	3.0	296.60	2.9	-4.50
Timberland					
Area (thousand acres)	14,645.80	14.8	14,604.40	15.6	158.60
Number of live trees >= 1 in diameter (million trees)	8,632.90	8.6	8,921.20	8.9	288.00
Net volume live trees >= 5 in diameter (million cubic feet)	23,691.10	23.7	24,050.10	24.1	359.00
Live tree aboveground biomass (thousand oven-dry tons)					
Net growth live trees >= 6in (million cubic feet per year)	1,038.10	1.0	1,014.00	1.0	-24.10
Annual removals of live trees >= 5 in (million cubic feet per year)	798.90	7.9	780.40	7.8	-18.50
Annual mortality of live trees >= 5 in (million cubic feet per year)	301.10	3.0	296.60	2.9	-4.50

US Forest Service | March 2014

TITLE: "FORESTS OF (State), (year)"
Click on "view" to go to *Master Page* to insert/edit the State and year; close *Master Page* when completed.

Introductory paragraph + OVERVIEW text box :
These elements are required. Provide one introductory paragraph and one OVERVIEW paragraph for a total of ~268 words; both paragraphs must fit between title and table 1. (Note: there is no heading for the introductory paragraph.)

TABLE 1:
This table is required; it must provide data on changes in forest statistics (but it is the author's choice which year of data they wish to compare with the current year's data). It is placed after the text at the bottom of the page.

There are multiple arrangement options for page 2.

RESOURCE UPDATE FS-XXX

Forest Area

Louisiana is divided into five survey units (fig. 1). The total of forested land in all of the survey units is 14.9 ± x million acres and forests occupy 55 percent of the land area in the State. The Southwest survey unit supports more forest acres than any other unit (4.7 million acres), and is 71 percent forested (fig. 2). The Northwest unit is more densely forested, with 78 percent of its total land area in forest, but with fewer total forest acres (4.6 million acres). Both the North and South Delta units have very little forest area (1.3 and 2.6 million acres, respectively), and both are very sparsely forested at 36 and 30 percent of their land areas because of extensive agricultural development in those units.

The loblolly-shortleaf pine forest-type group occupies the largest proportion of forest land in Louisiana at 5.1 million acres, 61 percent of which was planted. The next most common forest-type groups are oak-gum-cypress at 3.7 million acres, oak-hickory at 2.0 million acres, and elm-ash-cottonwood at 1.5 million acres (fig. 3). Overall, the majority of Louisiana's forests (69 percent) regenerate naturally (i.e., with no evidence of intentional planting). Even though the loblolly pine forest-type group is the largest individual forest-type group, hardwood and mixed oak/pine forest-type groups still comprise 8.7 million acres—59

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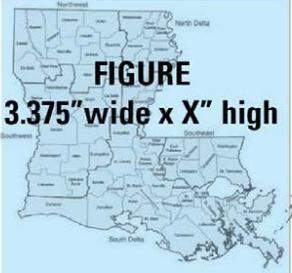


FIGURE
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Figure 3—Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna

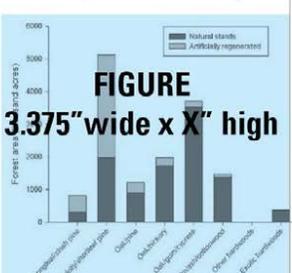


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FOREST AREA text box:

This is a required element. However, you may choose how much text to provide. If entire page is text, plan on a word count of ~880. If you choose to insert graphic elements (tables, figures, photos) and place side-by-side on bottom, the word count is ~340; if graphic elements are placed in one column, the word count is ~440.

Optional elements:

You may insert figures, maps, tables, or photos (with caption and credit) to support the FOREST AREA text. The choice is yours, so long as you fit all you need (with respect to the required topic, FOREST AREA) onto this one page.

RESOURCE UPDATE FS-XXX

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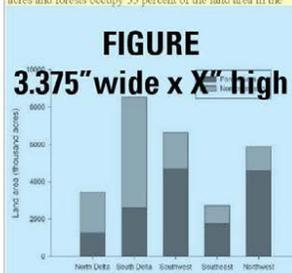


FIGURE
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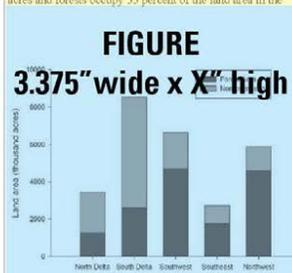


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VOLUME, BIOMASS, AND TRENDS text box:
 This is a required element. However, you may choose how much text to provide. If entire page is text, plan on a word count of ~880. If you choose to insert graphic elements (tables, figures, photos) and place side-by-side on bottom, the word count could be 268-340; if graphic elements are placed in one column, the word count is ~440.

RESOURCE UPDATE FS-KXX

Volume, Biomass, and Trends

Crews recorded 105 species (including unknowns collected to the genus level) on Mississippi forest land in the measurement years included in the 2012 dataset. Loblolly pine (*Pinus taeda*), sweetgum (*Liquidambar styraciflua*), water oak (*Quercus nigra*), red maple (*Acer rubrum*), and winged elm (*Ulmus alata*) are the most numerous species in Mississippi (Table 2).

Though the loblolly/shortleaf pine forest-type group accounts for 35 percent of Louisiana's live tree volume, hardwoods are still dominant, overall. Sixty percent of Louisiana's 24 million cubic feet of live tree volume is in hardwood forest-types. Oak/gum/cypress account for 36 percent of hardwood tree volume in the State. Louisiana has

648 million dry tons of live-tree biomass on forestland across the state. That equates to 324 million tons of carbon. Only about 10 percent of that biomass is on public land, stressing the importance of private landowners in the management of Louisiana's forest resource.

In 2012, average annual net growth on forestland was 1.0 billion cubic feet. Net removals were 259 million cubic feet on average, and annual removals were 780 million cubic feet, for a growth to removal ratio of 1.3, suggesting Louisiana is growing more trees than are being removed through conversion or harvest. Louisiana's removals are, on average, about 3 percent of the total standing volume per year. The vast majority of removals are in the Loblolly/shortleaf forest-type group (figure 4).

WORD COUNT 268

Table 2—Number & volume by species

Species	Number of all live trees (million)	Volume of all live trees (mcf)
loblolly pine	2,094.9	8,278.4
sweetgum	1,072.8	1,814.1
red maple	777.3	433.4
water oak	604.0	1,491.0
Chinese balfourea	447.7	195.8
Oak	310.0	186.3
winged elm	254.4	166.3
green ash	202.8	590.8
American hornbeam, muscledwood	253.1	66.4
blackgum	242.5	355.0
sugarberry	207.4	473.6
southern red oak	156.0	492.0
white oak	132.7	476.3
eastern hophornbeam	122.9	16.0
balddypress	119.1	1,899.4

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Figure 4—Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna

FIGURE
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Optional elements:
 You may insert a figure, map, table, or photo (with caption and credit) to support the VOLUME, BIOMASS, AND TRENDS text. The choice is yours, so long as you fit all you need (with respect to the required topic) onto this one page.

There are multiple arrangement options for this page, but the bottom block (with **How to Cite This Publication** and **Contact Information**) is required and placement cannot be changed.

Optional element(s):
Use this block for text, a table, a figure, or a photo.

LITERATURE CITED:
Use this block to provide any citations/references necessary. If this block is not used, author may fill it with text or a graphic element.

HOW TO CITE THIS PUBLICATION:
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RESOURCE UPDATE FS-XXX

Louisiana's Delta in the Context of the Lower Mississippi Alluvial Valley

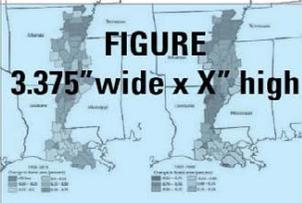


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Louisiana's Delta plays an integral role in the culture, history, and environment of the State. In 1986, Radis and other wrote a comprehensive paper on the forest resources of the Lower Mississippi Alluvial Valley (LMAV). Recently, the Southern Research Station published an update to that report titled "Forest Resources of the Lower Mississippi Alluvial Valley." This new update report shows that, contrary to what was reported in the LMAV, the Delta region lost substantial forest area between 1950 and 1980. For example, the largest measured loss occurred in Louisiana's West Carroll Parish, which went from 45 percent forested in 1950 to only 8 percent forested in 1980. New data shows some recovery in counties with forest area loss. In the example given, West Carroll Parish has recovered some area since 1980, and is currently 18 percent forested. The report includes statistics related to changes in relative stocking, area, basal area, and species distributions.

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Literature Cited
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How to Cite This Publication
Oswalt, S.N. 2014. Forests of Louisiana, 2012. Resource Update FS-XXX. Asheville, NC: U.S. Department of Agriculture Forest Service, Southern Research Station. 4p.



www.fia.fs.fed.us

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Southern FIA: http://srd42.fs.fed.us
National FIA: http://fia.fs.fed.us

USDA is an equal opportunity provider and employer

The published report is available online at <http://treesearch.fs.fed.us>

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[TOPIC is author's choice] text box:
You can provide a paragraph of text (~145 words) on any topic you deem relevant.

Optional element(s):
Use this block for text, a table, a figure, or a photo.

CONTACT INFORMATION:
This is a required element. Replace the "placeholder" text with your own information. You may add a co-author (which is typically a State partner).