

Please visit the SRS [Author Resources](#) page for specific guidance on [formatting tables, figures, photographs, and literature citations](#).

Guidance for Authors/Contributors

The Southern Research Station will publish a general technical report (GTR) comprising individual “stories” or historical narratives written by station staff, retirees, and others in an effort to document *and celebrate* the various people, places, and research programs of the station’s past 100 years. We are seeking a wide range of topics to include in this compilation.

Because the papers will not be of a technical nature, the normal peer-review process may not apply; however, the GTR compiler, Don Bragg, and other editors will review all papers for appropriateness, accuracy, and quality, which may include a request for revision(s). The volume will also be copy-edited by the Station Publications Team for consistent style; they will not make substantive edits. The [SRS Author Resources](#) page has guidance for style questions; also see the following history-related [publication](#) for an example.

 **Before you begin writing**, please contact the editor/compiler, Don Bragg (don.c.bragg@usda.gov, 870-308-0134), to discuss the suitability of your topic; he may have some interesting ideas to help develop your story.

 **To submit**: Email text (as a Word document) and graphics (as individual files) to Don at don.c.bragg@usda.gov.

 **Current Forest Service authors**: Please submit a signed [manuscript approval form](#) with your paper. The DRO may waive technical, statistical, and/or policy review, depending on the content.

Please use the following guidance to prepare your content:

Plain Language. The stories should be written in an informal, active voice. Short sentences are easier to read than long ones. Use pronouns when appropriate (he, she, etc.). Use everyday words, defining technical terms when necessary. Some examples can be found at [CompassLive](#) and [Plain Language Tips](#). Be consistent in your writing, too!

Author Info. Please provide name, position title, affiliation/organization, city/State/zip code, and email address.

No Abstract. An abstract isn’t needed for these papers. Instead, write an introductory paragraph that provides context for the story.

Title and Headings. Be creative with the title of your story – try to draw in the reader. If you use headings, avoid standard research paper headings like “Introduction” and “Conclusion.” Instead, use more informal, colloquial headings, like “The Early Days of ...” and “Closing Remarks” or “Final Thoughts.”

Pull Quotes. To entice readers into the article and/or highlight key topics, you may suggest key phrases, quotes, or excerpts to be pulled from the text and used as a page layout graphic element. This is optional.

Footnotes/Endnotes. Use footnotes only for non-citation information. Do not use footnotes or endnotes for citations; instead, insert (author year) after the cited text, and provide full citations at the end of the paper.

Photographs. “A picture is worth a thousand words,” so try to incorporate photographs to complement your narrative. If you don’t have any photographs at your fingertips, try searching these [photograph galleries](#) for possible pictures or contact Don Bragg (who may have images you could use). With each photo, please:

- Include photo captions (with credits) at the end of the narrative. Write a caption that helps tell the story and/or adds an interesting detail or tidbit that was cut from an article for length/flow reasons.
- Be sure to obtain permission to use any photos that are not in the public domain. Check for copyrights and/or specific requirements for crediting the owner/photographer.
- Provide a photo credit (e.g., “Photo by John Smith, USDA Forest Service” or “Photo courtesy of Southern Forest Heritage Museum”) at the end of the photo caption.
- Indicate where you would like to see the photograph inserted by adding “[insert photo-1 here]” on a separate line between paragraphs.
- Submit photographs as individual digital images with at least 300 dpi. Name photographs to correspond with their reference in the text (e.g., photo-1, photo-2, photo-3). Do not embed photos into a Word document. Image files should be of commonly used graphic formats (e.g., *.jpg, *.png, *.eps, *.tif, *.bmp).