

INSTRUCTIONS FOR PREPARING MANUSCRIPTS FOR THE SOUTHERN FOREST RESOURCE ASSESSMENT

The Assessment Technical Report will be published by the Southern Research Station in two media: first as a set of HTML documents on the web, and second, after public review and revision, in printed form as a General Technical Report. Publishing in these two very different media poses a variety of production challenges, particularly given the short production schedule available. Your careful attention to these guidelines will help ensure that your work will have a consistent and attractive appearance in both our targeted outlets. We hope it will also prevent the Production Team from looking for a career change.

The Station strongly encourages that manuscripts be prepared with MS Word software. A Word template has been provided to help ensure consistency of style. You are also strongly encouraged to begin your writing with this template. Tables should be produced in Excel and submitted in this form with one table per sheet, all in one file. A workbook with example tables has been provided to assist you in formatting the tables correctly.

Standards for figures are being assembled separately, but we expect that each figure will be submitted in electronic form, one file per figure, which the editors will later insert into the document. We believe that the bulk of graphics will be produced in either Excel or Arcview. We will distribute procedures, templates, examples, and palettes suitable for these programs. Contact Rod Kindlund at rkindlund@fs.fed.us if you will be using other graphics programs for your figures, and he will help with the details.

Your manuscripts can be submitted three ways: (1) to the Assessment FTP site (details shortly), (2) by email to rboozier@fs.fed.us, or (3) by mailing a 3.5-inch IBM format or 100 MB Zip disk to Renee Boozer, the Manuscript Coordinator, at 3041 E. Cornwallis Rd., Research Triangle Park, NC 27709. We cannot accept diskettes formatted for Macintosh computers.

Formatting standards are described in detail below, but several points should be emphasized:

1. GENERAL POINTS:

- a. Begin your writing with the Assessment's Word template. It contains style definitions that make it easier to meet the formatting standards we need for this project. If this is a problem, contact a member of the Production Team immediately.
- b. Keep it simple by avoiding most formatting embellishments (e.g., do not use bold, italic, or underlined fonts; tabs at the beginning of paragraphs; headers and footers; centered text; graphic lines; etc. unless instructed to do so). If special formatting is needed, highlight the appropriate text and insert a comment describing the desired effects. The main exception to this rule is Latin names. Please use italics for all Latin names.
- c. Use the spacebar and carriage return as sparingly as possible, and avoid tabs entirely. This means only one space between sentences, no blank line between paragraphs, and no hanging indents. It also means that tables must be done using Word's Table feature rather than using tabs but pasting from Excel automatically makes use of this feature (more on this below).

- d. Use heading styles as directed to make both writing and layout much easier. There are some configuration settings that should be changed in your copy of Word to minimize insertion of control characters. In Word under "**Tools, Autocorrect, AutoFormat as you type**" you will need to turn OFF the following settings:

In the "Apply as you type" section:

- Automatic bulleted lists
- Automatic numbered lists

In the "Replace as you type" section:

- Straight quotes with smart quotes
- Ordinals...
- Fractions...
- Symbol characters...
- *bold*...

2. **FONTS AND STYLES.** The template sets a number of formatting settings automatically: all four page margins, 1 in.; single-spaced 10-point Courier font; all text left justified, ragged right; and no hyphenation. It also defines the appearance of headings and subheadings including their automatic numbering, done through Word's Style feature. The chapter title has Heading 1 assigned to it. The main headings within the chapter will be standard throughout this report and are, thus, already in the template in Heading 2 style. You are free to create two additional levels of headings below these using the predefined styles of Headings 3 and 4 (if necessary). To use them simply highlight the text you have typed and select the appropriate style from the Style drop-down list on your Formatting Toolbar or from the menu choice Format, Style. If a carriage return is needed at the end of a heading, the style will include it. You do not need to add one. **All appearance assignments for headings should be done through the standard heading styles in the template and not through individual format settings, such as Font, Font Size, or Bold.**

3. **CHAPTER TITLE.** Type your question number (e.g., SOCIO-2) in all uppercase letters, followed by a colon and a short version of your Assessment question. The Assessment co-chairs will be distributing a list of suggested short titles to use here. If the short title you use is longer than one line, allow it to wrap to the next line. Do not use a carriage return. Highlight this and apply the style, "Heading 1."

4. **AUTHORS' NAMES.** Immediately below the chapter title type the full name of the authors, centered using initial capitals.

5. **QUESTIONS.** The official wording of the Assessment question with its detailed issues should appear between the authors and the first section of the report (Key Findings). Please copy the wording for your question and detailed issues from your question's web page (see links from www.srs.fs.fed.us/sustain/products/finalqs.htm) and paste them there, setting their style to normal.

6. **BODY TEXT.** The Normal style is set to double space, left justified with no paragraph indentions. The style will create an extra gap below each paragraph; **do not add an extra blank line between paragraphs.**

7. **NUMBERED LISTS:** Word provides a list feature that you may use to construct numbered lists.

8. **BULLETED LISTS:** While Word provides a bulleted list feature it should not be used. Instead type an asterisk at the beginning of the line followed by two spaces and the text that follows it. Do not indent.

9. UNITS OF MEASUREMENT AND NUMBERS. **English units are required in all text, tables, and figures.** 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, or money (e.g., 7 ft, 0.25 in., 3 percent, \$3), fractions standing alone or followed by “of a” or “of an”, and preceding a unit modifier that contains a figure (ten 8-ft 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. At the first mention in each chapter, write out the unit of measure with its abbreviation in parentheses, i.e., 6 acres (ac). Units of measurement are usually abbreviations in tables. Do not use “%” in the text, write out the word “percent” instead. The “%” sign can be used in the tables, however.

10. 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.

11. NOMENCLATURE. Common names are preferred for general use so long as they do not create confusion. However, the first mention of each common name in the body of the manuscript should be followed by its scientific names (including authority) set off in parentheses. The genus, species, and variety names should be italicized. Do **not** underline the names. If the number of species is large, a list of common and scientific names can be included in an appendix following the Literature Cited section.

12. EQUATIONS. Equations should be broken out of the text, numbered at the right margin, and surrounded by extra space. Use Math Type software program or the Word Equation editor.

13. CROSS-REFERENCES. Please refer to a portion of your chapter using its section number, as in: "as clarified in Section 3.1, the gilet typically perambulates enviably." When referring to sections in another chapter, reference the chapter by its number as used on the Assessment web site (<http://www.srs.fs.fed.us/sustain/products/finalqs.htm>). An example would be: "Table 3 in Chapter TIMBR-3 illustrates a flimflam in the lower left quadrant." The words Chapter, Section, Figure, and Table should be capitalized when referring to specific parts of the report.

14. SPECIAL CONTENT. If text needs special formatting, such as lengthy quotations, highlight the text and insert a Comment describing the problem and what you would like to see done.

15. ACKNOWLEDGMENTS. This section appears after Needs for Additional Research. If you have none, leave this section blank but leave the heading there.

16. LITERATURE CITED. 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 and then just one. This section should be titled LITERATURE CITED. Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. Make sure that all citations referenced in the text appear in the literature cited section and vice versa. Detailed instructions for Literature Cited will be posted to our web site shortly.

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 citations 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."

Only published material should be included in the literature cited section with two exceptions. Manuscripts accepted for publication may be included, using the notation "In press" in the same position as the publication date, for example: Haywood, J.D. [In press]. Plant communities in selected You may also cite web pages, but in this case cite after the author the date the page was accessed, the page's title, URL, publisher, and when it was last modified if that is available.

17. 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.

18. ENDNOTES. Footnotes/endnotes are generally discouraged in this report. If necessary, endnotes can be used; these should be numbered consecutively throughout the manuscript and placed after the literature cited section.

19. TABLES: All tables should be mentioned in the text and numbered consecutively throughout the manuscript. Use the word "Table" in initial caps followed by its number (e.g., "as shown in Table 4").

Construct all your tables as separate sheets in an Excel workbook. Name the workbook after your question number (eg. AQUA-4.xls) and name the sheets to indicate the table number in your manuscript (eg. 3). A template workbook has been provided with example tables. You are asked to use the sample tables as starting points for each table as they contain various format settings necessary for the final document. Name each sheet to indicate its table number in the manuscript. Cells in the sheet should generally be right- and bottom-aligned, all in Courier font. Text should be left aligned. Row headings should be left- and top-aligned, column headings should be center- and bottom-aligned. Once you have completed your table in Excel, copy and paste it into the Table section of the document (after Literature Cited and Endnotes). It should appear as a Table feature in Word. We cannot accept tab-delimited tables. Include above the table in the Word document a title in Heading 3 style. Do not place a period after the title. Number each table consecutively followed by two hyphens and the caption text, as in:

Table 3--Forested acres by ownership category and forest type

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 example Word document for examples with proper formatting as well as the example Excel workbook.

20. FIGURES. Illustrations, such as charts, maps, drawings, and photographs, are figures. There will be an additional set of instructions for figures; but, in brief, figures will be submitted electronically as graphics files. Place all figure captions in Heading 3 styles at the end of the manuscript in the Figure Captions section, formatted like the tables but ending with a period:

Figure 12--Pine plantation area in the most recent FIA survey cycle, by county.

Number figures in the order mentioned in the text. Use the term "Figure" followed by the number when referring to them in the manuscript. Name each graphic file to reflect both the question/chapter and the figure number within it, with the letter "F" between them (e.g., HLTH3F5.TIF), using the default filename extension for the graphics format used.

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. wide by 8-1/2 in. high. Figures that need to be printed full-page width must not exceed 7-1/8 in. wide by 8-1/2 in. high. Landscape orientation of figures should be avoided but, if necessary, should not exceed 8-1/2 in. wide by 7-1/8 in. high.

21. PHOTOS. Photographs are the only type of graphic that we request in hard copy. We prefer that you submit high quality black and white photographs. If you need to submit a color photo, please contact Louise Wilde at lawilde@fs.fed.us. 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--chapter and figure number--on this tag. To crop photographs, make a photocopy and place crop marks on the copy.

22. CONTACTS. If any of these instructions are unclear, do not hesitate to contact one of the Production Team for help. Contact information is available on the Assessment web site at:

<http://www.srs.fs.fed.us/sustain/people/productn.htm>

