

INSTRUCTIONS FOR SUBMITTING MANUSCRIPTS AND ASSOCIATED GRAPHICS FOR THE SOUTHERN FOREST RESOURCE ASSESSMENT

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Background: With question managers from diverse organizations and Production Team members in various locations, coordination of manuscripts and associated files presents a challenge. Another challenge is making sure members of the Assessment Team are kept apprised of what's been submitted and where documents are in the production process. The procedures spelled out here describe our scheme address those challenges.

There will several cycles of submission, revision and resubmission associated with the technical editing and peer review processes. In each case, follow these same procedures.

Submission Alternatives: Chapter manuscripts, Excel files containing tables, and Excel and other files containing graphics for figures can all be submitted any of three ways:

1. by email to Renee Boozer, the Manuscript Coordinator, at rboozer@fs.fed.us
2. by mailing a 3.5-inch IBM format, Zip disk, or CD-ROM to Renee Boozer, 3041 E. Cornwallis Rd., Research Triangle Park, NC 27709,
3. via upload to the Assessment FTP site, explained in more detail below.

The manuscripts with associated supporting files may prove rather large, in some cases too large for Renee's email system to handle. **If your combined files are larger than 2 MB** it is preferred that you use the Assessment's FTP site to submit your files or send them on disk or CD.

Archives: When submitting files on disk or via email it is acceptable to submit them in zipped (compressed archive) format. When submitting via FTP please avoid the zip format, gzip may be used for that purpose if necessary.

FTP Specs: Those familiar with FTP may find the following enough. Others should refer to the Details on FTP section at the end of this document.

Host:	216.48.37.130
User:	sfraqm
Password:	by phone with John Pye (919) 549-4013
Location:	the folder with your question's name under /u1/sfra/incoming
Filenames:	as specified in manuscript and graphics guidelines

Naming Conventions:

Whether you're submitting your files via email, disk or FTP it's a good idea to follow the manuscript and graphics guidelines for naming files. With the FTP site we won't even know who submitted a file so if we can't attribute it to the right chapter or don't know what kind of information the file contains we might not be able to act on it.

File names should always specify the question (chapter) to which it belongs and indicate whether the file contains a table "T" or figure "F". The Word manuscript doesn't need a letter, we'll assume that any Word documents are chapter manuscripts. If the file you're submitting is a stand-alone graphic, it's also necessary to indicate the figure number for that image and the intended size in the final document (Q for quarter-page, H for half-page, P for full-page portrait and L for full-page landscape). In all cases a filename extension is necessary for us to know what program is needed to print or edit the file.

After Submission: Whenever you upload files to the FTP site please send a message to Renee Boozer, rboozer@fs.fed.us, advising her of the additions. She will then confirm that filenames and file types meet the Assessment guidelines and move the manuscripts to the folder /u1/sfra/techedit. Files submitted on disk or via email will also be placed in that folder for the Technical Editor, Bob Biesterfeldt, to work on. Appearance of your files in that folder is confirmation it's been received and is in Bob's queue for editing. Bob will print the manuscript, mark it up with his comments, and mail the hardcopy to you for revision. He will also move your submitted materials to the folder /u1/sfra/rewrite to indicate it's ready for revision by the author. Each question manager will be responsible for making the necessary changes to his or her manuscript and supporting files.

Receiving Files: To expedite conversion to the Internet there may be some minor editing of the files you've submitted in parallel to the technical editing process. Examples of such editing would include cropping of graphics or addition of hyperlinks to your manuscript. **If this has occurred** you will be notified and asked to download the revised files for your review and any further editing. Otherwise the files in the rewrite folder will be the same you submitted, you may edit your own local copies of these files. You may, of course, download the files from the FTP site if you'd prefer.

Checking the Status: Progress of manuscripts will be indicated by their location in various folders on the FTP site. Members of the Production Team will move the files between folders. Question Managers can view or download files from any of the folders including the files of other Question Managers (!) but they can only upload or delete files in the folders under Incoming.

Incoming	where Question Managers put their submissions
Techedit	manuscripts, tables and figures awaiting technical edit
Rewrite	manuscripts needing revision by authors
Peerevw	manuscripts ready for peer review
Web	manuscripts and other files ready for conversion to the web
Print	manuscripts and other files ready for page layout

Support: Separate documents describe guidelines for the manuscript as a whole including tables, and for graphics for figures, both available at <http://www.srs.fs.fed.us/sustain/data/authors/index.htm> along with this document. Check that web page for additional guidelines or tools to help with the production process.

If you have questions regarding these standards, or if they pose particular problems, please contact one of the following:

John Pye	(919) 549-4013	jpye@fs.fed.us
Renee Boozer	(919) 549-4093	rboozer@fs.fed.us
Randy McCracken	(828) 259-0518	rdm@green.gov

You might also wish to check the [publication production team contacts web page](#) for further contact information.

Details on FTP:

FTP is short for "file transfer protocol," a venerable scheme for putting or getting files from other computers on the Internet. Just like there are specialized computer programs for web browsing or email, there are special programs for FTP. Windows comes with one called [ftp.exe](#), but it's pretty cumbersome to use. It works like old DOS programs from a command line and requires you to remember the syntax for commands like open, binary, cd, get and put.

Better programs are available that look more like Windows Explorer, programs like Cute-FTP, WS-FTP and the like. USDA Forest Service computers include a fairly good FTP client as part of their Exceed X-terminal emulation suite. It is also named [ftp.exe](#) but is somehow hard to find from the Start Menu. If so, look for it in a folder named "exceed.95" and create its own shortcut on the Desktop or Start Menu so you can find it again. If you'd like to try one of the other programs mentioned you may check out options on web sites such as www.tucows.com, www.shareware.com, or www.zdnet.com.

FTP programs need to know a few things in order to exchange files with a distant computer:

Host: 216.48.37.130

User: sfraqm

You will be asked for a password, but if I placed that in this document then loads of people might get in, and this web site is intended only for the Assessment Team, not for public access. Phone John Pye at (919) 549-4013 to ask for the password if he has not already called and given it to you. Please protect that password!

The FTP program will also ask about a starting folder -- you can specify "/u1/sfra/incoming" although if it gives you problems you can leave this blank and navigate there once you are logged in to the Assessment FTP site.

Graphical FTP clients like Exceed's FTP or Cute-FTP display two file-tree windows, one showing the contents of your computer's drives, the other showing the contents of the host computers' drives. Uploading files to an FTP site is usually a matter of selecting a receiving folder on the host machine, then selecting a file or group of files on your drive and telling the FTP program to copy it, or "put" the file on the host. First, make sure that the receiving folder is the one for your question!

The next point is odd but very important to take care of before starting any upload: **FTP needs to know whether the file you are transmitting is "ASCII" or "binary."** Some programs try and guess this, others are not so smart, so be specific and avoid trouble. All the types of files the Assessment has asked you to submit are "binary" file types, so you should select "binary." The only files that should be transferred in ASCII mode are plain text files, files you could load into Notepad without trouble.

