

Southern Research Station

Authors Guide

Revised 2015

Technical Publications Team
Southern Research Station
U.S. Forest Service
200 W.T. Weaver Boulevard
Asheville, NC 28804



SRS Authors Guide

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This guide is for authors and others preparing manuscripts for publication by SRS; it is supplied by:

Technical Publications Team (TPT)
Southern Research Station (SRS)
U.S. Forest Service
Asheville, NC

The Authors Guide, as well as a one-page Authors Checklist, is available at the SRS intranet site: <http://fswweb.srs.fs.fed.us/technical-publications/>. All updates will be posted at this site. The current Manuscript Approval Sheet also is also available at the above site. Be sure to use the most recent version.

New in this edition:

- Resource Update (RU) is a new publication series for FIA State factsheets.
- Authors Checklist has been updated.

Disclaimer

The procedures and guidelines included in the Southern Research Station Authors Guide are based on rules and regulations prescribed by the Forest Service, U.S. Department of Agriculture; Government Publishing Office; and Congress. We welcome suggestions for clarification, additions, or other improvements.

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Policy

Manuscript Submission to Project Leader

- Manuscripts must be complete before being submitted, and they must be accompanied by a completed Manuscript Approval Sheet (available <http://fsweb.srs.fs.fed.us/technical-publications/>).
- If the manuscript is for Station publication, one copy of the manuscript and the comment reconciliation letter is sent to the Southern Research Station (SRS) Project Leader (PL) who will forward it to the SRS Technical Publications Team (TPT).
- If the manuscript is for an outside outlet, editing may be bypassed at the discretion of the PL. However, we strongly recommend that you send TPT a signed manuscript approval form before the manuscript is sent to the outlet. This step helps the Station track your publication record in a timely manner (e.g., through the attainment record).
- If authors represent different SRS programs, the manuscript goes to the senior author's PL.
- See "Checklist for Assembling the Manuscript" for materials to submit. Note: materials should include permission letters and a brief color justification (if hard copies are approved to be printed).

Authorship

- SRS follows the guidelines for ethical authorship as set forth in the Forest Service Research & Development Code of Scientific Ethics, articles 7 and 8. Ethical authorship requires substantial involvement of the scientist in the research process. Authorship of manuscripts implies that the author has made major intellectual contributions to some or all parts of the study, including its conception, design, data collection, data analysis, or conclusions, and made significant contributions to its preparation. An author must take public responsibility for the content of the paper, which includes discussing why and how the research was done and how the conclusions were reached, and be able to defend criticisms.
- Administrators, supervisors, and those contributing technical assistance can be included as authors if they meet the criteria for being authors.
- Authorship should not be claimed if the scientist provides only instructions, laboratory space or supplies, or financial support. Seniority, grade, and similar distinctions are not criteria for determining authorship.
- Authorship should be decided on as early in the process as possible.
- When more than one author is involved, all should clearly understand what each is responsible for, what parts of the final report each is to write, and where the names will fall in the order of authorship. Multiple authorship needs to be considered carefully so the above criteria are fully met by all.
- Financial support and technical assistance are credited in the acknowledgments.

Reviews

Both Station-published manuscripts and journal submissions by SRS authors or cooperators are subject to a number of review and approval procedures.

Technical Review

Station Publications—All manuscripts, regardless of author's affiliation, to be published as SRS Station publications are subject to the following review and approval process:

- All Station manuscripts must receive technical review prior to approval by a PL.
- Written review comments must be obtained from at least two peers competent in the subject matter who are outside the author's immediate team, with at least one outside the Station. In some cases, the PL or executive team members may require blind peer review.
- The reviewers are determined by the author with concurrence by the supervisor unless blind peer review is needed; in that case, the supervisor provides concurrence on the process for obtaining blind peer review.
- Assessment of comments from reviewers and an author reconciliation letter are required by the PL prior to approval. A copy of the reconciliation letter will be submitted with the manuscript and manuscript approval form to TPT. They will be kept in a permanent file.
- Record the reviewers' names and addresses (or indicate blind review) on the manuscript approval form.

Non-Station Publications—The technical review process may be waived by SRS for non-Station publications when the PL determines that adequate review will be provided through the publishing outlet. A PL may require assessment of comments of the outlet-provided reviewers and the author reconciliation letter prior to resubmission to an external outlet.

Statistical Review

- A statistical review must be done for any manuscript reporting on results of quantitative research, unless waived by the PL. Record the statistician's name and address on the manuscript approval form.
- Reconciliation of statistical review comments is to be retained on file and included in the reconciliation letter required by program managers for manuscript approval.

Policy Review

The manuscript is reviewed for adherence to Station and Agency policy prior to submission to TPT or an external outlet. Policy review includes examining text for appropriate reference to management activities. By asserting one type of management action over another, an author begins to engage in the decision process itself. Consequences of this include the questioning of scientific credibility of the Station and Forest Service Research. The policy reviewer must use judgment in determining if the reference to management is appropriate or not. Certainly, scientific information may have important management implications, and these should be described. Publications can provide decision tools to help managers make decisions based on scientific information. Management considerations and potential outcomes of various decisions based on scientific knowledge also are very appropriate.

Project Leader Approval of Manuscript

- The PL approves the adequacy of technical content, technical review, statistical review, and consistency with Station and Agency policy prior to submission to TPT or an external outlet.
- When a PL or non-program Station employee (such as someone in the Director's office) is an author, a member of the executive team will provide the above review and approval to submit for publishing.
- If the manuscript is approved, the SRS Project Leader forwards it to TPT.

Publication Preparation Policy

- If the manuscript is for an outside outlet, editing may be bypassed at the discretion of the PL.
- For Station publication, a manuscript submission to TPT must include a signed manuscript approval form.
- For outside publication, submitting a manuscript approval form is not required but is strongly encouraged for the author's benefit and for SRS recordkeeping of its scientists' accomplishments.
- All manuscripts to be Station publications are prepared for final publication by TPT.
- Manuscripts must be complete and in final form when they are received by TPT. Incomplete manuscripts will be returned to the authors.
- Manuscripts move through TPT in the order in which they are received. Exceptions for priority status may be made at the discretion of the TPT team leader.
- The TPT will cancel a manuscript file if an author holds any materials during review for more than 6 months.
- Authors review the paper twice after submitting it through the PL to TPT:
 1. After the edit, the editor returns the paper to the author for corrections and submission of corrected hardcopy and electronic version.
 2. When the layout is complete, the author sees a .pdf of the page proof. A note is included with instructions.
- Printer's proofs are reviewed in TPT and not by the author unless an exception is requested in writing and only if there is some compelling reason.

Station Publication Distribution

- All Station publications are entered into RITS and Treearch (once proofs are finalized).

- The trend within the Forest Service is toward electronic publishing. Thus, most publications are made available as electronic-only publications (known as e-pubs).
- If funding is provided by the author's or Project Leader's unit, or if the publication is deemed to be of sufficient general interest, hard copies may be printed. A publication's suitability for printing is determined by the Technical Publications Team Leader, and, as appropriate, in conjunction with the author or Project Leader.

Errata

Author or Project Leader should bring errors in published material to the attention of the TPT team lead as soon as possible, ideally within a short time after publication. The team lead will determine the appropriate action, based on the egregiousness of the error and other factors.

Final Reporting/Closeout of Non-Station Papers

For a manuscript published in a non-Station outlet, send a pdf of the article to the Station's Web Team. The Web Team will upload the article to Treearch and RITS.

Timeline

Various factors affect the length of time it takes to publish a manuscript:

- Length of the paper.
- How closely the paper follows the format of the outlet (SRS or outside publisher).
- How many papers are in the editing and layout queues.
- How long the author keeps the paper for each review.
- If the publication is to be printed, which typically adds 4 to 6 weeks.

Publication Categories and Outlets: Station Series

- Select a series for your manuscript. Call the technical editor if you're unsure which one to use.
- Visit <http://fswweb.srs.fs.fed.us/technical-publications/> to download special guides for RMAP and RU publications.

Category	Audience	Cover	Class of Material
Research Paper (RP)	Scientists and resource managers	Separate, if more than 32 pages	Results, analyses, conclusions of formal studies or experiments
General Technical Report (GTR)	Researchers, resource managers, general forestry public	Separate, if more than 32 pages	Information of a technical nature, but not an original report; proceedings, computer programs, annotated bibliographies, and so forth
Resource Bulletin (RB)	Scientists and resource managers	Separate, if more than 32 pages	Economic information of permanent value on timber and other forest resources or their utilization
Research Map (RMAP)	Scientists and resource managers	None	Stand-alone maps, primarily those conveying new geospatial information derived from Forest Service research.
Research Note (RN)	Scientists and resource managers	Self	Observational information on new techniques or instruments, especially of how-to-do-it type or incidental discovery
Resource Update (RU)	Scientists and resource managers	(No cover—these are 4-page factsheets)	Economic information of permanent value on timber and other forest resources or their utilization
Science Update (SU)	General public, members of Congress, cooperators, and supporters	Self or separate	Annual reports, State update sheets, interpretive brochures, program/project descriptions
Unnumbered publication	Any Forest Service audience, depending on subject matter	Separate, if more than 32 pages	Nontechnical information that does not become part of forestry literature, such as publications lists, facilities brochures, and forest guides.


Outside Publication

- All correspondence with journal editors and others associated with non-Station publication is the responsibility of the author(s). See "Cover Letter" below.
- Scientists should contact the RITS Coordinator (Pearley Simmons) to arrange for copyright forms, page charges, and reprint/pdf orders. The RITS Coordinator places the order and interacts with publisher to receive reprints and to pay page charges.
- Author(s) should follow the formats and other editorial considerations prescribed by the journal.

Cover Letter

- Prepare cover letters to outside publishers on formal Station letterhead.
- Check the publisher’s instructions for what they want included in the cover letter. Most want reviewers named. Some want names of potential additional reviewers. Almost all want a statement that the paper has not been submitted elsewhere and, certainly, not published elsewhere.
- If part of the manuscript has been published previously, be up front about it and explain the circumstances. Include a copy of the item with your submittal.
- Include the copyright statement in your letter (shown in example, next page). See also “Copyright.”

Example of cover letter:

	United States Department of Agriculture	Forest Service	Pacific Northwest Research Station	Forestry Sciences Laboratory 3625 93 rd Ave SW Olympia, WA 98512-9193
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File Code: 1630
Date: May 19, 2000

Lloyd R. Hossner, Editor
SSSA Journal
Soil and Crop Sciences Department
Texas A&M University
College Station, TX 77843

Dear Dr. Hossner:

Enclosed are the original and two photocopies of “Precision, accuracy, and efficiency of four tools for measuring soil bulk density or strength,” by R.E. Miller, J. Hazard, and S. Howes, for your consideration as an article in the *Soil Science Society of America Journal*.

The paper has been reviewed by Drs. Ron Heninger, Robert Powers, Allen Tiarks, and Henry Froehlich. The statistical review was done by Dr. Timothy Max, Station statistician at this Research Station.


This material was prepared by federal government employees as part of their official duties and therefore is in the public domain and can be reproduced at will. Inclusion in a private publication that is itself copyrighted does not nullify the public domain designation of this material.

Thank you for your consideration of this manuscript. If you need to discuss anything with me, I can be reached at (360)753-7684. My email address is rmiller@fs.fed.us.


Sincerely,

RICHARD E. MILLER
Soil Scientist Emeritus

Enclosures



Caring for the Land and Serving People



Rejected Manuscript

- A new manuscript approval form must be signed by the PL before a rejected manuscript is sent to TPT for publication in a Station series. Put a note on the form to indicate that it is a resubmittal replacing a previous journal submittal. This will close the old case file.
- If the manuscript did not previously have technical review, it will need review before being resubmitted as a Station paper (see “Reviews”).

Permissions, Disclaimers, and Credits

Color Printing

Permission to print in more than one color (including color photocopying) must be requested from the WO by the production editor with strong justification—such as to identify organisms or depict damage—supplied by the author. Prepare your paragraph of justification and send it with your manuscript. Note that this justification is not needed for e-pubs, which are normally produced in color. Note: if you have an e-pub that you do *not* want in color (perhaps for aesthetic reasons), simply mention this to TPT.

Brand Names

Avoid using commercial names of equipment, pesticides, and so on. If you must mention a product or company, include the following disclaimer statement, which goes in the inside front cover: The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

Copyrighted Material

To reproduce copyrighted tables or illustrations, you need written permission of the copyright owner, usually the publisher. You also need written permission for using personal correspondence or unpublished communications as support for your data. Send a photocopy of the page on which you mention a personal communication to the person you quote or paraphrase. Send copies of the written permissions to TPT when you submit your manuscript.

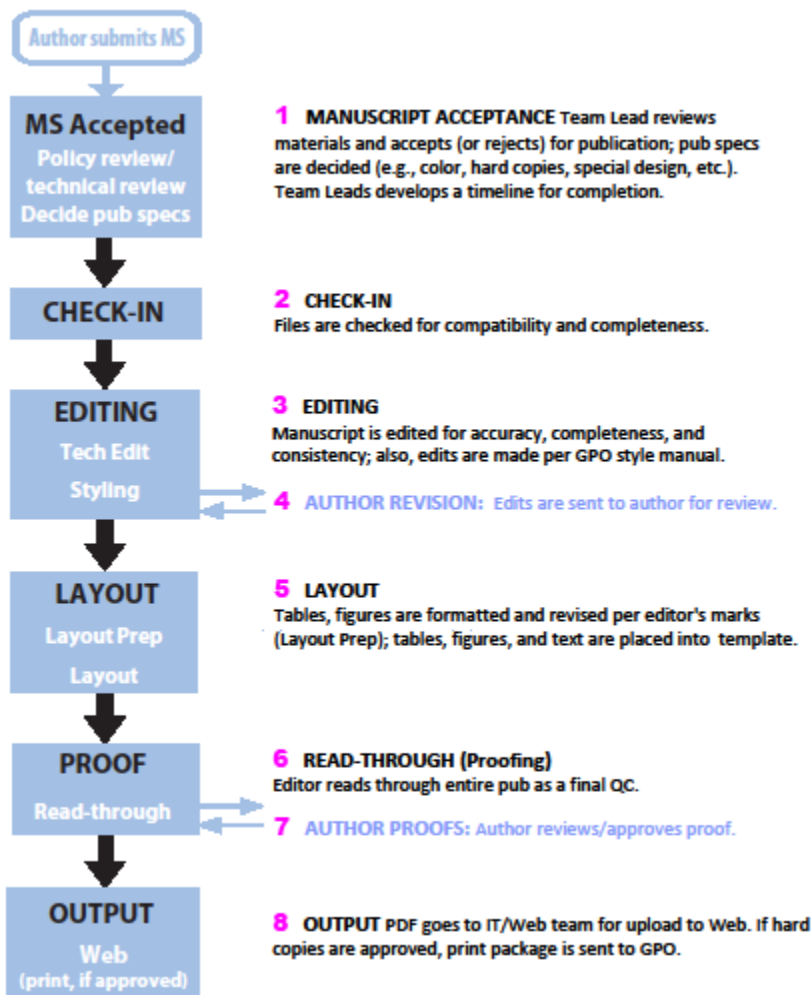
Legal Documents

Legal documents are cited parenthetically in the text.

Example: (National Forest Management Act of 1976, Public Law 94-588).

Publishing Process Flow Chart

Below is a simplified graphic to illustrate how a submitted manuscript moves through the publishing process.



Manuscript Preparation

This section provides a checklist for the author(s) when submitting a manuscript for publication. It also provides specific instructions on how to prepare the manuscript for printing as an SRS publication. Publication Handbook FSH 1609.11 has instructions for preparing manuscripts to be published by the WO or the Department. Journal articles and proceedings papers should be prepared to conform to the style and format of the specific outlet.

Checklist for Assembling the Manuscript

When preparing a manuscript for SRS Technical Publications, please refer to the Authors Checklist (see appendix) to ensure you submit a complete package. Incomplete packages will be returned to the author. Briefly, your package should include:

1. Completed Manuscript Approval Sheet (current version located at <http://fsweb.srs.fs.fed.us/technical-publications/>)
2. Completed Publication Distribution Form (current version located at <http://fsweb.srs.fs.fed.us/technical-publications/>)
3. Paragraph on why color is needed in the final publication (if applicable)
4. Letters of permission (for use of any copyrighted material, unpublished sources, and personal communications)
5. Reconciliation letter
6. Manuscript text (hard and electronic copies) in the following order:
 - Title page (authors, pesticide and/or product disclaimer, if needed, author statement)
 - Formal title page (if needed)
 - Abstract (except for Research Notes and Resource Updates) and 5 to 7 keywords
 - Preface (if needed)
 - Summary (required for Resource Bulletins and suggested for long papers)
 - Contents (strongly suggested for papers of 30 or more pages of typewritten text)
 - Text
 - Acknowledgments (optional)
 - Literature Cited (or References)
 - Appendix (optional; including appendix tables, species list, other long lists, questionnaires, forms, etc.)
 - Glossary (optional)
 - Index (optional)
7. Tables (see Tables section)
8. Figures (see Graphics section)
9. Figure caption list
10. Photo credits (and captions, if desired)

Additional Details: “Make Sure You...”

- Check titles, affiliations, and addresses of authors to be sure they are correct.
- Run a check on spelling.
- Give the scientific name at the first mention of each organism in each section (include all authorities if used).
- Revisit referenced Web sites to check accuracy of the URL and availability. **Include date accessed** if URL serves as a cited source.
- Check the numbering of footnotes and any text references to earlier footnotes.
- Acknowledge others who contributed.
- Make sure there is a citation for every reference in the text and a text reference for every citation.
- Number tables consecutively throughout in the order they are mentioned in text.
- Number figures consecutively throughout in the order they are mentioned in text.
- Include all tables and figures in hard copy and electronic format (**do not** embed in the text).
- Include photos or materials for an illustration on the cover.
- Include logos for other agencies if they are needed for a formal title page.

Manuscript Format Instructions

If authors and others who key/format manuscripts follow these guidelines, manuscripts will move more quickly through the production process.

Manuscript Text

- All punctuation followed by one space (not two).
- All pages have a header (right justified) with senior author’s last name and page number.
- **Do not** imbed figures, tables, photos, etc., in the text.
- **Do not** underline URLs; remove hyperlink function from URLs.
- **Do not** use software to generate table of contents, footnotes, or index.
- **Do not** include page numbers with a table of contents page.
- Scientific names of trees, plants, and other organisms are included in parentheses and italics after first use in each section (e.g., in the abstract and again in the text; for chaptered publications, in each chapter where used).
- At the first mention of the Forest Service in each section, write it as “Forest Service, U.S. Department of Agriculture” (per Forest Service regulations).
- There is a citation for every reference and a reference for every citation (text, tables, or figures).
- Include author(s) information (i.e., working title, affiliation, and address) on the cover page.
- Units of measure (English, metric, or both) should be tailored to the audience; see General Guidelines under the Tables, Tabulations, and Lists section of this guide, page 18.
- Use Microsoft equation editor or MathType® for mathematical equations.
- Paragraphs, headings, footnotes, and figure captions are flush left. Literature citations are flush left with a two-space hanging indent and followed by one blank line.
- Quoted material must be keyed exactly as in the original, including spelling and punctuation. Quotes of less than five lines are run into the sentence and are enclosed in double quotation marks. Quotes of more than five lines are indented three spaces from each margin with quotation marks omitted. Quotes within quotations are set off by double quotation marks. When using single or double quotation marks, place commas and periods inside the closing quotation mark; other punctuation marks go inside only if they are part of the quoted material.
- Do not capitalize the following words when referring to them in the text: table, figure, chapter, section, appendix. If figures, chapters, or sections are referenced in parentheses, abbreviate them; example: (see fig. 1, ch. 2) not (see figure 1, chapter 2).
- Avoid contractions and inanimate ownership. Correct: does not, cannot, diameter of the log; incorrect: doesn’t, can’t, the log’s diameter. Do not use a possessive form when actual possession or ownership is not implied; examples, Users Guide, Writers Aid Shelf, 1990s.
- Spell out acronyms at first mention in the manuscript. Afterward, the short version is used. In a publication divided into chapters, spell out at first mention in each chapter in which the acronym is used.
- Avoid using acronyms and abbreviations in headings.
- Font and paragraph styles (use Heading 4 only if necessary):
 - **HEADING 1** (use **Arial 12 pt. bold, CAPS**, and start text on next line, flush left)
 - **Heading 2** (use **Arial 10 pt. bold** and 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 single-spaced. (use **Times New Roman 10 pt.** for text, single-spaced, and flush left)

Tables and Tabulations

- Do not imbed tables in the text—keep them separate at the end of the manuscript.
- Submit hard copy and electronic copy (in MS Word or Excel) of all tables.
- Save each table into an individual table file (e.g., **table1.doc**, **table2.xls**, etc.).
- Keep tables to a reasonable size. Typical widths are 3¾, 5½, and 7¼ inches.
- Use Arial font; 9-point size is recommended, but no smaller than 8 point.
- Tables are single spaced.
- Avoid using spaces to separate or line up data—use tabs or the MS Word table function.
- Full specifications and examples are in the Tables, Tabulations, and Lists section of this guide.

Graphics

- Do not imbed graphics in the text—keep them separate at the end of the manuscript.
- TPT requests that figures are submitted in two ways:
 1. Hard copy print-outs to reflect how the author wants the figure to appear in print form.
 2. Electronic files (one for each figure; e.g., **fig1.eps**, **fig2.ai**, etc.) in the native format (see chart below):

If the graphic was generated in:	Save the file as:
Excel	.xls or .xlsx
SigmaPlot	.jnb (or export as .xls or .xlsx)
Illustrator	.ai (with fonts embedded)
Photoshop	.psd
ArcView	Export as .ai (with fonts embedded)

- Raster image files (e.g., *.jpg, *.png, *.tif) *may* be acceptable if they are of sufficient resolution. Raster files should have at least a 300 dpi resolution and be large enough (i.e., enough total pixels) for the desired size. (For a 4- by 4-inch printed graphic, for example, a raster file at 300 dpi would be 1200 by 1200 pixels.)
- Photographs must be submitted as .jpg, .png, or .tif files at minimum 300 dpi. See note above regarding printed size.
- Graphics submitted as raster files or embedded in MS Word or PowerPoint presentations will be treated as print ready, and will not be altered by TPT.
- Use Arial font for labels within graphics.
- Captions are included after the text, single spaced, and on a separate page.

Literature Cited

- Do not underline URLs; remove hyperlink function from URLs.
- Cite references within text as follows: (Harris 1980, Stern and Walls 1996a) or (Jones, in press; Mills 1988)
- Use “and others” rather than “et al” in citations.
- Do not hyperlink within-text citations with their entries in the Literature Cited (or References) section.
- Follow ANSI for styling citations; see the Literature Citations section of this guide for specifications and examples.
- Insert the date accessed for any Web site cited. Keep a print-out of the Web site for your records.

Parts of the Manuscript

This section of the Authors Guide provides detailed information on preparing each part of the manuscript for submission to SRS for publication. Tables, Graphics, and Literature Citations are treated in separate sections following this one.

Cover

Department regulations govern the design of covers. The format must fit Department specifications for typeface, type size, and placement of art, title, and authors' names. Department regulations also govern what goes in the identity strip, including logos. Deviations require written justifications that provide details on the specific requirements of your audience or material.

Research Papers, General Technical Reports, and Resource Bulletins have covers; Research Notes, administrative reports, and most miscellaneous publications do not. If a publication is to be printed, certain guidelines for paper stock and colors apply; please check with the TPT team leader for details. Suggestions for cover designs from the authors are appreciated. Finished cover designs are sent to the author for approval.

Pesticide Statement (inside front cover)

Papers mentioning pesticides must include one of three possible statements about pesticides, usually printed on the inside front cover of the published paper. The three are shown in FSH 1609.11, sec. 17.3, but the following statement is the one most often used in publications reporting research:

Pesticide Precautionary Statement

This publication reports research involving pesticides. It does not contain recommendations for their use, nor does it imply that the uses discussed here have been registered. All uses of pesticides must be registered by appropriate State and Federal agencies before they can be recommended.

CAUTION: Pesticides can be injurious to humans, domestic animals, desirable plants, and fish or other wildlife—if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.

Product Disclaimer (inside front cover)

The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

Title Page

Page 1 is the title page and has three parts:

1. Title of manuscript; key the title flush left using title case (mixed uppercase and lowercase letters).
2. Authors with names typed as they will appear on the cover of the finished publication.
3. Author statement. Name each author in uppercase and lowercase, **bold**, 10 point, followed by their title, which should be a working title (e.g., Research Ecologist), not administrative (e.g., Program Manager). Give the complete mailing address unless the author works from home. In that case, give only the city, State, and the two-letter postal abbreviation. If an author's affiliation has changed since the work was done, the new one is added at the end. Add "(retired)" after title, if applicable. If none of the authors is a Station employee, a statement must be added at the end showing the agreement under which the work was done. Examples follow on next page.

Examples of Author Statements:

Bert R. Mead is a Research Forester, Forestry Sciences Laboratory, Anchorage, AK 99503-3954.

Raymond M. Sheffield, Resource Analyst (now retired), **James W. Bentley**, Resource Forester, and **Michael Howell**, Resource Forester, U.S. Forest Service, Southern Research Station, Forest Inventory and Analysis Research Work Unit, 4700 Old Kingston Pike, Knoxville, TN 37919.

Abstract and Keywords

- “Abstract” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- Key the abstract on page 2 of the manuscript.
- Write an informative-style abstract of between 200 and 250 words that includes the report’s purpose, methods, scope, results, conclusions, and recommendations.
- At first mention, give both scientific and common names of organisms; thereafter, use the name appropriate to the audience.
- Keywords—List five to seven keywords in alphabetic order after the abstract. Select terms that will help in retrieving the publication. Include terms used in the title, because not all computer programs search titles. An example follows:

Keywords: Diversity, ecosystem management, natural regeneration, pine-hardwood, shortleaf pine, visual quality.

Executive Summary (*optional*)

- “Executive Summary” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- The summary is an expanded abstract, and the word “summary” is reserved for this use. The word is not used for a concluding section of the text.
- A summary is required in Resource Bulletins and is suggested for long papers.

Preface (*optional*)

- “Preface” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- The function of a preface is to give the author’s rationale for writing the paper. A preface is not necessary in most SRS publications. It is used only in major works or in papers that are part of a series. The same preface is used in each paper.
- A preface also might be used in a very large work to explain some of the procedures used to compile it and the authorship of subsections (when those authors may not appear as authors of the entire document).

Cooperation (*optional*)

Authors are responsible for acknowledging contributions by Government and non-Forest Service cooperators (FSM 1631.44), as well as cooperation with other agencies. A manuscript to be published in cooperation with another Government agency must have the approval of the cooperating agency before it is sent in for editing.

Acknowledgments

- “Acknowledgments” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- Note the accepted spelling (no “e” after the “g”).
- Any acknowledgments go at the end of the text before “Literature Cited.”
- It is appropriate to acknowledge technicians, cooperators, reviewers (but be careful here: occasionally a reviewer will not want his/her name given), sources of special materials, artists, editors, publication specialists, and others who have gone above and beyond in helping with the research or the paper.
- Do not phrase an acknowledgment to imply endorsement.
- Do not acknowledge the authors of the manuscript; we assume they did a few things.
- The acknowledgment is simply worded: avoid aggrandizement and flowery language.

Contents

- “Contents” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- If you need or want a Contents page in your paper, prepare it from the number 1 and 2 headings in the paper. Do not include number 3 headings.
- Type headings in **bold**.
- **Do not add page numbers to the contents; they will be added in final preparation.**
- A contents page usually is necessary in any paper over 25 to 30 pages in final published length (about 50 to 60 pages manuscript length). It is not required in shorter papers but can be useful to the reader in many instances and so should be considered.

Text Citations

Make sure that (1) assertions not supported by data have literature citations, (2) there is a citation for every reference, and (3) there is a reference for every citation (including text, tables, and figures). Use lowercase letters to distinguish references that have the same author(s)/year (example: Miller and Wear 2001a). Use “and others” rather than “et al” for multiple authors; use for in-text citations when a citation has more than two authors, and in the literature cited section when a citation has more than four authors (“and others” replaces the fourth and subsequent author names). See examples in the Literature Citations section of this guide.

Personal Communications, Correspondence, and Unpublished References

Personal communications and correspondence are footnoted in text. Unpublished references may be footnoted, or they may be included with other citations, with the section renamed from “Literature Cited” to “References.” Note that electronic communications (including phone conversations, email, and text messages) are considered personal communications.

Required information for personal communication—year, author’s full name, job title, and complete address including ZIP code.

Example: Personal communication. 1999. A.B. Smith, Research Forester, Froghat Corporation, P.O. Box 10, Medusa, MS 10101.

Required information for personal correspondence—author’s full name, year, document title, and complete address including ZIP code where document is on file.

Example: Smith, A.B. 1999. Letter dated January 1 to Alan Romero. On file with: ROCORP, 100 River Road, Salmonella, ID 01010.

Required information for unpublished references—author’s full name, date, title, number of pages, document type, and complete address including ZIP code where document is on file.

Example: Smith, A.B. 1999. Observations on responses of loblolly pine to recorded music. 29 p. Administrative report. On file with: ROCORP, 100 River Road, Salmonella, ID 01010.

Example: U.S. Department of Agriculture Forest Service. 1998. Field instructions for the southern forest inventory-remeasurement of prism plots. Version 3. 29 p. Unpublished report. On file with: Southern Research Station, Forest Inventory and Analysis, 4700 Old Kingston Pike, Knoxville, TN 37919.

Required information for unpublished manuscript in preparation—author’s full name, title, document type, and complete address including ZIP code of author.

Example: Smith, A.B. Observations on responses of loblolly pine to recorded music. Manuscript in preparation. Author can be reached at Froghat Corporation, P.O. Box 10, Medusa, MS 10101.

Text Footnotes

- Footnotes are indicated in the text (and the appendixes) by superscript numbers. Try to limit the use of footnotes to personal communications/correspondence and unpublished materials.
- Footnote numbers follow all punctuation marks except a dash but are inside a closing parenthesis if the footnote applies only to the parenthetical statement. Example:

The publication,¹⁶ which was written in 1929 to describe air-¹⁷ and water-born pollutants (as Thomas indicated in an earlier work¹⁸) by an anonymous author.¹⁹

- If you refer again to material already footnoted, follow this example:

These areas totaled about 1,900 acres (see footnote 23).

- In a publication divided into chapters, footnotes begin with 1 in each chapter.
- Footnotes in tabulations are numbered because tabulations are part of the text.
- Footnotes in tables (including tables in appendixes) are lowercase, italic letters.

Literature Citations

Examples are provided in the “Literature Citations” section of this guide.

Appendix (optional)

- “Appendix” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- If there is more than one appendix, use uppercase letters to identify each. Each appendix is a number 1 heading. For example: Appendix D (not Appendix IV).
- Explanations and elaborations not essential to the text (but helpful to the reader) belong in an appendix, as do texts from other documents, laws, etc., used to substantiate your paper.
- Lists of common and scientific names of species, other long lists, questionnaires, forms, how-to explanations, figures, and multitudinous tables also can go in appendixes.
- Appendix tables and figures are numbered consecutively. Appendix tables and figures are numbered separately from those within the text. When referring to appendix tables and figures within the text of the document, use table A.1 (appendix) or figure A.1 (appendix).
- Footnotes start with 1 in each appendix (see “Text Footnotes,” above).
- In the text, “appendix” is not capitalized unless it begins a sentence or used with a title; if used parenthetically, it is abbreviated: (app. C).

Glossary (optional)

- “Glossary” is a number 1 heading (i.e., 12-point Arial bold, all caps).
- When included, a glossary is put at the end of the text (after citations and any appendixes but before an index) so that the reader can find it easily.
- Arrange terms in alphabetical order, each with its definition.
- Terms are 10-point bold and followed by an em dash.
- Subentries are indented, and the term being defined is in bold italic.
- Capitalize only proper nouns.

Glossary example:

Forest types—A classification of forest land based on.... The following summarizes the forest types of southeast Alaska:

aspen—Forests in which quaking aspen comprises more than 75 percent....

Tables, Tabulations, and Lists

Please use MS Word to create your tables. Use tabs or the table function, rather than spaces, to separate columns. It is the responsibility of the author(s) to ensure data are represented accurately.

General Guidelines

- Do not imbed tables in the text—keep them separate at the end of the manuscript.
- Submit hard copy and electronic copy (in MS Word or Excel) of all tables.
- Save each table into an individual table file (e.g., **table1.doc**, **table2.xls**, etc.).
- Use Arial font; 9-point size is recommended, but no smaller than 8 point. Tables are single spaced.
- Keep tables to a reasonable size. Standard portrait widths are 3¾, 5½, and 7¼ inches.
- Break tables that do not fit within the column or page dimensions into separately numbered tables, or split them into two parts.
- Number tables consecutively with Arabic numerals, with the table number separated from the title by an em dash (Table 1—Sample of SRS data...), and mention each in order in the text. The numbering continues through the text and begins anew for the appendixes. Appendix tables need not be mentioned in the text, but if they are mentioned, they can be out of numerical order.
- Capitalize only the first word of each entry and proper nouns in a table; this includes the title, headings, column entries, and footnotes. In text, the word table is not capitalized unless it starts a sentence.
- With the exception of metric, use abbreviations only when space is limited. Spell out “per” with English units of measure when space allows. If English units are abbreviated, substitute a slash (/) for the “per.”
- Use a slash or negative superscript numeral with metric units of measure (example: kg⁻¹, cm/day) for “per.”
- If a number in the data column is less than 1, place a zero before the decimal point (example, 0.89).
- Every cell must have data, an em-dash, or N/A with a note below the table explaining meaning.

Style Guidelines

To properly style tables, follow the guidelines in the table below.

Table 1—Specifications for styling a table for submission to SRS Technical Publications Team

Category	Element	Specs
Font	Title	Arial, 9 pt, bold, one blank line below
	Header row	Arial, 9 pt
	Table text	Arial, 9 pt
	Footnotes, source notes, etc. ^a	Arial, 8 pt
	Units of measure	<i>Arial, 8 pt, italic</i>
Rules ^b	Header row	0.5 width, black, above and below
	Bottom row	0.5 width, black, below
Alignment	Caption	Flush left
	Table text, left column	Flush left, indent text wrapped to next line
	Table text, other columns	Align as necessary to best present the data
	Units of measure	Center among columns using same unit

^a Footnotes, source notes, etc., are placed here (below bottom rule).

^b Rules are the solid black lines that define a row (or set of rows).

Parts of the Table

Title

- Give each table a complete title that answers these questions: What? Where? When? Describe the stub (leftmost) column, the data columns, and the main limiting factors—agent, place, and time. Put all other information in footnotes.
- Capitalize only the first word of the title and proper nouns.
- The table title is the same point size as table text, boldface, with an em dash after the table number. It is not a complete sentence and does not end in a period. If you find the need for a period and a new sentence in your table title, try adding a semicolon between the sentences or, better yet, shorten the title and put the extraneous information in footnotes.

Notes

Put explanatory information and other unlettered notes below the ending table line and above any footnotes in 8 point—examples: NA = not available, — = negligible, or — = not applicable (or whatever you mean by the dash). Put a period at the end of the note. Separate unlettered notes with a semicolon.

Footnotes

Each table has its own footnote letters when footnotes are necessary. The letters are lowercase, superscript, italic, and one point size larger than point size of table text. Footnote letters are always placed at the end of a heading—not in the middle. The letters also go after the complete entry in the stub and data columns. If two footnotes appear together, separate them with a space, not a comma. Footnotes are in alphabetical order from left to right, top to bottom; in headings, from main heading to subheading.

Source notes

Source notes, such as Source: USDA Forest Service (1990) are formatted like footnotes, with a period at the end of the note, and are 8 point. Source notes follow footnotes (in alpha order, if citations).

Units of Measure

- Units of measure appear above the data columns and below the second table line. If all the entries are 1 or less (example, 0.97), make the unit of measure singular; otherwise, make it plural.
- Units of measure are 8-point lowercase italic and in the same font as the table. If space permits, spell out English units of measure. Always abbreviate metric units of measure.
- If the same unit of measure applies to several adjacent columns, center it over the columns and add leaders (hyphen, space, hyphen) on both sides to bridge (but not overlap) those columns. Do not use leaders if the same unit applies to all the data columns or if the unit of measure is wide enough to extend over its columns. The unit of measure for the stub column is flush left.

Lists

A list is a single column of data in the text, usually preceded by an introductory sentence ending with a colon. It is never labeled as a table. Items are listed by number if order is important or with bullets if the order of the items is not a factor. When building lists, make sure all items are parallel. Avoid mixing phrases with complete sentences. If you start items with an -ing or -ed verb, do so all the way through the list. A colon precedes the list. Each item in the list has an initial cap, whether it is a complete sentence or not. Do not punctuate items in a list unless they are complete sentences. Do not key an “and” at the end of the penultimate item.

Graphics

“Graphics” include all figures (maps, charts, graphs), photographs, drawings, proposed cover art for your manuscript, and any agency logos needed for a formal title page.

General Guidelines

- Prepare graphics to be print ready in one of three sizes: 3½, 5½, and 7¼ inches. Avoid landscape orientation.
- Do not embed graphics in the text—keep them separate at the end of the manuscript.
- TPT requests that figures are submitted in two ways:
 1. Hard copy print-outs to reflect how the author wants the figure to appear in print form.
 2. Electronic files (one for each figure; e.g., **fig1.eps**, **fig2.ai**, etc.) in the native format (see chart below):

If the graphic was generated in:	Save the file as:
Excel	.xls or .xlsx
SigmaPlot	.eps or .jnb (or export as .xls or .xlsx)
Illustrator	.ai (with fonts embedded)
Photoshop	.psd
ArcView	Export as .ai or .eps (with fonts embedded)

- Raster image files (e.g., *.jpg, *.png, *.tif; sometimes called “flat files”) *may* be acceptable for figures if they are of sufficient resolution. Raster files should have at least a 300 dpi resolution and be large enough (i.e., enough total pixels) for the desired size. (For a 4- by 4-inch printed graphic, for example, a raster file at 300 dpi would be 1200 by 1200 pixels.)
- Photographs must be submitted as .jpg, .png, or .tif files at minimum 300 dpi. See note above regarding printed size.
- Graphics submitted as raster files or embedded in MS Word or PowerPoint presentations will be treated as print ready and will not be altered by TPT. Avoid patterns—use these grayscale amounts: 15%, 30%, 45%, 60%, 75%, and 100%.
- Make sure lines and any text within the graphic will be legible once reduced to column or page width. Determine the appropriate text size and line width by considering how the graphic will appear in the final publication (i.e., if you create a large map that will be reduced in size when printed, be sure to use a font size that will appear to be 8 to 10 point when reduced).
- The overall design (type, line weight, and other visual keys) should be consistent across all figures in a manuscript; for example, if a solid black line represents volume in one graph, use the same solid black line for volume in all the other figures.

Style Guidelines

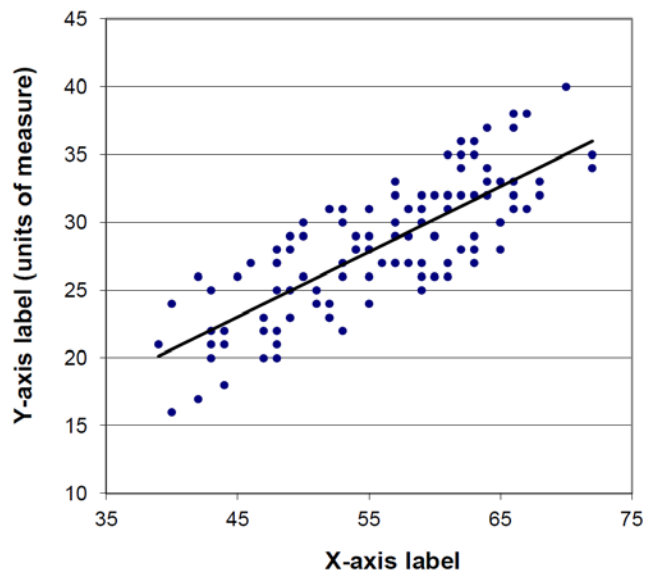
- Use Arial font for labels within graphics.
- Each piece of graphics (except the cover art) has a caption, which starts with the word “figure” and then an Arabic numeral. Also see “Cover Art” (below) and examples (next page).
- Captions are included after the text, single-spaced, and on a separate page.
- In the text, the word “figure” is not capitalized unless it begins a sentence; it is abbreviated when used parenthetically (e.g., fig. 13).

To properly style graphics, follow the guidelines in the table below.

Table 1—Specifications for styles within a graphic for submission to SRS Technical Publications Team

Category	Element	Specs
Font ^a	Figure caption	Arial, 8 pt, em dash follows figure number
	Axis unit values	Arial, 8-9 pt
	Axis label	Arial, 9-10 pt, initial caps
	Text within fig, graphic	Arial, 9 pt
Lines	X-Y axes	0.5 width, solid, 100 percent opacity (black)
	Gridlines	0.5 width, dashed, 50 percent opacity (gray)
	Lines within fig, graphic	0.5 width, 50 percent opacity (gray)

Sample graphic styled correctly:



Cover Art

- Images for the cover should be provided in both hard copy and electronic copy. If graphic support (for illustrations, etc.) is needed, the author should sketch out or otherwise provide a visual concept for the cover.
- Credit line or caption for any photo or illustration used on the cover goes after the author information on the inside of the front cover.

Figures

Figure Guidelines

- Figures should be camera ready at time of submittal of the manuscript.
- Lines in figures should be heavy enough and lettering large enough to permit reduction in the final layout.
- If one figure has multiple charts or graphs and they need explanation in the caption, use an uppercase, bold, sans serif letter in parentheses [(A), (B), (C)] no more than 2 points larger than the text font, in the upper left corner of each, preferably outside of the chart.
- Use three-dimensional graphs only when the data require three axes to be meaningful. Three-dimensional charts can be difficult to interpret, and sometimes can misrepresent data.

- Remove all signatures and initials on original artwork; instead, give credit in the acknowledgments or in a credit line at the end of the caption.
- Use descriptions (with units of measure in parentheses) for axis labels.

Photography

- All photographs, including those on the cover, must have captions, but they do not need to be numbered as figures unless they are referred to in the text.
- If photos are supplied as prints, they should preferably measure 13 by 18 cm (5 by 7 inches), but minimum 10 by 13 cm (4 by 5 inches).
- If you submit slides, indicate the figure number in the top right corner of the slide mount. Show proposed crop marks on the slide mount as well (in pencil).
- For digital image format, see “General Guidelines” above.
- Hint: If you scan slides for digital submission, dust them first.
- Include the photographer’s name as part of the electronic file name.
- **Photo credits**—All photographs must have attributions. Add the attribution to the caption; example: Photo by John Stanturf. Written permission is required if you want to use any photographs that are not in the public domain. Public domain photographs are those taken by Federal employees on Government time. Include a copy of the permission you received from the publisher and add a reference for the publication to the Literature Cited section. If the photo was taken by a Government employee or another individual (other than the author or authors) and has not appeared in a publication, add the attribution in parentheses at the end of the caption Photo courtesy of G. Bengsten. Photo by The Nature Conservancy.
- Photographs submitted for publication must be in sharp focus with clear, well-lit imagery. If photographs are to be printed in one color, black-and-white glossy prints provide an acceptable image quality. The film speed should be equal to 100 ISO or less. Recommended speed is 50 to 60 ISO. The lower speed will help assure that no “grain” will be visible in the final printing. Color prints can be converted to one color, but detail may be lost.
- The detail required in scientific publications is lost when blurred, washed out, or too light or too dark prints are used. If indoor photography is required to illustrate processes or systems, use photoflood lights on stands to adequately light the subject, as well as a tripod to stabilize the camera. This may require hiring (contracting) a professional indoor photographer for the best images for your publication.
- When using a digital camera, rely on the megapixel rating, not necessarily a brand name. Use the highest megapixel camera you can. If you must use a digital camera make sure that the rating is at least 8.0 megapixels, although 10.0 megapixels or greater is preferred. (A 10.0 MP digital camera will provide very clear photos when printed on 8- by 10-inch photo paper.) When using a digital camera, make sure the highest possible image quality is set on the camera, with its accompanying large file size. Many digital cameras place images on SmartMedia™ cards, CompactFlash™ cards, and other small storage media. Make sure you have enough cards for your project and transfer the images to your PC as soon as you return to the office. View every image for highest quality and delete the images that do not meet your quality standards. Place the selected images on CD or other safe storage media as a backup.
- Remember, the quality of the photograph will only be as good as the film or the digital rating of your camera, and a photo that is too light cannot be saturated with an image that does not exist. A photo that is slightly dark is better than nothing, but one that is very dark will lose all detail of your image and is not usable.
- When emailing digital photos or low-resolution scans, send the original images without retouching or resizing. Low-resolution images can be used for placement only.

Captions

- Captions for all graphics (except any caption for a cover photo) go on a page at the end of the manuscript after the tables.
- The figures are numbered consecutively throughout the paper. The number is followed by an em dash (see examples below).
- Figure captions are flush left. Double space between the captions. Put a period at the end of each caption.
- Identify the figure completely, but avoid such wording as “Map of...,” “Location of...,” or “Chart showing....”

- Each photo used needs a credit line at the end UNLESS all photos were taken by the author(s); if that's the case, note it below the author statement on page 1 of the manuscript. Specially created figures and maps may also have a credit line. Credit lines do not have a period (see examples below).

Figure caption examples:

Figure 1—Mean temperature and relative humidity by sample period.

Figure 2—Uncut forest at Hoodoo in the Blue Mountains of northeastern Oregon, 1955: (A) protected, and (B) grazed. (photos by Art Tiedemann)

Figure 3—Juvenile steelhead trout. (photo courtesy of USDA Forest Service, Southern Research Station)

Figure 4—Celilo Falls on the Columbia River, 1947. (illustration courtesy of Traci McMerritt)

Color Printing

- The trend within the Forest Service is toward electronic publishing. Thus, TPT makes most pubs available as electronic-only publications (known as e-pubs), which are nearly always in color.
- All hard-copy color printing must be approved by the Washington Office under the rules of the Joint Committee on Printing.
- If your paper requires color printing, and you have received approval to print hard copies, prepare a paragraph on exactly why you think color is needed and attach this to the manuscript approval form. The team lead can request approval to print in color from the WO. Decisions are made based on your paragraph and review of the figures.
- Do not use color unnecessarily. Approval for printing in color usually hinges on object identification (species, diseases, damage not visible in black and white) or complex maps where additional color is needed for clarity.
- Color cannot be used merely as decoration, in place of good design, or when printing in black and white (and shades of gray) will adequately convey the information.
- Printers' proofs are reviewed in TPT and not by the author unless an exception is requested in writing and only if there is some compelling reason.

Writing Aids

Abbreviations and Acronyms

- Spell out State names in text unless you are giving an address or a city and State combination. For these, use postal code abbreviations (e.g., Dallas, TX, Asheville, NC).
- See also “English Equivalents” in “Manuscript Preparation” for abbreviating units of measure.
- County, fort, mount, point, and port are not abbreviated; Saint (St.) and Sainte (Ste.) are.
- Spell out acronyms at first mention in manuscript, and follow with the acronym in parentheses. Afterward, use the short version except at the start of a sentence. There, either spell it out again or reword the sentence to avoid having it come first. Treat the abstract and main text independently (i.e., may need to spell out in both sections).
- In long manuscripts with sections (e.g., chapters, appendixes), spell out acronyms at first mention in each section, and follow with the acronym in parentheses. For the remainder of the section, the short version may be used, except at the start of a sentence.
- If an acronym is to be used only once in a manuscript or section (including abstracts, chapters, etc.), simply spell it out. There is no need to put the short version in parentheses.
- The guide we use for most abbreviations and for guidance on using acronyms is the [GPO style manual](#).

Apostrophes

- It is not necessary to use an apostrophe to show the plural form of most acronyms, initialisms, or abbreviations, except where clarity and sense indicate.
 - Correct: PMs, ABCs, CPUs, Ph.D.s
1990s, 1700s
temperatures in the 80s
twos, threes, and fours
three Rs; *but* dotting *i*'s and crossing *t*'s (for clarity)
the articles' links (possessive)
Windows' interface (possessive)
do's and don'ts
ins and outs
whys and wherefores
 - Incorrect: RF's (unless referring to something possessed by one RF)
1970's
Windows interface
don't's
- Generally, do not use the apostrophe after words that are more descriptive than possessive (e.g., authors guide)

Bias-Free Language

- Use language free of stereotypes or assumptions.
- Use parallel terms in referring to ethnic groups, i.e., Black and White, OR African-American and Caucasian.

Biased	Alternatives
Chairman	Chair, moderator
European,	
Euro-American	Nonindigenous people, early settlers
Man	One, person, individual, people, human beings, human society
Man, mankind	People, humanity, humankind, human beings
Man hour or day	Staff hour or day, workday, average worker day, labor
Manmade	Manufactured, synthetic, handmade, constructed, produced
Manned	Staffed, operated, run
Manpower	Workforce, staff, personnel, employees, labor

Capitalization

- The basic rule is to capitalize the first letter of a proper name. The correlation is to **not** capitalize anything that is not clearly and irrevocably a proper or legal name.

Correct: College of Forestry, Oregon State University
the forestry department at Oregon State University

Incorrect: Forestry Department, Oregon State University

- Trend in English today is to less capitalization. Go with it.
- Good resources are the GPO Style Guide (chs. 3 and 4); Chicago Manual of Style (1993: 233-292, for general guidelines); and American Heritage College Dictionary (1993, for capitalization of specific words).
- Do not capitalize common nouns used with a number or letter.
 - Correct: mile 7.5, page 37, room 13, section 3, spring 1999, title IV, figure 92, option 9
 - Incorrect: Article 1, Paragraph 4, Rule 8, Schedule C
- Capitalization of geographic names follows GPO naming convention (see <http://geonames.usgs.gov>). Do not capitalize terms such as watershed and basin even with a name (Columbia River basin) unless they are part of the USGS name (Great Basin).
- Irrational capitalization rationales (rephrased from Little 1998):
 - “The Acronym is all CAPS, so I’d better capitalize the words when they’re spelled out.”
 - “This word is highly technical and to show its importance, I’ll capitalize it.”

Correct: adaptive management area (AMA)
threatened and endangered species

Correct capitalization of words frequently used in SRS manuscripts:

Alaska Native	Geographic Information System
Alaska Native corporations	interior Alaska
Arctic Ocean	Internet (worldwide network)
arctic (adjective)	intranet (single-organization network)
Cascade Range (not mountains)	Mylar
Chernozem soils (and all the others)	Nation
Chief (of the Forest Service)	nationwide
Clean Air Act of 1970	National Forest System
the act	Tongass National Forest
Congress	National forests (in the system)
congressional	national forest (without name), the forest
Earth (the planet); <i>but</i>	National Park Service
earth (soft part of land)	Rainier National Park
East Coast (U.S.)	National parks (in the system)
east side, west side	national park (without name), the park
eastern North Carolina	Native American
Executive order; <i>but</i>	Neotropical
Executive Order 34	North Atlantic Ocean, South Atlantic Ocean
Far East	Pacific coast
Federal	Pacific Rim
Federal and State ownership	ponderosa pine
Federal government (U.S.)	program manager
federally	record of decision
forest land	regional forester; <i>but</i>

Regional Forester, Southern Region
 southeast Alaska
 Southeast Asia
 South Pacific Ocean, North Pacific Ocean
 State
 Washington State
 State of Alaska
 State and national government
 statewide
 station; *but* Southern Research Station
 Station Director (of SRS)
 Sun
 Third World

U.S. government
 Federal government (U.S.)
 the Government
 Federal and State governments, etc.
 Washington Office
 Web, Web page, Web site
 World Wide Web
 west coast (U.S.)
 Western Europe (political entity); *but*
 western North America (location)
 Western United States (region)
 the West
 western Washington

Latin

- Typically avoid “etc.” because it usually does not give the reader any useful information, but it may be used to avoid heavy repetition.
- Roman font is used for Latin terms common in English use (American Heritage College Dictionary [1993] is good for checking these). Do not italicize these.
 Correct: *ad hoc*, *a priori*, *ca.*, *in situ*, *i.e.*, *e.g.*, *[sic]*, etc.
- See also “Quotations” and “Scientific Nomenclature,” below.

Mathematical Equations

- **Microsoft® equation editor and MathType®** are the preferred software programs for formatting equations. Normally, one explanation of equation variables is adequate.
- The correct order for signs of aggregation, beginning with the inside parenthesis, is $\{ [()] \}$.
- Write mathematical equations as you do sentences; for example,

where <i>TEF</i> = tree expansion factor <i>BAF</i> = basal area factor of prism or single gauge <i>d</i> = diameter at breast height <i>n</i> = number of sample plots	$TEF = BAF / (0.005454d^2n)$	(1)
---	------------------------------	-----

Center the equation is centered between the left and right margins on a separate line.

Because this equation is referred to in the text, it is numbered. The equation number is flush right and in parentheses. If an equation requires more than one line, the number goes on the last line. On the line below equation (1), “where” is flush left with no punctuation.

- When numbered equations are referred to in the text, the number is in parentheses. Variables are always italicized.
- The slant line is preferred to the horizontal fraction symbol. Operational signs (such as /, x, +, -, and =) have one space before and after them. For long, complex equations, layout person may have to break the equation because it exceeds the width of the column. If so, layout person will break it before the sign of operation, and the next line will start with the operational sign aligned with the first term to the right of the equal sign.

Mathematical Symbols

- The following math symbols are acceptable within the text: >, <, ≥, ≤, and ±. (These may not print correctly from your software; the symbols shown are for greater than, less than, greater than or equal to, less than or equal to, and plus or minus.)

- In text, do not put a space between the operator and the number it modifies (e.g., <10 , ≥ 0.30), but in equations (including in text), operators are set off by a whole space on either side (e.g., $p = 0.5$).
- Do not use the symbol for percent (%) except in tight places in a table. See also “percent” in “Word Problems,” below.

Numbers

- Use numerals with units of time, measure, and money (6 years, 12 m, \$240); otherwise, spell out the number (five plots, two experiments, eight trees) unless the number is 10 or above (10 replications, 150 moths) or the number is in a series with numbers 10 or above (2 moths, 11 mayflies, and 23 snails).
- Measurements include height, length, area, weight, volume, points, picas, bits, bytes, and time.
 - Correct: 17 m
 - 4 bits
 - 3.5-inch disk
 - 4 minutes in duration
 - 35mm camera, 50mm lens (no space in photography)
 - 2 by 4 (for lumber; not 2 x 4)
- Use numerals for 10 and above; spell out one through nine. This same rule also applies in most cases for ordinals (ninth grade, 10th grade).
- For English units, use commas to separate groups of three digits on the left of the decimal point and print solid on the right (15,798,428.65938).
- For metric units, in numbers of two to four digits, run the numerals together (example: 8429); for more than four digits, use blank spaces to separate groups of three (example: 15 798 428.659 38). Even if you use metric units in your manuscript, show other measures in the paper in the traditional way.
 - Correct: 1,000 trees in 21 000 ha
 - 36,000 seeds in 21 000 ha
 - Incorrect: 1000 trees in 21 000 ha
 - 36 000 seeds in 21 000 ha
- In the International System of Units (SI; what we call metric), spaces (to both the right and left of the decimal point) are used instead of commas to separate large numbers. Numbers of four digits are closed up when standing alone, but in a column of larger numbers, they too have a space. This looks unusual to U.S. eyes, but please remember that our research is read on five continents, and we should follow the international conventions for SI.
 - Correct: 6 879 000
 - 6 879 000.027 241 34
 - 7429
- If you are merely counting something (1,215 trees, 46,738 seeds), the rules of metric do not apply; they apply only to measurement.
- In a number less than 1 (example: 0.78) that appears in the text, a zero always precedes the decimal point.
- Use a zero in front of a decimal point in the text except for customary expressions.
 - Correct: 0.25 m
 - 0.334 ha
 - .30 caliber
- If zero does not precede a unit of measurement or is not some type of input, spell it out too.
 - Correct: zero probability
 - significantly different from zero at the 1-percent level
 - 0 megabytes
 - Incorrect: 0 offset
- A unit of measure expressed in numerals does not mean that numbers are used for other numerical expressions in the sentence.
 - Correct: Each of six boys earned 75 cents an hour.
 - Incorrect: Each of 6 boys earned 75 cents an hour.

- Be consistent within categories of information in a sentence; if one number requires numerals, use numerals for other numbers in that category in the sentence.
 - Correct: Wheat came from 16 fields, of which 8 were planted in spring.
The students were from 9th and 10th grades.
 - Incorrect: Wheat came from 16 fields, of which eight were planted in spring.
- Numbers less than 100 preceding a compound modifier containing a numeral are spelled out. (Short version: When two numbers are together, spell out one of them—the easier one.)
 - Correct: two $\frac{3}{4}$ -inch boards
forty-seven 0.2-mm threads
365 two-hour days
 - Incorrect: 2 $\frac{3}{4}$ -inch boards (if you mean two boards)
47 0.2-mm threads
365 2-hour days
three hundred and sixty-five 2-hour days
- For numbers in a series, use numerals.
 - Correct: camera location 2
lines 7 and 8
paragraph 2
step 6
chapter 3
- Spell out numbers at the start of a sentence. To avoid having to do this for large numbers, start with a modifier (e.g., The value 21 represents the mean) or reword the sentence.
- Fractions standing alone or followed by “of a” or “of an” are usually spelled out. But when fractions are used in a unit modifier, numerals are used.
 - Correct: nine-tenths of 1 percent
a quarter of an inch
three-fourths of a hectare
 $\frac{1}{2}$ -inch pipe
 $\frac{1}{2}$ -inch-diameter pipe
- Ranges of numbers
 - Correct: figures 31 through 76
pages 112–124 (pages use an en dash)
1995–97; *but* 1999–2000, 2000–2001, and 1914–2013; also 2001–02, and 2000–10
(years use an en dash)
from 1995 through 1997
 - Incorrect: figures 31–76
figures 31 to 76 (ambiguous; is 76 included?)
pages 112 to 124
2000–01 or 2000–1
from 1995–97 (if you say “from,” have to say “through” or “to,” depending on meaning)

Quotations

- Type quotations exactly as in the original, including spelling, punctuation, etc.
- Quotes of more than three lines are indented about half an inch from each margin and quotation marks are not used.
- Quotes of less than three lines are run into the sentence and enclosed in quotation marks. The final period or comma goes inside the closing quotation mark. Other punctuation goes inside only if part of the quoted material.
- Quotes within an indented quotation are set off with double quotation marks.
- Quotes within an unindented quotation are set off by single quotation marks.
- Avoid using “[sic]” (in brackets, no italic) in quoted matter unless absolutely necessary. See also “Latin,” above, in this appendix.

- Show text references giving page numbers as: (Smith 1989: 14).

References to the Forest Service

- At the first mention of the Forest Service in the text (or chapter for multichapter publications), write it as “Forest Service, U.S. Department of Agriculture” (per Forest Service regulations).

Scientific Nomenclature

- When giving scientific names for species, do so at the first mention in the text (or chapter for multichapter publications). For plant scientific names, the [NRCS PLANTS database](#) is the preferred reference.
- Complete binomials (authorities are optional, but if used should be used consistently), are given for all species at their first mention in the manuscript. A binomial in the title of a manuscript shows only the genus and species (no authorities).
- Scientific names may be used throughout the text, but common names are easier for everyone to read. If there is no common name, then use the scientific one.
- After the scientific name has been given, use accepted shorthand when repeating references to the same genus. For example, *Sequoiadendron giganteum* can be referred to as *S. giganteum*. But the genus must be spelled out if another genus beginning with “S” has crept in since the first reference to *S. giganteum*.
- If the scientific and common names are the same (*Eucalyptus* and eucalyptus, *Armillaria* and armillaria), be very clear about which one you need or want to use in each situation.
- If many species are mentioned, create a list of common and scientific names in an appendix to avoid cluttering the text and use the common names throughout.
- Genera and species are always in italic. Divisions higher than genus are capitalized and in roman. Do not use underlining for italic; use the italic font.
- Specify your sources for names, e.g., Hickman 1993, Hitchcock and Cronquist 1973, Little 1979, or the NRCS PLANTS database (USDA NRCS 2006).

Units of Measure

- Do not abbreviate English units; use “per” instead of the slash (/).
- For metric, abbreviate units even at the first mention; instead of “per,” use the slash (/) or the superscript (example, kg⁻¹, 20 to 80 kg/ha/year).

Unit Modifiers

- Unit modifiers are words combined to make an adjective. Normally, these are hyphenated when immediately preceding the word being modified:
 - drought-stricken area
 - water-holding capacity
 - U.S.-owned property
 - a 4-percent increase
- Generally, however, do not hyphenate these phrases when they come *after* the word being modified:
 - the area is drought stricken
 - an increase of 4 percent
- Do not hyphenate a two-word unit modifier when the first word is an adverb ending in *ly*:
 - recently completed project
 - privately owned forest land
- Do not hyphenate where meaning is clear and readability is not aided:
 - bituminous coal industry
 - per capita expenditure
 - but* no-hyphen rule (readability aided); *not* no hyphen rule
- These are just a few examples; for complete compounding rules and examples, consult the [GPO Style Guide](#) chapters 6 and 7.

Verb Tense

- In general, the new work you are reporting is in past tense (we **did** this, we **found** that), and findings already in the literature are in present tense (trees **grow** taller when . . .) Judgment has to be used, however, to avoid awkward wording. For example, Smith (1990) **reported** that trees **grow** taller when . . . (not Smith reports).
 - Abstract: Mostly past tense because it is about your new work.
 - Introduction: Mostly in present tense, because usually this section is bringing the reader up to date on what is already known and documented.
 - Materials, methods, and results: Mostly in past tense, because you are talking about what you did and what you found.
 - Discussion: A combination of past and present tense.
- Use present tense to introduce tables and figures.
 - Correct: Table 2 **includes** the factors that....
 - Figure 6 **shows** the site in 1967.

Word Problems

- **and/or**
“And/or” is a legal term, and although used informally as well as in legal writing, it should not be used in scientific writing. Say “x or y, or both.”
- **comprise**
“Comprise” means to consist of or contain. The whole comprises the parts; the parts compose the whole.

Correct: The United States of America comprises 50 states.
The United States of America is composed of 50 states.
Alaska, Washington, and Oregon make up the PNW Station.
Incorrect: The United States of America is comprised of 50 states.
Alaska, Washington, and Oregon comprise the PNW Station.
- **data**
In science, **datum is** and **data are**.
- **percent vs. percentage**
“Percent” is spelled out and used only with a number. (The symbol, %, is not used.) When used alone, the noun is “percentage.” Saying “percent cover,” etc., is jargon.

Correct: 70-percent crown closure
40 percent greater
9- to 10-percent moisture content
percentage of harvest
percentage of ground cover
Incorrect: percent harvest
percent ground cover
- **since vs. because**
“Since” refers to passage of time; “because” gives a reason—not interchangeable.

Literature Citations

Directory of Citation Examples

The USDA Forest Service style for citing bibliographic references is based on ANSI (American National Standards Institute. 1977. American national standard for bibliographic references. ANSI Z39.29. New York. 92 p.). To simplify, condense, and illustrate the rules outlined in ANSI, we show examples of the most common types of citations used in SRS publications. The examples also account for USDA Forest Service requirements. Some examples are not real but have been created for this guide. If you have an unusual paper that you are not sure how to cite, ask a TPT editor for assistance.

This directory is provided to help you find the examples you need. The numbers in the directory correspond to the numbers in parentheses along the right margin of each page.

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Text References

Refer to literature in the text citing the author's last name and the year of publication:

. . . may result in increased peak flows (Brown 2010).
 Later experiments by Miller (2011) showed . . .

When giving more than one reference as support for a statement, list references alphabetically by senior author. In a text reference with three or more authors,¹ replace all author names after the senior author's with "and others." Do not punctuate between the author's name and the year except when the year is given as "in press."

Examples of how references should be cited in the text:

(Adams 1980; Endres and Thompson, in press; Petersen 1974)
 (Adams 1980, Endres and Thompson 1988, Petersen 1988)
 (Barnes and Clark, no date)
 (Jones 1980, 1981)
 (Jones 1980, 1981, 1993a; Jones and others 1971; Miles and Anderson 1979)
 [Pan and others 1996, in press; Parton 1996; Ryan and others in press (a), in press (b)]
 (Remington 1982a, 1982b)
 (Vose and Swank 1993, Vose and others 1995)

Alphabetizing

List entries alphabetically by author in the Literature Cited (or References) section:

Brown, A.T.
 Brown, J.S.
 Campbell, R.K.
 Campbell, R.K.; Echols, R.W.
 Crossley, D.A., Jr.
 D'Antonio, D.M.
 Davis, E.L.
 de Steiguer, J.E.
 Gansner, D.
 Gansner, D.A.
 Stout, B.M., III

List a single-author entry before a multiple-author entry beginning with the same name:

Mason, P.
 Mason, P.; Street, D.; Drake, P.

For several entries by the same senior author with different coauthors, alphabetize by the last names of the junior authors:

Brown, G.W.; Gahler, A.R.; Marston, R.B.
 Brown, G.W.; Krygier, J.T.

When the author or authors of several entries are the same, arrange the citations chronologically:

Rickard, W.H. 1967.
 Rickard, W.H. 1970.
 Rickard, W.H. 1985.

¹ In the Literature Cited (or References) section, up to four authors are named. For a work by more than four authors, drop all names after the *third*, and replace the rest with the notation "[and others]." See "More Than Three Authors" below.

When the author or authors and the year are identical for two or more entries, add a lowercase letter to the year and use the first word of the title to arrange the citations (but ignore a, an, and the when alphabetizing):

Hall, F.C. 1979a. The ecology of

Hall, F.C. 1979b. Silvicultural options

Entries by the same senior author with the same year but two or more coauthors with different surnames also require lowercase letters after the year. In the following example, each entry would appear as Miller and others (1975) in the text; the letters distinguish which publication is being cited:

Miller, J.A.; Anderson, A.B.; Franks, M.B. 1975a.

Miller, J.A.; Franks, M.B.; Williams, A. 1975b.

Miller, R.A.; Smith, W.A.; Mitchell, S. J. 1975c.

Entries that begin with a year are listed first:

1998 Lockwood-Post's Directory. 1998. Pulp and paper mills in the United States. 1998 Lockwood-Post's Directory of the Pulp, Paper and Allied Trades: 38-140.

Paper Industry Management Association. 1999. Papermaker's top 50: muddling through. PIMA's North American Papermaker. 81(6): 58-73.

Abbreviations for Some Commonly Used Terms

Agricultural Bulletin	Agric. Bull.
Agriculture Handbook	Agric. Handb.
Circular	Circ.
Forestry Paper	For. Pap.
General Technical Report	Gen. Tech. Rep.
Information Report	Inf. Rep.
Miscellaneous Publication	Misc. Publ.
Proceedings	Proc.
Research Paper	Res. Pap.
Research Note	Res. Note
Resource Bulletin	Resour. Bull.
Special Publication	Spec. Publ.
Station Paper	Stn. Pap.
Technical Bulletin	Tech. Bull.
no date	[N.d.]
editor	ed.
editors	eds.
compilers	comps.
technical coordinator	tech. coord.
coordinators	coords.
second edition	2 ^d ed.
third edition	3 ^d ed.
fourth edition	4 th ed.
volume	vol.

Citation Examples for Most Publication Types

Book or Monograph

Abercrombie, M.; Hickman, C.J.; Johnson, M.L. 1964. A dictionary of biology. Chicago: Aldine Publishing Co. 798 p. (1)

Echternacht, A.C., ed. Biodiversity of the Southeastern United States: lowland terrestrial communities. New York: John Wiley. 502 p. (2)

Strunk, W.J.; White, E.B. 1971. The elements of style. 2^d ed. New York: Macmillan. 78 p. (3)

The third reference shows an edition number; all references show no State for the publisher's location and shortened name of well-known publishers. (No States are used for major cities.)

Chapter in Book or Monograph

Beasley, R.S. 1979. Assessment of nonpoint source pollution from forest practices in the south central region. In: Current research, research needs and problems in assessing impact of forest management practices on water quality and utility. Tech. Bull. 328. New York: National Council of the Paper Industry for Air and Stream Improvement: 10-13. (4)

The reference cites a section within a monograph; the monograph is in a numbered series. The series name is abbreviated. Note that a colon separates the publisher and the page range.

Stoltenberg, C.H.; Ware, K.D.; Marty, R.J. [and others]. 1970. Preparing written study plans. In: Planning research for resource decisions. Ames, IA: Iowa State University Press: 81-88. (5)

The reference has more than four authors.

Stein, W.I. 1978. Reforestation evaluation. In: Cleary, B.D.; Greaves, R.D.; Hermann, R.K., comps., eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: 205-221. (6)

Reference shows compilers and editors for the larger work.

When page numbers of the chapter being cited are known, the chapter number is not required. It may be added, however, as a supplemental note:

Stein, W.I. 1978. Reforestation evaluation. In: Cleary, B.D.; Greaves, R.D.; Hermann, R.K., comps., eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: 205-221. Chapter 11. (7)

If this book had not been paged, the reference could be written in one of two ways:

Stein, W.I. 1978. Reforestation evaluation. In: Cleary, B.D.; Greaves, R.D.; Hermann, R.K., comps., eds. Regenerating Oregon's forests: a guide for the regeneration forester. Corvallis, OR: Oregon State University Extension Service: chapter 11. (8)

- Stein, W.I. 1978. Reforestation evaluation. In: Cleary, B.D.; Greaves, R.D.; Hermann, R.K., comps., eds. *Regenerating Oregon's forests: a guide for the regeneration forester*. Corvallis, OR: Oregon State University Extension Service. [Not paged]. Chapter 11. (9)

Book Review

- Hamel, P.B. 1999. Review of Atlas of the breeding birds of Maryland and the District of Columbia. *Journal of Wildlife Management*. 63: 760-761. (10)

The title of the book being reviewed begins with an uppercased letter.

- Greenberg, C.H. 1999. Stemming the tide of invaders. Review of *Strangers in paradise*. *Biodiversity Letters*. 4: 152-153. (11)

This book review has a separate title.

All Volumes of Multivolume Work and Article in Specified Volume

- Iverson, L.L.; Iverson, S.D.; Snyder, S.H., eds. 1975. *Handbook of psychopharmacology*. New York: Plenum Press. 6 vol. (12)

- Colowick, S.P.; Kaplan, N.O. 1955-63. *Methods in enzymology*. New York: Academic Press. 6 vol. (13)

Both examples above cite all volumes of multivolume works. In the second example, the volumes were published in different years; the range of years is given.

- Zook, L.M. 1980. Lessons learned—not always by choice. In: *Technical communication—the bridge of understanding: Proceedings, 27th international technical communication conference*. Washington, DC: Society for Technical Communication: W-31 to W-36. Vol. 2. (14)

Cites an article in one volume of a multivolume work. The volume number is given in a supplemental note. The published titles of the article and the proceedings use an em dash. Pagination of the work is unconventional; because a hyphen appears as part of the page number on the original, the word to is used rather than a hyphen to indicate inclusive pages.

Series, Department of Agriculture

Publications in a Department series, such as Agriculture Handbooks, Forest Resource Reports, Miscellaneous Publications, and Technical Bulletins, show on the cover the name of the Agency using the series. The Agency, however, is not named as publisher in the reference. The series name is abbreviated.

- Fowells, H.A., comp. 1965. *Silvics of forest trees of the United States*. Agric. Handb. 271. Washington, DC: U.S. Department of Agriculture. 762 p. (15)

Although the Forest Service, U.S. Department of Agriculture, is the Agency named on the publication, only the Department is shown as the publisher of a Department series. The reference shows the compiler as author.

- Bailey, R.G. 1995. *Description of the ecoregions of the United States*. 2^d ed., rev. Misc. Publ. 1391. Washington, DC: U.S. Department of Agriculture. 108 p. + map. (16)

McNab, W.H.; Avers, P.E., comps. Ecological subregions of the United States: section descriptions. Admin. Publ. WO-WSA-5. Washington, DC: U.S. Department of Agriculture Forest Service. 267 p. (17)

Koch, P. 1972. Utilization of the southern pines. Agric. Handb. 420. Washington, DC: U.S. Department of Agriculture. 2 vol. (18)

Cites a book with more than one volume; the collection is being cited. (If only one volume of a collection were being cited, the volume number would follow Vol.) The collection is in a numbered series.

Series, Forest Service (WO)

U.S. Department of Agriculture Forest Service. 1981. Report of the Forest Service: fiscal year 1980 highlights. FS 364. Washington, DC: U.S. Department of Agriculture Forest Service. 38 p. (19)

Reference shows a corporate author. Repeating the publisher's name is optional. Where different type sizes were used on the publication to set off the last portion of the title (fiscal year 1980 highlights), a colon was used in the keyboarded citation.

Series, Forest Service (Station or Region)

Thompson, M.T.; Johnson, T.G. 1996. A forested tract-size profile of Virginia's NIPF landowners. Res. Pap. SRS-1. Asheville, NC: U.S. Department of Agriculture Forest Service, Southern Research Station. 8 p. (20)

Ince, P. 2000. Industrial wood productivity in the United States, 1900-1998. Res. Note FPL-RN-0272. Madison, WI: U.S. Department of Agriculture Forest Service, Forest Products Laboratory. 14 p. (21)

Rudis, V. 1988. Nontimber values of Louisiana's timberland. Resour. Bull. SO-132. New Orleans: U.S. Department of Agriculture Forest Service, Southern Research Station. 27 p. (22)

The publisher's location is a domestic city that stands alone and the name is shown as Southern Research Station on the cover of the publication.

Jackson, G.H.; Henley, J.W.; Jackson, W.L. 1963. Log diagramming guide for western softwoods. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 21 p. (23)

The publication is in an unnumbered series. The publisher's name is shown as Pacific Northwest Forest and Range Experiment Station on the cover of the publication.

Levitan, J.S. 1969. Lumber and veneer recovery from Douglas fir trees in California. San Francisco: U.S. Department of Agriculture Forest Service, Pacific Southwest Region. 56 p. (24)

Names of regional offices should be given rather than numbers (R-5). If the cover of the publication shows only the number, however, use the number in the citation but supply the name in brackets: . . . Forest Service, R-5 [Pacific Southwest Region].

When a publication is revised and reissued, identify the revision or edition number after the title. You may abbreviate the words *revised* and *edition*. The following three examples illustrate different styles used in publications to indicate revised status.

Martignoni, M.E.; Iwai, P.J. 1977. A catalog of viral diseases of insects and mites. 2^d ed. Gen. Tech. Rep. PNW 40. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 28 p. (25)

Martignoni, M.E.; Iwai, P.J. 1986. A catalog of viral diseases of insects, mites, and ticks. 4th ed., rev. Gen. Tech. Rep. PNW 195. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. 50 p. (26)

U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. 1987. FIR program: reforestation research and application in southwestern Oregon [Brochure]. Revised. Portland, OR. [Not paged]. In cooperation with: Oregon State University. (27)

The publisher is named as author; therefore, the publisher's name is not repeated as the publisher. The document cited is a brochure, is not paged, and the cooperating agency is named.

Series of Another Government Agency, University, or Organization

The series must also meet the ANSI definition of a monograph.

Ursic, S.J. 1979. Sediment contributions from southern forest management practices. In: Pollution control in the forest products industry. Semin. Publ. 625/3 79 010. Cincinnati, OH: U.S. Environmental Protection Agency, Office of Technology Transfer: 53-55. (28)

Reference shows an article within a larger work.

Brochure and Leaflet

The physical format of a brochure or leaflet is different from that of a technical publication. Usually a brochure or leaflet is a foldout with unnumbered pages and, when folded, may be larger or smaller than standard. A brochure is roughly the standard 8½ by 11 inches, and a leaflet is smaller (usually narrower) than standard. Because the physical format of such publications is different, a medium designator is given in brackets at the end of the title.

U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. 1987. FIR program: reforestation research and application in southwestern Oregon [Brochure]. Revised. Portland, OR. [Not paged]. In cooperation with: Oregon State University. (29)

The organization named as author is not repeated as the publisher. The word revised indicates an earlier version was published. The cooperating organization is named.

Holsten, E.H.; Werner, R.A. [1987]. Engraver beetles in Alaska forests [Leaflet]. (30)
[Portland, OR]: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. [Not paged].

The publication date does not appear on the leaflet. The writer knows the date, however, and supplies it in brackets. The publisher's location is not given on the leaflet, is supplied in brackets.

Journal or Periodical Article

Spell out names of journals and put a period after the name. Show the title of the article as given on the publication.

- Gavin, D.G.; Peart, D.R. 1993. Effect of beech bark disease on the growth of American beech (*Fagus granifolia*). Canadian Journal of Forest Research. 23: 1566-1575. (31)

The title of the journal article includes a scientific name, that is italicized.

- Adams, L. 1947. Food habits of three common Oregon birds in relationship to reforestation. Journal of Wildlife Management. 11(3): 281-282. (32)

For journals that have issue numbers, show the number in parentheses.

- Conner [Connor], R.N. 1979. Minimum standards and forest wildlife management. Wildlife Society Bulletin. 7: 293-296. (33)

The author's name is misspelled on the publication. The corrected name cannot be shown first because the name given on the publication will be the one used in library records and bibliographic databases. The journal uses only a volume number.

Some journals do not use either volume or issue numbers. The month of the issue must then be substituted.

- Bergstrom, D. 1981. Understanding the habitat needs of anadromous salmonids. Forestry Research West. March: 1-6. (34)

- Harding, J.S.; Benfield, E.F.; Bolstad, P.V. [and others]. 1998. Stream biodiversity: the ghost of land use past. Proceedings of the National Academy of Sciences of the United States of America. 95: 14,843-14,847. (35)

A comma is used in the page number sequence when there are more than four digits.

When citing an article in a journal that is not widely known, including the publisher's name is helpful. Copies of the journal show the publisher as the U.S. Department of Agriculture Forest Service. If the writer knows that Rocky Mountain Station is the Forest Service unit publishing the journal, the citation reads:

- Bergstrom, D. 1981. Understanding the habitat needs of anadromous salmonids. Forestry Research West. Fort Collins, CO: U.S. Department of Agriculture Forest Service, [Rocky Mountain Forest and Range Experiment Station]; March: 1-6. (36)

The comma appears after Forest Service because normal ANSI punctuation is followed when information is supplied. A semicolon appears after the publisher's name.

If a journal uses only an annual volume number, the date of issue also might be needed for clarity as in the following example, which also shows the publisher and supplied page numbers for the article.

- Leckenby, D.A. 1980. Oregon elk habitat study. Pixel facts. Moffett Field, CA: National Aeronautics and Space Administration, Ames Research Center; April; 24: [2-4]. (37)

Publisher of Journal Shown

The publisher of a journal article usually is not shown; if the journal is not widely known, however, naming the publisher might be helpful to the reader. If given, the publisher's location and name precede the volume and issue numbers.

Harrington, C.A.; McElroy, J.P.; DeBell, D.S. 1981. Red alder. Western wildlands. Missoula, MT: Montana Forestry and Conservation Experiment Station, University of Montana; 7(1): 19-21. (38)

Renkin, B.A. 1979. Ethics and publication: the journal as mentor. CBE views. Washington, DC: Council of Biology Editors; 2(4): 2-7. (39)

Article in Monograph Published as Supplement to Journal Issue

Forsman, E.D.; Meslow, E.C.; Wight, H.M. 1984. Distribution and biology of the spotted owl in Oregon. Wildl. Monogr. 87. Washington, DC: The Wildlife Society. 64 p. Supplement to Journal of Wildlife Management. 48(2): 1984 April. (40)

The monograph name is abbreviated; journal name and volume and issue numbers are also cited, followed by the year and month.

Article in Proceedings Published in Journal

Bull, E.L. 1981. Indirect estimates of abundance of birds. Estimating numbers of terrestrial birds: Proceedings, international symposium. In: Studies in avian biology. Cooper Ornithological Society. 6: 76-80. (41)

The proceedings has a title; the publisher of the journal is shown.

Proceedings

Citations for proceedings or articles in proceedings include the number of the meeting, for example, *11th spring symposium of the Florida section of the Society of American Foresters; 1979 Mississippi water resources conference*. For lack of a better name, this information is called the proceedings identifier. The precise form the identifier takes depends on whether the proceedings has a formal title, what information appears on the publication, and how the information is shown. The name of the meeting sometimes appears on the cover or title page as the title of the proceedings or just as information for the reader. Often, however, the information appears in small print elsewhere in the document. Because the identifier is not part of the formal title, Roman numerals and ordinals are converted to Arabic. The following examples illustrate forms the identifier may take and the correct punctuation and capitalization.

Dendy, F.E.; Ursic, S.J.; Bowie, A.J. 1979. Sediment sources and yields from upland watersheds in north Mississippi. In: Proceedings of the 1979 Mississippi water resources conference. Jackson, MS: Mississippi State College Press: 49-54. (42)

The article is in a proceedings without a title.

Ursic, S.J. 1979. Forestry practices and the water resource of the upper Coastal Plain. In: Florida's water resources—implications for forest management: 11th spring symposium of the Florida section of the Society of American Foresters. Gainesville, FL: University of Florida Press: 83-91. (43)

The article is in a proceedings with a title.

- Brooks, D.J. 1987. Issues in trade modeling: aggregation of products. In: Cardellichio, P.A.; Adams, D.M.; Haynes, R.W., eds. Forest sector and trade models: theory and applications: Proceedings of an international symposium. Seattle: Center for International Trade in Forest Products, University of Washington, College of Forest Resources: 111-120. (44)

The formal titles of both the article and the proceedings contain a colon; the first word after that colon is not capitalized unless it is a proper noun. The proceedings identifier, as the subtitle, does begin with a capital letter. Identity of the publisher and the organization levels responsible for the publication is written in the sequence shown on the publication.

- Martin, R.E.; Robinson, D.D.; Schaeffer, W.H. 1976. Fire in the Pacific Northwest— perspectives and problems. In: Proceedings, 15th annual Tall Timbers fire ecology conference. Tallahassee, FL: Tall Timbers Research Station; 15: 1-23. (45)

The article is in a proceedings that shows an annual issue number on the cover.

- MacLean, C.D. 1981. Walk through inventory: a short cut substitute for remeasuring slow growing inventory plots. In: Arid land resource inventories: developing cost-efficient methods: Proceedings of an international workshop. Gen. Tech. Rep. WO 28. Washington, DC: U.S. Department of Agriculture Forest Service: 389-393. (46)

The proceedings has a title and is in a numbered series.

- Gutiérrez, R.J.; Carey, A.B., tech. eds. 1985. Ecology and management of the spotted owl in the Pacific Northwest: Proceedings of a symposium. Gen. Tech. Rep. PNW 185. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 119 p. (47)

Cites the proceedings, not an article in it. The proceedings identifier, which follows the colon, is not part of the formal title of the proceedings. The diacritical mark has been retained in name of the senior technical editor.

Report

- Bryant, M.D. 1968. Transplanting pecan trees. Las Cruces, NM: New Mexico State University Cooperative Extension Service; Plant Sci. Guide 400 H 603. 2 p. (48)

Cites a work that is a report rather than a monograph. (A report usually is a less formal document than a monograph. It generally is neither typeset nor produced commercially; that is, it's photocopied.) The report number is given after the name of the originating organization; for a monograph, it is given after the title. Other bibliographic elements remain in their normal sequence.

- Annear, T.C.; Conder, A.L. 1983. Evaluation of instream flow methods for use in Wyoming. Cheyenne, WY: U.S. Department of the Interior; completion report; contract YA 512 CT9 226. 248 p. (49)

Completion report is the only report identifier shown on the document; the contract number given on the report is included to help identify it. The originating agency is named as the publisher. The contracting organization is not indicated on the report.

- Agee, J.K.; Pickford, S.G.; Kertis, J. [and others]. 1985. Vegetation and fuel mapping of North Cascades National Park Service complex. [Place of publication unknown]: [Publisher unknown]; final report; NPS contract CS 9000 3 E029. 111 p. Available from: National Park Service Cooperative Park Studies Unit, College of Forest Resources, University of Washington, Seattle, WA. (50)

Final report is the only report identifier shown on the document; the contract number given on the report is included to help identify it. The document does not indicate the organization originating the report so a statement on availability is given to help the reader locate the report; the contracting organization, named on the report, is given as that source. The report was written by more than three authors.

- Mercer, D.E.; Pye, J.M.; Prestemon, J.P. [and others]. 2000. Economic effects of catastrophic wildfires: assessing the effectiveness of fuel reduction programs for reducing the economic impacts of catastrophic forest fire events. 68 p. Final report. [Topic 8 of the research grant "Ecological and economic consequences of the 1998 Florida fires," funded by the Joint Fire Science Program]. <http://www.rtp.srs.fs.fed.us/econ/pubs/misc/fl-fire-report2000-lores.pdf>. [Date accessed: February 15, 2001]. (51)

This document is also posted on the Web.

Thesis and Dissertation

- Schulz, M.G. 1980. The quantification of soil mass movements and their relationship to bedrock geology in the Bull Run watershed, Multnomah and Clackamas Counties, Oregon. Corvallis, OR: Oregon State University. 170 p. M.S. thesis. (52)
- Sampson, D. 1980. End joint tensile strength of ¾-inch Douglas fir laminated veneer (LVL). Seattle: University of Washington. 88 p. Ph.D. dissertation. (53)

Abstract

Abstracts are considered unpublished works. If you must cite an abstract, indicate the work is not a full-length paper by identifying its physical format in brackets at the end of the title.

- Harrington, C.A.; Deal, R.L. 1981. Sitka alder and Douglas fir mixtures look promising [Abstract]. In: Northwest science program and abstracts: 54th annual meeting of the Northwest Scientific Association. [Pullman, WA]: Northwest Scientific Association: 41. (54)

The publisher's location was not given on the original; the information is supplied within brackets.

Available from NTIS

- McKillop, W. (Department of Forestry and Resource Management, University of California, Berkeley, CA); Adams, D.; Haynes, R.; Geissler, P. [N.d.]. Social, economic and environmental effects of rising timber prices. 59 p. Available from: National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161; \$11.50; PB 83 105 387. Written in 1980. (55)

This report was not published but was made available to users through NTIS. Without a publisher's name, however, the work cannot be attributed to an organization; to help identify the origin of the work, the affiliation of the senior author is shown. Because a publication date does not exist on the document, a statement, Written in 1980, is added to the reference as a supplemental note.

Collaboration Shown

A collaborator is different from a coauthor. Rather than participating in writing the work, the collaborator might relate a story or experience to another individual who writes it. Collaboration is usually shown on the publication by a named author with the collaborator.

Wakefield, P.A.; with Carrara, L. 1987. A moose for Jessica. New York: E.P. Dutton. (56)
[Not paged].

Cooperation Shown

When cooperators are named, their role is shown in a supplemental note at the end of the citation. Include a cooperator's location when necessary to distinguish between geographically separate locations of the organization. For example: *U.S. Department of the Interior, Bureau of Land Management* could imply the Washington, DC, headquarters of the Agency. If the document indicates BLM in Reno, the location is necessary information for the reader: *U.S. Department of the Interior, Bureau of Land Management, Reno NV*. If the list of cooperators is lengthy—more than three names—do not include them in the citation.

Thomas, J.W., tech. ed. 1979. Wildlife habitats in forests: the Blue Mountains (57)
of Oregon and Washington. Agric. Handb. 553. Washington, DC: U.S. Department
of Agriculture. 512 p. In cooperation with: The Wildlife Management Institute; U.S.
U.S. Department of the Interior, Bureau of Land Management.

The technical editor is named as author. Where a change of type size on the cover and title page is used to distinguish between portions of the formal title, a colon is used in the keyboarded citation. A semicolon separates names of the two cooperators because the name of one contains a comma.

Copyright Date Used as Publication Date

G. & C. Merriam Company. ©1951. Webster's dictionary of synonyms. Springfield, (58)
MA: G. & C. Merriam Co. 907 p.

The publication date is not shown on the original. Using the copyright date is preferred over the notation [N.d.]—meaning no date—when publication date is not indicated.

Corporate Author

U.S. Department of the Interior, Bureau of Land Management. 1964. Water (59)
developments: range improvements in Nevada for wildlife, livestock, and human use.
Reno, NV: U.S. Department of the Interior, Bureau of Land Management. 37 p.

When the author and publisher are the same, the name is supposed to be repeated in the bibliographic element stating the publisher's name. When such repetition creates a wordy citation—especially when a U.S. Government Agency is author and publisher—the second appearance of the name may be omitted.

U.S. Department of Agriculture Forest Service. 1988. The South's fourth forest: (60)
alternatives for the future. For. Resour. Rep. 24. Washington, DC. 512 p.

In Press

Only manuscripts accepted for publication can be classed as in press. The notation appears in the same position as the publication date. A manuscript not yet accepted for publication cannot be cited as in press. Such a manuscript is in preparation and is referenced in a footnote or endnote to the text.

Porter, P.E.; Meehan, R. [In press]. Seasonal composition of vertebrates in several (61)
Oregon streams. Res. Pap. Portland, OR: U.S. Department of Agriculture Forest
Service, Pacific Northwest Research Station.

The work has been approved by the TPT Team Leader and has, therefore, been accepted for publication in an SRS series. In the text, the reference is (Porter and Meehan, in press).

Hard, J. [In press]. Comparative success of spruce beetle attacks in pruned and unpruned boles of Lutz spruce. *Forest Ecology and Management*. (62)

The paper has been accepted for publication by the journal but is not yet published. Merely sending a paper to a journal does not constitute acceptance.

Ryan, M.G.; Hunt, E.R., Jr.; Agren, G.I. [and others]. [In press (a)]. Comparing models of ecosystem function for temperate conifer forests, I. *Journal of Forestry*. (63)

Ryan, M.G.; Hunt, E.R., Jr.; Agren, G.I. [and others]. [In press (b)]. Comparing models of ecosystem function for temperate conifer forests, II. *Journal of Forestry*. (64)

These articles have been accepted for publication by the journal. Lowercased letters are included with in press to indicate alphabetical order.

Map

Oregon [Topographic]. 1966. Washington, DC: U.S. Geological Survey. 1:500,000; Lambert conformal conic projection; colored. (65)

World [Political]. 1957 March. Washington, DC: National Geographic Society. 1:39,283,200; Van der Grinten projection; 41 x 29 in.; colored. Prepared for the *National Geographic Magazine*. (66)

Potential natural vegetation of the conterminous United States [Vegetation]. A.W. Kuchler, cartog. 1964. New York: American Geographical Society. 1:3,168,000; colored. (67)

Wyoming general soil map [Soil]. J.F. Young, P.C. Singleton, cartogs. 1977. [Place of publication unknown]: University of Wyoming, Agriculture Experiment Station. [Scale unknown]; [Projection unknown]. 40 p. [Explanatory manual]. (68)

Missing Information

When required information is missing, identify the missing element in brackets and retain normal punctuation, which goes outside the closing bracket.

Reutebuch, S.E., Jr.; Murphy, G.E. 1985. Using a computer aided planning package to assess the impact of environmental restrictions on harvesting systems. In: *Forest operations in politically and environmentally sensitive areas: Proceedings, 8th annual meeting, council on forest engineering*. [Place of publication unknown]: [Publisher unknown]: 16-25. (69)

Two pieces of information are missing. Each piece goes in its own set of brackets with normal punctuation following each piece.

Holsten, E.H.; Wemer, R.A. [1987]. *Engraver beetles in Alaska forests* [Leaflet]. (70)
[Portland, OR]: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. [Not paged].

The publication date does not appear on the leaflet. The writer knows the date, however, and supplies it in brackets. The publisher's location is not given on the leaflet and also is supplied in brackets. The information [Leaflet] supplied at the end of the title indicates a physical format different from the standard; it does not indicate missing information.

- Anon. [N.d.]. Summary of research activities at Trout Creek Division, Wind River Experimental Forest. [Place of publication unknown]: [Publisher unknown]. 6 p. (71)
 On file with: Biomass and Energy Research Unit, Pacific Northwest Research Station, P.O. Box 3890, Portland, OR 97208-3890.

Because so much information is missing from the reference, a supplemental note was added to help readers locate a copy of the document.

More Than Three Authors

When a publication has three authors, all authors are named. For a publication by four authors, all four are named because it makes no sense to drop the fourth name only to add the notation *[and others]*. For a publication by more than four authors, names after the third author are replaced with the notation *[and others]*.

- Yoakum, J.; Dasmann, W.P.; Sanderson, H. [and others]. 1980. Habitat improvement techniques. In: Schemnitz, S.D., ed. Wildlife management techniques manual. (72)
 Washington, DC: The Wildlife Society: 329-403.

More than four authors are shown on the publication.

- Beschta, R.L.; O'Leary, S.J.; Edwards, R.E.; Knoop, K.D. 1981. Sediment and organic matter transport in Oregon Coast Range streams. WRR1 70. Corvallis, OR: Oregon State University, Water Resources Institute. 67 p. (73)

The fourth author is named.

When an author's initials precede the notation [and others], do not punctuate before the notation.

- Nichols, J.D.; Conroy, M.J. 1996. Estimation of species richness. In: Wilson, D.E.; Cole, F.R.; Nichols, J.D. [and others], eds. Measuring and monitoring biological diversity: standard methods for mammals. Washington, DC: Smithsonian Institution Press: 226-234. (74)

The article is in a publication with more than three editors.

- Franklin, J.F.; Spies, T.; Perry, D. [and others]. [In press]. Modifying Douglas-fir management regimes for nontimber objectives. In: Douglas fir: stand management for the future: Proceedings of the symposium. Seattle: University of Washington. (75)

The article has been accepted for publication in the proceedings.

Newspaper Article

- Glen Cove [NY] Record Pilot. 1974. Nassau Trust to open branches. July 18: 3 (col. 2). (76)

[NY] is added for clarity.

- The Oregonian. 1981. Crews contain blazes; lightning ignites more. August 20; Sect. B: 5 (col. 1). (77)

This is an article without a byline. Cite as The Oregonian 1981 in the text and Literature Cited, but alphabetize under O.

- Burnham, D. 1977. 1 in 4 Americans exposed to hazards on job, study says. *The New York Times*. October 3: 1 (col. 2), 22 (col. 1). Washington, DC, Oct. 2. (78)

This is an article with a byline and dateline. The article is not on successive pages. Note: Titles of technical publications should not begin with a numeral, but when citing an item that does, give the title as published.

Magazine Article

- Harper, R.M. 1923. Development of agriculture in Georgia from 1850-1920: a series of four articles. *Georgia Historical Quarterly*. 6(1): 3-27; 6(2): 97-121; 6(3): 211-232; 6(4): 323-354. (79)

This article is published in a magazine in four different issues.

Part of a Series

- Martin, S.B.; Platts, W.S. 1981. Effects of mining. Gen. Tech. Rep. PNW 119. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 15 p. (Meehan, W.R., tech. ed.; Influence of forest and rangeland management on anadromous fish habitat in Western North America; pt. 8). (80)

The series the publication appears in is shown in parentheses at the end of the citation. Semicolons separate bibliographic groups in the series statement.

Part of a Work (Work Unit Fraction)

- Thompson, R.P.; Jones, J.G. 1981. Classifying nonindustrial private forestland by tract size. *Journal of Forestry*. 79(5): 288-291 (p. 290, table 2). (81)

The article appears on pages 288 through 291 of the journal, but table 2 on page 290 is the part being cited.

- Bryant, M.D. 1981. Evaluation of a small diameter baffled culvert for passing juvenile salmonids. Res. Note PNW 384. Portland, OR: U.S. Department of Agriculture, Forest Service Pacific Northwest Forest and Range Experiment Station (p. 3, fig. 2). 8 p. (82)

This publication does not appear within another; therefore, the total number of pages must be shown (8 p.). The work-unit fraction being cited (fig. 2 on page 3) must then be given before the total number of pages.

- Howes, S.; Hazard, J.; Geist, J.M. 1981. [Untitled]. In: Guidelines for sampling soil resource conditions. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Region; R6 WM 066 1981 (p. 1-15). 20 p. (83)

Cites a report, not a monograph. The authors wrote a portion of the work being cited. Their section, which is untitled, is not a chapter or a unit that could be cited by itself, so the number of pages in the entire publication must be given. The authors' portion being cited is shown in parentheses.

Patent

Harred, J.F.; Knight, A.R.; McIntyre, J.S., inventors; Dow Chemical Co., assignee. (84)
1972. Epoxidation process. U.S. patent 3,654,317. April 4. 2 p. Int. Classif. C07D
1/08.

Titcomb, S.T.; Juers, A.A., inventors; International Telephone and Telegraph Corp., (85)
assignee. 1974. Reduced calorie bread and method of making same. U.S. patent
3,979,523. Sept. 7. 4 p. Int. Classif. A20D 2/00.

Publisher with Two or More Locations

Burges, A.; Raw, F., eds. 1967. Soil biology. London; New York: Academic (86)
Press. 532 p.

The title page of the book shows two locations for the publisher. Because the U.S. city was shown second, both cities are included in the citation. For cities not well known, include the States. Multiple locations are separated by semicolons.

Guyer, M.F.; Lane, C.E. 1964. Animal biology. 5th ed. New York: Harper (87)
& Row. 789 p.

The title page of the book names three locations for the publisher: New York, Evanston, and London. Because the first shown is a U.S. city, the other locations do not have to be included in the reference.

Kilpatrick, W.C.; Henry, C., Jr.; Ragus, J. [and others]. 1985. Soil survey in Grant (88)
Parish, Louisiana. New Orleans: U.S. Department of Agriculture, Soil
Conservation Service and Forest Service; and Louisiana State University
Agricultural Experiment Station. 143 p. + 20 maps.

The publication was published in a domestic city that stands alone and all the publishers are located in the same city. This publication has 143 pages and 20 maps.

Recurring Publication

To cite many issues of a recurring publication, give the range of years; indicate in a supplemental note the frequency of publication.

State of California, Division of Forestry. 1973-86. Brushland range improvement. (89)
Sacramento. Annual.

Library of Congress. 1984-85. National union catalog. Washington, DC. Monthly. (90)

Each citation implies that all or most issues published in the years given were used as reference.

Roman Numerals and Ordinals

Roman numerals (*I, II, IX*) and ordinals (*first, second, third*) should be converted to Arabic numbers (*1, 2, 9; 1st, 2^d, 3^d*), except in titles and where required for specific meaning.

Kline, R.F. 1961. Economic logging sale layout. In: Pacific logging congress (91)
loggers handbook. Portland, OR: Pacific Logging Congress: 29-31, 115-125.
Vol. 21.

Vol. 21 appears as Volume XXI on the original document.

- Thomas, J.W. 1986. Wildlife habitat modeling cheers, fears, and introspection. In: (92)
 Verner, J.; Morrison, M.L.; Ralph, C.J., eds. *Wildlife 2000: modeling habitat relationships of terrestrial vertebrates*. Madison, WI: The University of Wisconsin Press: xix-xxv.

The work cited precedes the numbered pages in the document. The Roman numerals used as page numbers must be retained in this case to indicate proper location of the work within the document.

- Geist, J.M.; Edgerton, P.J. 1984. Fourwing saltbush establishment in the Keating (93)
 uniform shrub garden first year results. Res. Note PNW 416. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 8 p.

The ordinal first is retained rather than being changed to 1st because it appears in the title.

Sponsorship Shown

Organizations sponsoring a meeting or workshop are sometimes named on the cover or title page of published proceedings. Their role should be indicated after the pages cited but before any cooperators are named. Include the sponsor's location when necessary to distinguish among geographically separate locations of an organization. Add appropriate punctuation to separate different sponsors. If more than three sponsors are listed, do not include them in the citation.

- Spanner, M.A.; Teuber, K.; Acevedo, W. [and others]. 1984. Remote sensing of the (94)
 leaf area index of temperate coniferous forests. In: *Machine processing remotely sensed data: Proceedings of a symposium*. West Lafayette, IN: Purdue University: 362-370. Sponsored by: Landsat Application and Remote Sensing.

Cites a publication by more than three authors.

- Murray, M., ed. 1986. The yield advantages of artificial regeneration at high (95)
 latitudes: *Proceedings of the 6th international workshop on forest regeneration*. Gen. Tech. Rep. PNW 194. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 60 p. Sponsored by: School of Agriculture and Land Resources Management, University of Alaska-Fairbanks; Canadian Forestry Service, Ottawa, ON. In cooperation with: School of Agriculture and Land Resources Management, University of Alaska Fairbanks.

The editor of the proceedings is named as author. A proceedings is being cited rather than an article within; the proceedings identifier is not part of the formal title of the proceedings. The ordinal 6th appears as sixth on the publication. Sponsors and cooperators are named. University of Alaska-Fairbanks is punctuated as shown on the publication. A semicolon separates the two sponsors because a comma was used in the name of one.

Subordinate Title

A subordinate title is a term or phrase after the formal title that completes or qualifies the title. A proceedings identifier is a subordinate title. The subordinate title is separated from the main title by a colon. The first letter of a subordinate title is capitalized (*Transactions* in the Hoekstra reference, and *Proceedings* in the Hall reference below):

- Hoekstra, T.W.; Thomas, J.W.; Lennartz, M.R.; Worley, D.P. 1981. Managing of (96)
 Federal lands for production and use of wildlife and fish. In: Sabol, K., ed. *Resource management for the eighties: Transactions, 46th North American wildlife and natural resources conference*. Washington, DC: Wildlife Management Institute: 336-344.

- Hall, J.D.; Campbell, H.J. 1968. The effects of logging on the habitat of coho salmon and cutthroat trout in coastal streams. In: *Logging and salmon: Proceedings of a forum*. Juneau, AK: The American Institute of Fisheries Research Biologists, Alaska District: 5-37. (97)

The portion of the formal title following a colon is not a subordinate title. The first word after the colon, therefore, is not capitalized (tests in the following example) unless it is a proper name:

- Darr, D.R. 1981. Interactions between domestic and export markets for softwood lumber and plywood: tests of six hypotheses. Res. Pap. PNW 293. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Forest and Range Experiment Station. 22 p. (98)

Title Reflects More Than One Part

Parts are identified according to the publisher's style. They may be numbered (as in the following example), lettered (*Part A*), or identified in other ways. Punctuate between the main title and title of the part.

- Sartwell, C.; Daterman, G.E.; Sower, L.L. [and others]. 1980. Mating disruption with synthetic sex attractants controls damage by *Eucosma sonomana* (Lepidoptera: Tortricidae, Olethreutinae) in *Pinus ponderosa* plantations. 1: Manually applied polyvinyl chloride formulation. *Canadian Entomologist*. 112: 159-162. (99)

Translated Title

Follow the capitalization rules of the language. Include all diacritical marks; omitting such marks is equivalent to misspelling. If the publication gives the title in more than one language, separate the title in the original language from the parallel title by an equal sign.

- Ruetz, W.F. 1981. Die Pazifische Edeftanne nobilis eine Baumart für höhere Lagen? =The Pacific noble fir, a species plantable at higher elevations? *Aligemeine Forstzeitschrift*. 22: 549-551. (100)

When the title appears only in the original language, you may supply a translated title immediately after the original. Separate the original from the translated title by a colon. Normally, information being supplied is enclosed in brackets; a translated title, however, does not require brackets.

- Dietrichson, J. 1967. Klimaskader, vekstrytme og høydeutvikling: Climate damage, growth rhythm and height development. *Meddelelser frå det Norske Skogforsøeksvesen*. 21: 144-158. (101)

Transliterated Title

When bibliographic data on the original document are given in a non-Roman alphabet, transliterate the title to the Roman alphabet (you need not enclose the transliterated title in brackets). Indicate the language of the document in a supplemental note.

- Ogawa, M. 1977. Role of ecology of mushroom types in forest soil. 1: Ecological research methods and their problems. *Soil Microbiology*. 19: 39-50. In Japanese. (102)

The reference also shows a title with more than one part.

Two or More Publishers

Separate multiple publishers with a semicolon. If the publishers are in the same city, separate the publishers' names with a semicolon but do not repeat the city.

- Allen, D.L., ed. 1956. *Pheasants in North America*. Harrisburg, PA: Stackpole Co.; Washington, DC: Wildlife Management Institute. 71 p. (103)

CD-ROM, Diskette, and Magnetic Tape

- U.S. Department of Commerce, Bureau of the Census. 1992. Census of population and housing, 1990 [CD-ROM]. Summary tape file 3. Washington, DC: U.S. Department of Commerce, Bureau of the Census. (104)

Online Journal

- Pastor, J.; Light, S.; Sovell, L. 1998. Sustainability and resilience in boreal regions: sources and consequences of variability. *Conservation Ecology*. 2(1): 16. <http://www.consecol.org/Journal/vol2/iss2/art16>. [Date accessed: July 24, 2000]. (105)

The date the author first accesses the Web site is listed in the reference. If the year is the same as the publication year, you do not need to repeat it.

Proceedings on CD-ROM

- Keep America Growing. [N.d.]. Keep America growing: Conference proceedings [CD-ROM]. [Place of publication unknown]. Additional information at: <http://www.nhq.nrcs.usda.gov/CCS/KAGnrcs.html>. [Date accessed: May 13, 2000]. (106)

Published on CD-ROM and Online

- Hargrove, W.H.; Luxmoore, R.J. 1998. A new high-resolution national map of vegetation ecoregions produced empirically using multivariate spatial clustering [CD-ROM]. Redlands, CA: Environmental Systems Research Institute, Inc. [Number of pages unknown]. <http://www.esri.com/library/userconf/proc 98/PROCEED/T0350/PAP333/P333.HTM> [Date accessed: February 11, 2001]. (107)

Published Both on Paper and Online

- Edson, J.L.; Everett, R.L.; Wenny, D.L.; Henderson, D.M. 1998. Shoot culture of *Astragalus*: toward conserving a threatened genus. In: Botanic gardens micropropagation news. [Location of publisher unknown]: Royal Botanic Gardens, Kew. 2(3): 34–36. <http://www.rbgkew.org.uk/science/micropropagation/bgmnews.html>. [Date accessed unknown]. (108)

- Raettig, T.L. 1999. Trends in key economic and social indicators for Pacific Northwest States and counties. Gen. Tech. Rep. PNW-GTR-474. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. 30 p. http://www.fs.fed.us/pnw/pubs/gtr_474.pdf. [Date accessed: June 16]. (109)

- Hamel, P.B.; Brunswig, N.L.; Dawson, M.R.; Staten, M. 1999. Lying in wait for partners in flight: some experiences monitoring birds in southeastern bottomlands. In: Strategies for bird conservation: the partners in flight planning process. Ithaca, NY: Cornell University Lab of Ornithology. 11 p. <http://www.ornith.cornell.edu/pifcapemay/hamel.htm> and <http://www.ornith.cornell.edu/pifcapemay/twedt.htm> [Date accessed: July 10, 2001]. (110)

This publication is located on two Web sites.

Online Publication

- Prasad, A.M.; Iverson, L.R. 2000. A climate change atlas for 80 forest tree species of Eastern United States. <http://www.fs.fed.us/ne/delaware/atlas/>. [Date accessed: October 8, 2002]. (111)

- U.S. Environmental Protection Agency. 1998. Interim air quality policy on wildland and prescribed fires. 43 p. <http://www.epa.gov/ttn/oarpg/tl/memoranda/firefnl.pdf>. [Date accessed: February 15, 2002]. (112)

Software Program, Commercial

- Intuit, Inc. ©1999. Turbo tax deluxe. San Diego, CA. (113)

- SAS Institute Inc. 1989. SAS/STAT user's guide. Version 6. 4th ed. Cary, NC: SAS Institute Inc. 846 p. (114)

This software has a version and an edition.

Software Program, Government

- U.S. Department of Agriculture Forest Service. 1999. PPHARVEST. Version 2.0. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. http://www.fs.fed.us/pnw/data/ppharvest/ppharvst_home.htm. [Date accessed: August 22, 2000]. (115)

- McGaughey, B. [N.d.]. Stand visualization system. Portland, OR: U.S. Department of Agriculture Forest Service, Pacific Northwest Research Station. <http://forsys.cfr.washington.edu/>. [Date accessed: August 22, 2000]. (116)

Unpublished Reference

An unpublished reference in your manuscript may be cited as a footnote or as a source listed in the literature cited list, depending on its use and/or how the citations are titled.

If it appears in the text, it may be cited as a footnote as shown:

- ¹U.S. Department of Agriculture Forest Service. 1998. Field instructions for the southern forest inventory-remeasurement of prism plots. Version 3. 29 p. Unpublished report. On file with: Southern Research Station, Forest Inventory and Analysis, 4700 Old Kingston Pike, Knoxville, TN 37919. (117)

Alternatively, an unpublished text reference may be included in the literature cited list. In this case, the title of this list shall be changed from "Literature Cited" to "References" (per FSH 1609.11.16).

If an unpublished reference appears in a table, cite it in the literature cited list—and in that case, also refer to the literature citation by listing the source below the table, e.g., (Source: U.S. Department of Agriculture Forest Service 1998).

Videocassette

- Rummer, R.B. 1999. Forest engineering research: 30 years of research to support forest operations [Videocassette]. Auburn, AL: Auburn University Educational Television. [VHS format, 55-min.]. (118)

Online or CD-ROM Database

- Prasad, A.M.; Iverson, L.R.; Matthews, S.; Peters, M. 2013. A climate change atlas for 134 forest tree species of the Eastern United States. [Online database]. Delaware, OH: U.S. Department of Agriculture Forest Service, Northern Research Station. Available: http://www.nrs.fs.fed.us/atlas/tree/tree_atlas.html. [Date accessed: June 25, 2013]. (119)

If the author is not available, the database title becomes the first element of the reference, and the work is alphabetized in the Literature Cited section by the first significant word in the title.

When evaluating a database, it is useful to have information on the producer who contributes to the content of the database. If the information is readily available, supply it before the "available" statement:

Global Biodiversity Information Facility. 2013. [Online database]. Biodiversity occurrence data (120)
published by Missouri Botanical Garden, National Museum of Natural History, The New York
Botanical Garden, University of Alabama Biodiversity and Systematics, University of Connecticut,
University of Kansas Biodiversity Research Center, and Yale University Peabody Museum. Available:
<http://www.gbif.org/>. [Date accessed: July 17, 2013].

The same basic format can be used for CD-ROM databases, replacing "Online" with "CD-ROM" and replacing the Web address with the name of the information supplier and the database identifier or number.

Appendix

AUTHORS CHECKLIST	
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<i>Please reference the SRS Authors Guide for complete instructions on manuscript preparation.</i>	
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