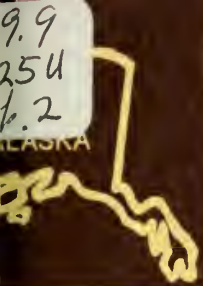


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EXPERIMENT STATION

# USDA FOREST SERVICE RESEARCH NOTE

PNW-310

January 1978

## PREPARING MANUSCRIPTS FOR PROCEEDINGS AND COMPENDIUMS

by

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and

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### ABSTRACT

*Proceedings and compendiums can be an efficient way of presenting a large amount of related research information. Both time and cost of production can be decreased if individual papers are prepared in the same format. This Research Note presents highlights of the format used by the Pacific Northwest Forest and Range Experiment Station.*

**KEYWORDS:** *Communications, conferences/meetings (technical/scientific).*

### INTRODUCTION

Proceedings and compendiums prepared by the Pacific Northwest Forest and Range Experiment Station (PNW Station) are published as General Technical Reports (GTR). These reports can be an efficient way of presenting a large amount of related research information.

The PNW Station is often faced with the task of editing, processing, and publishing compendiums and the proceedings of symposiums. Authors contributing manuscripts come from diverse employment backgrounds. They may be employed by Federal or State agencies, universities, or

private business concerns. In their various work environments contributing authors may be subject to a system of rigid editing or no editing; the format in which a manuscript is submitted to their own editors may be highly stylized or very lenient.

The publication of lengthy GTR's is time consuming and expensive. Both cost and time can be reduced if individual contributions are prepared in the same format. This Research Note presents the highlights of the format required by the PNW Station. Not all aspects of format are covered in this Note, only those which appear to give authors, and consequently editors, the greatest trouble. This note has a minimum of narrative. It begins by covering Station, agency, and Department regulations, followed by some specifics of required format. Each item is identified along the left margin.

Station scientists, acting as compilers of proceedings and compendiums, should insure that each contributing author receives a copy of this Note. PAPERS NOT PREPARED IN THIS FORMAT WILL BE RETURNED TO THE COMPILER.

In this Note, we do not discuss questions of grammar or other aspects of composition. Authors should pre-

sent a concise, simply worded, properly written, and well-organized text. Authors should carefully question the need for each word, the structure of each sentence, the organization of each paragraph, and the communication efficiency of the final draft of the manuscript. Communication of concepts, ideas, and information is the most important function of any publication.

As editors, we will do everything possible to suggest how authors can improve the communication potential of their information; however, authors must do their own rewriting.

We recommend the following sources as guidelines for grammar and composition. For quick reference to common problems, use Strunk and White (1972). For general aspects of technical writing, refer to Brusaw et al. (1976). A comprehensive treatment of English grammar is available from U.S. Department of the Treasury, Internal Revenue Service (1973). For accepted usage of the English language, consult Evans and Evans (1957).

Unless otherwise stated, all of the items in this Note must be performed before manuscripts are submitted to the PNW Station Editorial Group. Compilers should carefully read this Note before passing it on to contributing authors.

## APPROVALS

Any PNW Station scientist considering taking leadership in compiling a proceedings must first have approval from the Station Director.

In addition, proposals for proceedings which are more than regional in scope must be offered to the Leader, Publications Group, Washington Office, on Publication Proposal Form 1600-6. The editor will show the compiler how this is handled.

The compiler is also responsible for submitting with the manuscript, a PNW Manuscript Approval Form (1600-1, rev. 2/76), which must be signed by the compiler, project leader, and assistant director.

## LIST OF TITLES

The symposium coordinator is responsible for preparing a list of article titles, arranging the list in the order in which the articles are to appear in the proceedings, and sending the list to the Editorial Group. Each paper by a PNW Station author must be accompanied by a properly completed Manuscript Approval Form (PNW 1600-1, rev. 2/76).

## STATISTICAL ANALYSIS

PNW Station policy requires that all manuscripts containing statistical analysis of any level must be reviewed by the Station Biometrician or another biometrician prior to editing. Statistical analysis specifically means that an analytical process, relying on the fundamentals of statistics and requiring inference, has been performed.

## PERMISSIONS

The Forest Service Manual (FSM 1633.71, Feb. 75, Amend. 47) states: "Non-Government illustrations will be used only with permissions of the source. Permission must be obtained in writing in the case of copyrighted illustrations, ownership being indicated in a 'Courtesy of. . .' or copyright line. Avoid showing commercial names in published photographs, if possible."

Permission to quote from copyrighted publications is required by law. Permission is also required for use of uncopyrighted material, unpublished communications, interagency reports, or personal

correspondence as supporting evidence. Copies of written permissions must be sent to the Station Editor at the time a manuscript is submitted for editing.

#### COOPERATION

Authors and Station Project Leaders and Assistant Directors are responsible for acknowledging cooperation of other agencies or organizations.

#### DISCLAIMERS

If naming of a company or product is necessary, at the first mention add a footnote, stating "The use of trade, firm, or corporation names does not constitute an official endorsement of or approval by the U.S. Department of Agriculture of any product or service to the exclusion of others which may be suitable."

#### PESTICIDES

If a manuscript refers to pesticides, it must be approved by the Station Pesticide Use Coordinator. At the first mention of a pesticide add a footnote that says "Pesticides." (The editors will assign the proper pesticide statement after consulting with the Pesticide Use Coordinator.)

#### REFERENCE MATERIAL

The "U.S. Government Printing Office Style Manual" (U.S. Government Printing Office 1973) is our first source for form, including capitalization, spelling, compounding, punctuation, abbreviations, symbols, and numerals. "Council of Biology Editors Style Manual" (Council of Biology Editors, Committee on Form and Style 1972) is our second source. Agriculture Handbook 433, "Preparing Statistical Tables" (U.S. Department of Agriculture 1972), is a guide for table preparation. For literature citations refer to "Preparing Citations for USDA Forest Service Publications" (USDA Forest Service 1975).

#### SPACING

Double space EVERYTHING (no exceptions). Type only on one side of each page. Leave  $1\frac{1}{2}$ -inch margins on both sides and at top and bottom. Submit only the ribbon copy of the manuscript. Manuscripts with any part single spaced will be returned for double spacing.

TITLE PAGE

Prepare title page this way:

1
Author's mailing address
Title of Article
Author, title, and affiliation
Abstract
(no more than 100 words)
Keywords:

KEYWORDS

Select five words which best describe the subject of your paper.

HEADINGS

The author is responsible for assigning headings to various sections of his manuscript. Headings indicate the organization of a manuscript and help guide readers from general categories of information (first-grade heading) to increasingly specific categories (second-grade, third-grade). Headings are set up in the manuscript as follows:

- |             |                |
|-------------|----------------|
| (1st grade) | BIG BUGS       |
| (2d grade)  | IN OREGON      |
| (3d grade)  | Found in Trees |
| (4th grade) | Defoliators    |

## HEADINGS (continued)

In addition to the headings in the paper, the author must also furnish a separate grade-heading list with the manuscript. The list should be set up as follows:

FIRST-GRADE HEADINGS  
(list your first-grade headings)

SECOND-GRADE HEADINGS  
(list your second-grade headings)

and so on.

## FOOTNOTES

Footnotes should appear between two lines following the line in which they first appear; the footnote number should be indented five spaces:

---

3/ Gross scale is based on U.S.

Forest Service Region 6 supplement to  
National Forest Log Scaling Handbook.

---

If possible, avoid footnotes by enclosing explanatory material in parentheses in the text. Unpublished references should be listed as footnotes (see PERMISSIONS).

## TABLES

Titles and tables should be simple and complete. Tables must be complete enough to stand alone without reference to the text. Tables should be typed double spaced on separate pages following the page on which they are first mentioned. Tables should be numbered consecutively throughout the manuscript, including the appendix. Tables should have their own page numbers. Tables should supplement but not duplicate material in the text or in the figures. When referring to a table in the text use a lower case t, e.g., table 4. Table footnotes are numbered independently from footnotes in the text. Number footnotes from left to right. Table titles are set up as follows:

Table 3--Distribution of egg masses on  
sample branches

(no punctuation follows the title).



## GRAPHS AND PHOTOGRAPHS

Graphs, photos, and drawings are referred to as figures. Figure captions are placed in the text between two lines following the paragraph in which the figure is first mentioned. Figures should supplement but not duplicate material in text or tables.

---

Figure 4.--Distribution of veneer volume  
of logs.

---

Computer plotting on the Wang 700A-720C<sup>1/</sup> series programable calculator can increase the speed and accuracy of graph preparation. DeMars and Thompson (1977) explain this process in USDA Forest Service Research Note PNW-289, "Computer Plotting of Graphs for Reports." Proper preparation of the plotting points by the author is essential.

Protect photographs from paper clips or other damage by enclosing photos between sheets of cardboard. DO NOT MOUNT PHOTOGRAPHS AND DO NOT WRITE OR TYPE DIRECTLY ON PHOTOGRAPHS. Identify photographs by affixing to the back a gummed label on which has already been typed the author's name, a few words of the title of article, and the figure number. Indicate "top" of the photo on the label if this is not readily apparent.

## LITERATURE CITATIONS

Use the author-date method (USDA Forest Service 1975) in the text. List full citations alphabetically by author's last name in the Literature Cited section. List only authors referred to in the text and make sure that all authors referred to in the text are listed in Literature Cited.

Do not use anonymous for an author entry. If no author is shown on a publication, use the name of the organization, agency, or periodical. Place the abbreviation U.S. before the name of a Federal Government

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<sup>1/</sup> The use of trade, firm, or corporation names does not constitute an official endorsement of or approval by the U.S. Department of Agriculture of any product or service to the exclusion of others which may be suitable.

LITERATURE CITATIONS  
(continued)

department, office, etc.: U.S. Civil Service Commission; U.S. Department of Agriculture, Forest Service; U.S. Department of the Interior, Bureau of Land Management.

Enter the name of the author exactly as it appears on the publication or article; if given names are shown, do not use initials. For subsequent listing of publications by the same author, spell out the name again as it appears on the publication.

For abbreviations in citations, use American National Standards Institute's (1971) "Word Abbreviation List." This was furnished to every PNW Station research project. Include only published papers in the Literature Cited section or papers which have been officially accepted for publication. Unpublished papers must be footnoted (see PERMISSIONS).

Some examples of form follow:

Periodicals

Author(s)  
Date of publication  
Title of article  
Name of periodical  
Volume number  
Issue number  
Inclusive pages (or article cited)

Example:

Stein, William I., and Peyton W. Owston.  
1977. Containerized seedlings in western reforestation. J. For. 75(9):575-578, illus.

Books

Author(s)  
Date of publication  
Title of publication  
Edition (except first)  
Inclusive pages  
Publisher  
Place of publication

Example:

Strunk, William, Jr., and E. B. White.  
1972. The elements of style. 78 p.  
Macmillan Co., New York.

LITERATURE CITATIONS  
(continued)

USDA Forest Service Research Series

Author(s)  
Date of publication  
Title of publication  
Series name and number  
Inclusive pages  
Station name  
Place

Example:

DeMars, Donald J., and Delbert E. Thompson.  
1977. Computer plotting of graphs for  
reports. USDA For. Serv. Res. Note  
PNW-289, p. 7-11., illus. Pac.  
Northwest For. and Range Exp. Stn.,  
Portland, Oreg.

Chapters by Different Authors in a Book,  
With Editor Named

Example:

Bollen, W. B., and K. C. Lu.  
1968. Nitrogen transformations in soils  
beneath red alder and conifers. In  
Biology of alder. J. M. Trappe, J. F.  
Franklin, R. F. Tarrant, and G. M.  
Hansen, eds. p. 141-148. Pac. North-  
west For. and Range Exp. Stn., Portland,  
Oreg.

Thesis, if Available

Hazard, John William.  
1969. Optimal replacement strategy for  
successive forest surveys with multiple  
objectives. Ph. D. thesis. Iowa State  
Univ., Ames.

ABBREVIATIONS

Units of measure are not abbreviated unless  
they are preceded by a number. Spell out  
words to be abbreviated the first time they  
are mentioned, followed by the abbreviation  
in parentheses.

## MEASUREMENTS

Whenever possible, all measurements must be given in both English and metric. Place metric measurements in parentheses after English measurements. Use a cipher before the decimal point:

1 foot (0.30 meter)

Note: Current usage requires a comma between hundreds and thousands in English measurement (10,000) but no comma in metric (10 000). This also applies after the decimal point (10 000.650 13).

## NUMERALS

Time, measurement, and money are almost always expressed in numerals. Other numerals under 10 are spelled out in a sentence except numbers in a group of two or more, any one of which is 10 or more; e.g., your manuscript has 2 tables, 3 graphs, and 11 pages. OR Your manuscript has two tables and three graphs.

## LITERATURE CITED

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- Evans, Bergen, and Cornelia Evans. 1957. A dictionary of contemporary American usage. 567 p. Random House, New York.
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The mission of the PACIFIC NORTHWEST FOREST AND RANGE EXPERIMENT STATION is to provide the knowledge, technology, and alternatives for present and future protection, management, and use of forest, range, and related environments.

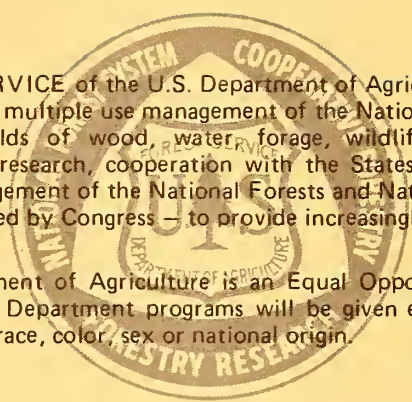
Within this overall mission, the Station conducts and stimulates research to facilitate and to accelerate progress toward the following goals:

1. Providing safe and efficient technology for inventory, protection, and use of resources.
2. Developing and evaluating alternative methods and levels of resource management.
3. Achieving optimum sustained resource productivity consistent with maintaining a high quality forest environment.

The area of research encompasses Oregon, Washington, Alaska, and, in some cases, California, Hawaii, the Western States, and the Nation. Results of the research are made available promptly. Project headquarters are at:

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Juneau, Alaska	Olympia, Washington
Bend, Oregon	Seattle, Washington
Corvallis, Oregon	Wenatchee, Washington
La Grande, Oregon	

*Mailing address: Pacific Northwest Forest and Range  
Experiment Station  
P.O. Box 3141  
Portland, Oregon 97208*



The FOREST SERVICE of the U.S. Department of Agriculture is dedicated to the principle of multiple use management of the Nation's forest resources for sustained yields of wood, water, forage, wildlife, and recreation. Through forestry research, cooperation with the States and private forest owners, and management of the National Forests and National Grasslands, it strives — as directed by Congress — to provide increasingly greater service to a growing Nation.

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