



UPDATED Guide for Preparing Papers and Extended Abstracts for the Proceedings of the 22nd Biennial Southern Silvicultural Research Conference March 21-23, 2023 – Nacogdoches, TX

Oral presenters to the Biennial Southern Silvicultural Research Conference (BSSRC) **must** submit a complete paper or an extended abstract. Poster presenters **may** submit a complete paper or an extended abstract (or they may choose not to submit at all). Papers and extended abstracts from conference proceedings will be published by the Southern Research Station (SRS) as a General Technical Report (GTR) as an electronic-only publication.

MANUSCRIPT SUBMISSION REQUIREMENTS

Manuscripts must be submitted as an original paper that is prepared with MS Word software. All manuscripts are due **July 21, 2023**, and should be emailed to proceedings@bssrc.org (non-Forest Service authors) or Nancy Koerth (Nancy.Koerth@usda.gov) for Forest Service authors. Other considerations:

- Authors will be responsible for the content and accuracy of their manuscripts.
- All manuscripts must undergo a minimum of two collegial peer reviews for clarity and content before submission. Name and affiliation of peer reviews must be given in a cover letter with your submission. In addition, all submissions will receive editorial review and will be subject to SRS technical editing for formatting and style.
- The publication process goes much more smoothly and quickly if close attention is paid to Station formatting requirements. In addition to the guidance provided below and on the [SRS authors webpage](#), the [Southern Research Station Authors Guide \(Revised 2015\)](#) available on the SRS website has even more information.

MANUSCRIPT PREPARATION GUIDANCE

Extended abstracts are limited to 1000 words, 1 figure, and 1 table. As they are an extended abstract, no first order headers should be used (i.e., do not include INTRODUCTION, MATERIALS AND METHODS, etc.) with the exception of LITERATURE CITED. Authors of extended abstracts should follow instructions for complete papers (below) for formatting titles, author names, pages, fonts, figures, and tables.

Complete papers are limited to 4000 words and no more than 8 tables and/or figures. For complete papers, please use the following instructions to prepare manuscripts:

PAPER TITLE, AUTHOR NAMES, and AUTHOR AFFILIATION INFORMATION

- Following the example shown below, type the title in all uppercase letters, centered. If the title is longer than one line, allow it to wrap to the next line(do not use a hard return).
- After the title, leave one blank line below and type the full name of the author(s), centered, using initial capitals. Do not insert superscripts to link the authors here to the affiliation information. Rather, after the initial author list, leave one blank line below the authors' names and type flush left the author's name, job title, the organization, city, State, and zip code.



See example below for how to format these:

TITLE OF THE COMPLETE PAPER OR ABSTRACT

John A. Doe and Jane B. Smith

John A. Doe, Research Ecologist, U.S. Department of Agriculture, Forest Service, Southern Research Station, Asheville, NC 28804

Jane B. Smith, Research Associate Professor, North Carolina State University, Department of Forestry and Environmental Resources, Raleigh, NC 27695

ABSTRACT

- Leave one blank line below the author identification and type flush left the word "Abstract" followed by an em dash.
- Begin the text immediately after the dashes (no spaces).
- Limit the abstract to approximately 150 words.
- All text should be left justified, ragged right.

HEADINGS

All section headings should be typed in the following format:

FIRST-DEGREE HEADINGS

First-degree headings should be left justified using uppercased letters with a blank line preceding the heading. Text should begin on the line immediately below the heading.

Second-degree Headings

Second-degree headings should be left justified, using initial capitals for major words with a blank line between the second-degree heading and the preceding paragraph. Text should begin on the line immediately below the heading.

Third-degree headings—Third-degree headings should be left justified using lowercased letters, except for an initial capital on the first word. The last word should be followed by an em dash. Text begins immediately after the dashes with no spaces.

FOOTNOTES

Footnotes should only be used if absolutely necessary and should be numbered consecutively throughout the manuscript.

EQUATIONS

Equations should be on their own line in the text, numbered at the right margin, with a blank line above and below the equation. Use Microsoft equation editor or MathType software programs, if possible.



LITERATURE CITED

- Arrange citations in alphabetical order and insert one blank line between citations.
- Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. See Southern Research Station Authors Guide for more examples.
- Use the author-date method to refer to literature in the text; for example, "More rapid runoff may result in increased peak flows (Brown 1980)."
- If several references are listed together, list them alphabetically (Adams and Smith 1980, Endres 1972, Peterson 1974). Use a comma, not a semi-colon, between listings. If a manuscript has three or more authors, list the first author followed by "and others" (e.g., Clark and others 1986). Do not use "et al."
- If an unpublished paper is cited, do not include them in this section (see PERSONAL COMMUNICATIONS / UNPUBLISHED DATA below).

PERSONAL COMMUNICATIONS / UNPUBLISHED DATA

Reference to personal communications and unpublished data should be avoided. If it must be done, do so parenthetically in the text. A complete address must be given as a means of contact. See example:

...and this trend continued northward (Personal communication. John Doe. 1991. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360). To the south, however....

TABLES

- Place all tables **at the end** of the manuscript.
- All tables need a short title. Notes or extra information about the table should not be included in the title; instead, please add this information as a footnote below the table.
- Do not leave cells blank. Instead, use an em dash and provide an explanation for the missing data as a footnote to the table.
- A sample table is provided below:

Table 4—Cubic volume of hardwood pulpwood (>4.5 inches d.b.h.) by site at the Sumter National Forest in 2015

| Site | Other | Red oaks | White oaks | Total |
|----------------------------|---------|----------|------------|----------|
| <i>cubic feet per acre</i> | | | | |
| Pine Mountain | 234.6 a | 5.4 | 64.0 | 304.1 a |
| Thrift's Ferry | 24.7 b | 34.4 | 29.6 | 88.9 b |
| Whetstone | 67.0 b | 21.0 | 120.3 | 263.0 ab |

Volume estimates are derived from Clark and Souter (1996) to a 4-inch top.

Means followed by the same letter within a column are not significantly different at the 0.05 level.

d.b.h. = diameter at breast height.



FIGURES

- Place all figure captions (but not the figures themselves) at the end of the manuscript.
- Do not embed figures into your manuscript. Please provide figures as individual files.
- Use Arial or Helvetica 9pt font for the text within the graphic.
- SRS requests that figures are submitted in two ways:
 1. As a .pdf or .jpg to reflect how the figure should appear in published form, or
 2. In the graphic's native format (see chart below):

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

Scalable vector graphic files (.svg) are acceptable, as well.

PHOTOGRAPHS

- Photographs need to have a credit line, including the name of the photographer and/or their organization. If photographer is a Forest Service employee, write byline as (Forest Service photo by Donna Burnett).
- Please provide documentation of permission to use photographs that are not public domain images. If permission is given by a non-Forest Service photographer, write byline as (Photo courtesy of John Smith) or (Photo courtesy of istockphotos.com/Gifford Pinchot) or (USDA photo by Jane Doe).

MANUSCRIPT SUBMISSION

For all authors—please ensure that you submit the following to the proceedings editor/compiler:

- Cover letter with names and affiliations of two peers who reviewed paper prior to submission
- Manuscript in MS Word, with tables and figure captions at the end
- Figures as separate files and named sequentially

For Forest Service/Southern Research Station authors only:

- Provide fully signed [Manuscript Approval form](#) (FS-1600-1) with your manuscript submission (the SRS Funds Certification Worksheet is not required for the Proceedings GTR).
- Some papers by Forest Service authors will also require statistical and/or policy review; these sections are on the manuscript approval form and can be certified (or waived) using the guidance on the FS-1600-1 instructions page.



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Communication Resources [CoRe]

- All Forest Service-authored papers should be submitted to their respective Research Stations for technical editing **before** submission to the proceedings editor (National Forest or Regional Office authors can send theirs to the Southern Research Station). For SRS authors, your collegially reviewed manuscript(s) and signed [manuscript approval form](#) (including statistical and/or policy reviews, if required) should be submitted for technical editing to:

Laurel Haavik, Publications Team Lead
Southern Research Station
laurel.haavik@usda.gov

- Papers authored by Forest Service employees with non-federal co-authors should also get their co-authors to sign the [release](#) found at the end of the manuscript approval form (FS-1600-1) or via the SRS website. This release form certifies that these co-authors recognize that all Forest Service publications are in the public domain.

When USFS author(s) technical edits are completed, BSSRC Proceedings GTR manuscripts are due **July 21, 2023**, and should be emailed to: Nancy.Koerth@usda.gov The editors of the Proceedings will work with author(s) to ensure all necessary materials and supporting documentation is completed and will then assemble and submit the complete papers and extended abstracts to the Southern Research Station of the Forest Service for publication.