

**INSTRUCTIONS FOR AUTHORS:  
Preparing Proceedings Papers and Extended Abstracts**

**The 6th International Workshop on the Genetics of Tree-Parasite Interactions:  
Tree Resistance to Insects and Diseases: Putting Promise into Practice**

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Papers and extended abstracts from conference proceedings will be published by the Southern Research Station as a General Technical Report (GTR). The GTR will be an electronic publication. A printed version may be available depending on budget.

**BASIC SUBMISSION REQUIREMENTS**

- Oral presenters must submit a full paper or an extended abstract or the meeting abstract.
- Poster presenters must submit a full paper or an extended abstract or the meeting abstract.
- Full papers are limited to 5000 words and no more than 8 figures or tables (combined).
- Extended abstracts are limited to 1500 words, 1-2 figures or 1-2 tables (3 combined).
- In lieu of submitting a full paper or an extended abstract, meeting abstracts will be published following review and revision. Reviews will check for format, clarity, and a take home message, other than saying we'll discuss this in the presentation.
- Manuscripts (full paper, extended abstract or meeting abstract) must be submitted as an original paper in hardcopy and electronic format with MS Word software.
- All manuscripts must undergo a minimum of two peer reviews for clarity and content before submission. Name and affiliation of peer reviews must be given in a cover letter with your submission. Southern Research Station scientists should use Station procedures for review of papers and include a signed manuscript approval sheet (available online <http://fsweb.srs.fs.fed.us/technical-publications/docs/fs-1600-1-manuscript-approval.pdf>).
- Authors will be responsible for the content and accuracy of their manuscripts. Editors reserve the right to request additional peer-review and provide technical and editorial technical reviews.
- All Forest Service-authored papers should be submitted to their station for technical editing **before** submission to the proceedings compiler [C. Dana Nelson]. For Southern Research Station authors, manuscripts and manuscript approval sheet should be submitted to:

Maureen Stuart, Publications Team Lead  
Southern Research Station  
200 WT Weaver Blvd, Rm 318  
Asheville, NC 28804-3454  
mastuart@fs.fed.us

- All manuscripts must be prepared per instructions in the **MANUSCRIPT PREPARATION** section following.

## **MANUSCRIPT PREPARATION FOR MEETING ABSTRACTS (300 word limit)**

TITLE SHOULD BE CENTERED AND IN ALL CAPITALS USING  
TIMES NEW ROMAN 11 POINT FONT

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The authors and affiliations should be as shown above, that is, center justified and in Times New Roman font size 10. Email addresses should be given for the corresponding and first authors only. The body of the abstract should be left-justified and in Times New Roman 11 point font and is limited to 300 words and one paragraph. Abstracts should be submitted online through the workshop website <https://treeresistance2018.ca.uky.edu/abstracts> by January 21, 2018. If you have any questions, please contact either Jennifer ([jkoch@fs.fed.us](mailto:jkoch@fs.fed.us)) or Richard ([rsniezko@fs.fed.us](mailto:rsniezko@fs.fed.us)). If you have any technical issues submitting your abstract, please contact Ellen Crocker ([e.crocker@uky.edu](mailto:e.crocker@uky.edu)). We look forward to hosting you in Mount Sterling, OH, USA in August of 2018!

## **MANUSCRIPT PREPARATION FOR EXTENDED ABSTRACTS (1500-word limit)**

Extended abstracts are limited to 1500 words, 1 or 2 figures and 1 or 2 tables, but no more than 3 combined. As they are an extended abstract, no first order headers should be used (i.e. INTRODUCTION, MATERIALS AND METHODS, etc.) with the exception of LITERATURE CITED. Follow instructions for complete papers (below) for formatting pages, fonts, figures, and tables.

## **MANUSCRIPT PREPARATION FOR FULL PAPERS (5000-word limit)**

The Southern Research Station has adopted the following instructions to help authors prepare their manuscripts. Failure by authors to follow these instructions could result in the manuscripts being returned to the authors, thus delaying publication.

### **1. TYPESETTING.**

- Before beginning to type, set your word processor's default values to the following specifications:
  - all four page margins, 1 inch;
  - single-spaced 10-point Times New Roman or Times font;
  - all text left justified, ragged right; and
  - no hyphenation.
- Use italics for all Latin names.
- Use only one space after all punctuation (periods, colons, etc.).
- The page limit for manuscripts is six typeset pages, including tables and figures. This limit equates to approximately 10 single-spaced pages (including tables and figures).

## 2. PAPER TITLE.

- 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 carriage return.

3. AUTHOR NAMES. Leave one blank line below the title, and type the full name of the author(s), centered, using initial capitals.

## 4. AUTHOR IDENTIFICATION.

- 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.
- Text should be left justified, ragged right.
- The SRS layout person will move author identifications to the proper footnote.

## 5. ABSTRACT.

- Leave one blank line below the author identification and type flush left the word "Abstract" followed by two dashes.
- Begin the text immediately after the dashes (no spaces).
- Do not hyphenate words at the end of lines.
- Limit the abstract to approximately 150 words.
- All text should be left justified, ragged right.

## 6. PARAGRAPHS.

- Left justify all paragraphs, no paragraph indentions.
- Do not hyphenate words at the end of lines.
- Skip one line between each paragraph.

7. HEADINGS. All section headings should be typed in the following format:

- **FIRST-DEGREE HEADINGS**  
First-degree headings should be left justified using uppercase 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. Do not leave a blank line between first-degree heading and second-degree heading.
- **Third-degree headings**—Third-degree headings should be left justified using lowercase 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.

8. ACKNOWLEDGMENTS. This section, if needed, should be placed after the conclusions section under the first-degree heading, ACKNOWLEDGMENTS.

## 9. LITERATURE CITED.

- Arrange citations in alphabetical order.

- Separate each citation with one blank line.
- Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. See: [http://www.srs.fs.usda.gov/working/author/guidelines\\_for\\_citations.pdf](http://www.srs.fs.usda.gov/working/author/guidelines_for_citations.pdf).
- Use the author-date method to refer to literature in the text; for example, "More rapid runoff may result in increased peak flows (Brown 1980)" or "Later experiments by Miller (1980) showed. . . ."
- If several 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."
- With one exception, only published material should be included in the literature cited section. Manuscripts accepted for publication may be included. The notation "In press" appears in the same position as the publication date; for example: Haywood, J.D. [In press]. Plant communities in selected . . . .

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

11. PERSONAL COMMUNICATIONS. Reference to personal communications and unpublished data should be avoided. If it must be done, please add a footnote with source information. A complete address must be given as a means of contact, as follows:

<sup>1</sup> Personal communication. John Doe. 1991. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360).

12. NUMBERS AND UNITS OF MEASUREMENT.

- Throughout the manuscript, spell out numbers at the beginning of a sentence, whole numbers from one through nine unless associated with a unit of measurement, time, or money (e.g., 7 m, 2 inches, 7 hours, 3 percent, \$3), fractions standing alone or followed by "of a" or "of an," and preceding a unit modifier that contains a figure (e.g., ten 3-m logs).
- Use numerals when 2 or more numbers appear in a sentence and 1 of them is 10 or more.
- Note that metric units are abbreviated unless used without a number, and English units are spelled out (2 inches, 3 feet, 4 square feet).
- Do not use "%" in the text. Write out the word "percent" instead. The "%" sign can be used in the tables and figures, however.
- Do not mix metric and English units in the text. Use the one most appropriate.

13. STATE ABBREVIATIONS. States should be abbreviated to two letters when mentioned with the name of a town or county and spelled out when standing alone.

14. NOMENCLATURE.

- Scientific names set off in parentheses should follow the first mention of each common name in the abstract and again in the body of the manuscript.
- The authority is not necessary but if used should be consistent throughout.
- The genus, species, and variety names should be italicized. Do not underline the names.
- Common names or scientific names without the authority can be used thereafter.

- If the number of species is large, a list of common and scientific names can be included in a table or as an appendix following the literature cited section.

15. 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.

16. TABLES.

- Place all tables at the end of the manuscript.
- Create tables in MS Word. Use Arial or Helvetica 9pt font.
- 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.

17. FIGURES, PHOTOGRAPHS.

- 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 that are named as follows: fig\_1.xlsx, fig\_2.eps, fig\_3.ai, fig\_4.jpg, etc.
- Use Arial or Helvetica 9pt font for the text within the graphic.
- Photographs need to have a credit line, including the name of the photographer and/or their organization. Please provide documentation of permission to use someone else's photograph (unless it was taken by a Government employee).
- Do not place captions with figures; figure captions need to be inserted in the manuscript text.
- SRS requests that figures are submitted in two ways:
  - PDF (or hard copy print-out) to reflect how the figure should appear in published form.
  - Electronic files (one for each figure) in the native format (see chart below):

If the graphic was generated in:	Save 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	Export as .ai or .eps (with fonts embedded)

## MANUSCRIPT SUBMISSION

Please ensure that you submit the following to the compiler:

- Cover letter with names and affiliations of two peers who reviewed paper prior to submission
  - Email to C. Dana Nelson, [dananelson@fs.fed.us](mailto:dananelson@fs.fed.us)
- Signed Manuscript Approval Sheet (Southern Research Station scientists only)  
<http://fsweb.srs.fs.fed.us/technical-publications/docs/fs-1600-1-manuscript-approval.pdf>
- Manuscript in MS Word, with tables and figure captions at the end.
  - Hard copy and Electronic copy, see below.
- Figures as separate files and named sequentially (e.g., fig1.xlsx, fig2.jpg, fig3.ai)

Manuscripts are due by November 30, 2018 and should be sent to:

Hard Copy:

Dr. Dana Nelson  
USDA Forest Service  
Southern Research Station  
23332 Success Road  
Saucier, Mississippi 39574, USA

Electronic Copy:

TBA (this will be a Qualtrics site through the conference web site,  
[https://treeresistance2018.ca.uky.edu/proceedings\\_2018](https://treeresistance2018.ca.uky.edu/proceedings_2018))

Email notification of manuscript submitted and cover letter:

C. Dana Nelson, [dananelson@fs.fed.us](mailto:dananelson@fs.fed.us)

## ADDITIONAL INFORMATION

The [Southern Research Station Authors Guide](#) (Revised 2015) provides additional guidelines.