

INSTRUCTIONS FOR CONTRIBUTORS

SCOPE OF MATERIAL

The *Bulletin of the Eastern Native Tree Society* accepts solicited and unsolicited submissions of many different types, from quasi-technical field reports to poetry, from peer-reviewed scientific papers to digital photographs of trees and forests. This diverse set of offerings also necessitates that (1) contributors specifically identify what type of submission they are providing; (2) all submissions should follow the standards and guidelines for publication in the *Bulletin*; and (3) the submission must be new and original material or be accompanied by all appropriate permissions by the copyright holder. All authors also agree to bear the responsibility of securing any required permissions, and further certify that they have not engaged in any type of plagiarism or illegal activity regarding the material they are submitting.

SUBMITTING A MANUSCRIPT

As indicated earlier, manuscripts must either be new and original works, or be accompanied by specific written permission of the copyright holder. This includes any figures, tables, text, photographs, or other materials included within a given manuscript, even if most of the material is new and original.

Send all materials and related correspondence to:

Don C. Bragg
Editor-in-Chief, *Bulletin of the ENTS*
USDA Forest Service-SRS
P.O. Box 3516 UAM
Monticello, AR 71656

Depending on the nature of the submission, the material may be delegated to an associate editor for further consideration. The Editor-in-Chief reserves the right to accept or reject any material, regardless of the reason. Submission of material is no guarantee of publication.

All submissions must be made to the Editor-in-Chief in digital format. Manuscripts should be written in Microsoft Word (*.doc), WordPerfect (*.wpd), rich-text format (*.rtf), or ASCII (*.txt) format.

Images can be submitted in any common format like *.jpg, *.bmp, *.tif, *.gif, or *.eps, but not PowerPoint (*.ppt). Images must be of sufficient resolution to be

clear and not pixelated if somewhat reduced or enlarged. Make sure pictures are at least 300 dots per inch (dpi) resolution. Pictures can be color, grayscale, or black and white. Photographs or original line drawings must be accompanied by a credit line, and if copyrighted, must also be accompanied by a letter with express written permission to use the image. Likewise, graphs or tables duplicated from published materials must also have expressly written copyright holder permission.

PAPER CONTRIBUTIONS (ALL TYPES)

All manuscripts must follow editorial conventions and styling when submitted. Given that the *Bulletin* is edited, assembled, and distributed by volunteers, the less work needed to get the final product delivered, the better the outcome. Therefore, papers egregiously departing from these formats may be returned for modification before they will be considered for publication.

Title Page

Each manuscript needs a separate title page with the title, author name(s), author affiliation(s), and corresponding author's postal address and e-mail address. Towards the bottom of the page, please include the type of submission (using the categories listed in the table of contents) and the date.

Body of Manuscript

Use papers previously published in the *Bulletin of the Eastern Native Tree Society* as a guide to style formatting. The body of the manuscript will be on a new page. Do not use headers or footers for anything but the page number. Avoid using footnotes or endnotes in the text, and do not use text boxes. Rather, insert text-box material as a table.

All manuscript submissions should be double-spaced, left-justified, with one-inch margins, and with page and line numbers turned on. Page numbers should be centered on the bottom of each new page, and line numbers should be found in the left margin.

Paragraph Styles. Do not indent new paragraphs. Rather, insert a blank line and start the new paragraph. For feature articles (including peer-

reviewed science papers), a brief abstract (100 to 200 words long) must be included at the top of the page. Section headings and subheadings can be used in any type of written submission, and do not have to follow any particular format, so long as they are relatively concise. The following example shows the standard design:

FIRST ORDER HEADING

Second Order Heading

Third Order Heading. The next sentence begins here, and any other levels should be folded into this format.

Science papers are an exception to this format, and must include sections entitled "Introduction," "Methods and Materials," "Results and Discussion," "Conclusions," "Literature Cited," and appendices (if needed) labeled alphabetically. See the ENTS website for a sample layout of a science paper.

Trip reports, descriptions of special big trees or forests, poetry, musings, or other non-technical materials can follow less rigid styling, but will be made by the production editor (if and when accepted for publication) to conform to conventions.

Table and figure formats. Tables can be difficult to insert into journals, so either use the table feature in your word processor, or use tab settings to align columns, but DO NOT use spaces. Each column should have a clear heading, and provide adequate spacing to clearly display information. Do not use extensive formatting within tables, as they will be modified to meet *Bulletin* standards and styles.

All tables, figures, and appendices must be referenced in the text.

Numerical and measurement conventions. You can use either English (e.g., inches, feet, yards, acres, pounds) or metric units (e.g., centimeters, meters, kilometers, hectares, kilograms), so long as they are consistently applied throughout the paper. Dates should be provided in month day, year format (June 1, 2006). Abbreviations for units can and should be used under most circumstances.

For any report on sites, heights must be measured using the methodology developed by ENTS (typically the sine method). Tangent heights can be referenced, especially in terms of historical reports of big trees, but these cannot represent new

information. Diameter or circumference should be measured at breast height (4.5 ft above the ground), unless some bole distortion (e.g., a burl, branch, fork, or buttress) interferes with measurement. If this is the case, conventional approaches should be used to ensure that diameter is measured at a representative location.

Taxonomic conventions. Since common names are not necessarily universal, the use of scientific names is strongly encouraged, and may be required by the editor in some circumstances. For species with multiple common names, use the most specific and conventional reference. For instance, call *Acer saccharum* "sugar maple," not "hard maple" or "rock maple," unless a specific reason can be given (e.g., its use in historical context).

For science papers, scientific names MUST be provided at the first text reference, or a list of scientific names corresponding to the common names consistently used in the text can be provided in a table or appendix. For example, red pine (*Pinus resinosa*) is also known as Norway pine. Naming authorities can also be included, but are not required. Be consistent!

Abbreviations. Use standard abbreviations (with no periods) for units of measure throughout the manuscript. If there are questions about which abbreviation is most appropriate, the editor will determine the best one to use. Here are examples of standardized abbreviations:

inch = in	feet = ft
yard = yd	acre = ac
pound = lb	percent = %
centimeter = cm	meter = m
kilometer = km	hectare = ha
kilogram = kg	day = d

Commonly recognized federal agencies like the USDA (U.S. Department of Agriculture) can be abbreviated without definition, but spell out state names unless used in mailing address form. Otherwise, spell out the noun first, then provide an abbreviation in parentheses. For example: The Levi Wilcoxon Demonstration Forest (LWDF) is an old-growth remnant in Ashley County, Arkansas.

Citation formats. Literature cited in the text must meet the following conventions: do not use footnotes or endnotes. When paraphrasing or referencing other works, use the standard name date

protocol in parentheses. For example, if you cite this issue's Founder's Corner, it would be: "...and the ENTS founder welcomed new members (Leverett 2006)." If used specifically in a sentence, the style would be: "Leverett (2006) welcomed new members..." Finally, if there is a direct quotation, insert the page number into the citation: (Leverett 2006, p. 26) or Leverett (2006, p. 27-28). Longer quotations should be set aside as a separate, double-indented paragraph. Papers by unknown authors should be cited as Anonymous (1950).

For citations with multiple authors, give both authors' names for two-author citations, and for citations with more than two, use "et al." after the first author's name. An example of a two-author citation would be "Kershner and Leverett (2004)," and an example of a three- (or more) author citation would be "Bragg et al. (2004)." Multiple citations of the same author and year should use letters to distinguish the exact citation: Leverett 2005a, Leverett 2005b, Leverett 2005c, Bragg et al. 2004a, Bragg et al. 2004b, etc.

Personal communication should be identified in the text, and dated as specifically as possible (not in the Literature Cited section). For example, "...the Great Smoky Mountains contain most of the tallest hardwoods in the United States (W. Blozan, personal communication, March 24, 2006)." Examples of personal communications can include statements directly quoted or paraphrased, e-mail content, or unpublished writings not generally available. Personal communications are not included in the Literature Cited section, but websites and unpublished but accessible manuscripts can be.

Literature Cited. The references used in your work must be included in a section titled "Literature Cited." All citations should be alphabetically organized by author and then sorted by date. The following examples illustrate the most common forms of citation expected in the *Bulletin*:

Journal:

- Anonymous. 1950. Crossett names giant pine to honor L.L. Morris. *Forest Echoes* 10(5):2-5.
- Bragg, D.C., M.G. Shelton, and B. Zeide. 2003. Impacts and management implications of ice storms on forests in the southern United States. *Forest Ecology and Management* 186:99-123.

- Bragg, D.C. 2004a. Composition, structure, and dynamics of a pine-hardwood old-growth remnant in southern Arkansas. *Journal of the Torrey Botanical Society* 131:320-336.

Proceedings:

- Leverett, R. 1996. Definitions and history. Pages 3-17 in *Eastern old-growth forests: prospects for rediscovery and recovery*, M.B. Davis, editor. Island Press, Washington, DC.

Book:

- Kershner, B. and R.T. Leverett. 2004. *The Sierra Club guide to the ancient forests of the Northeast*. University of California Press, Berkeley, CA. 276 p.

Website:

- Blozan, W. 2002. Clingman's Dome, May 14, 2002. ENTS website <http://www.uark.edu/misc/ents/fieldtrip/gsmnp/ClingmanDome.htm>. Accessed June 13, 2006.

Use the hanging indent feature of your word processor (with a 0.5-in indent). Do not abbreviate any journal titles, book names, or publishers. Use standard abbreviations for states, countries, or federal agencies (e.g., USDA, USDI).

ACCEPTED SUBMISSIONS

Those who have had their submission accepted for publication with the *Bulletin of the Eastern Native Tree Society* will be mailed separate instructions to finalize the publication of their work. For those that have submitted papers, revisions must be addressed to the satisfaction of the editor. The editor reserves the right to accept or reject any paper for any reason deemed appropriate.

Accepted materials must be accompanied by a letter assigning copyright or electronic distribution rights to the *Bulletin of the Eastern Native Tree Society* and the Eastern Native Tree Society. In addition, if the submission contains copyrighted material, express written permission from the copyright holder must be provided to the editor before publication can proceed. Any delays in receiving these materials (especially the copyright assignment form) will delay the publication of the material. Failure to resubmit accepted materials with any and all appropriate accompanying permissions and/or forms in a timely fashion may result in the submission being rejected.