



**INSTRUCTIONS FOR AUTHORS:
Preparing Proceedings Papers and Extended Abstracts
21st Biennial Southern Silvicultural Research Conference (BSSRC)
March 16-17, 2021 – virtual (Mississippi State)**

Papers and extended abstracts from conference proceedings will be published by the Southern Research Station as a General Technical Report. The report will be an electronic-only publication. 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 Station's website (<https://srs.fs.usda.gov/author/>), the [Southern Research Station Authors Guide \(Revised 2015\)](#) available on the [BSSRC website](#) has even more information available. Authors submitting full manuscripts to the special issue of *Frontiers in Forests and Global Change* should adhere to the requirements of the journal.

MANUSCRIPT SUBMISSION

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
- Signed [Manuscript Approval Sheet](#) (Southern Research Station scientists only)
- Manuscript in MS Word, with tables and figure captions at the end
- Figures as separate files and named sequentially

All proceedings manuscripts are due August 1st, 2021 and should be sent to Pooled.PA02022@usda.gov

Proceedings manuscripts come with no publication charge.

Submissions to *Frontiers in Forests and Global Change* are due on June 1st, 2021 and should be submitted to the journal.

Authors submitting to the special issue are solely responsible for the \$1,150 open access fee.

All oral presenters are expected to submit an extended abstract or short manuscript to the conference proceedings regardless of whether submitting to the special issue.

BASIC SUBMISSION REQUIREMENTS

- Oral presenters must submit a complete paper or an extended abstract.
- Poster presenters may submit a complete paper or an extended abstract; they may choose not to submit at all.
- Complete papers are limited to 4000 words and no more than 8 tables or figures (combined).
- Extended abstracts are limited to 1000 words, 1 figure and 1 table.
- Abstracts by themselves will not be published in the proceedings—only complete papers or extended abstracts.
- Manuscripts must be submitted as an original paper that is prepared 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](#).



- Authors will be responsible for the content and accuracy of their manuscripts.
- All Southern Research Station-authored manuscripts **must** be submitted to the SRS Technical Publications Team for technical editing **before** submission to the proceedings editor/compiler, john.willis@usda.gov
- Manuscripts and manuscript approval sheet should be submitted to the CoRe Publications Team [inbox](#).
- All manuscripts must be prepared per instructions in the **MANUSCRIPT PREPARATION** section following.

ADDITIONAL INFORMATION

The following are abbreviated guidelines to help authors with the preparation of their papers; for more details, suggestions, and examples, please consult the [Southern Research Station Authors Guide](#) (Revised 2015).

MANUSCRIPT PREPARATION FOR **EXTENDED ABSTRACTS (1000-word limit)**

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. 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 **COMPLETE PAPERS (4000-word limit)**

Please use the following instructions to prepare manuscripts.

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 hard return.

AUTHOR NAMES and AFFILIATION INFORMATION

- Leave one blank line below the title, 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 that follow.
- 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.
- Please do not use superscripts to link author names to affiliation information.
- Follow the example below:

TITLE OF THE PAPER

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."



- Do not include unpublished reports 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:
 - As a .pdf or .jpg to reflect how the figure should appear in published form, and
 - 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 someone else's photograph (unless it was taken by a Government employee). If permission is given by a non-Forest Service photographer, write byline as (Photo courtesy of Donna Burnett) or (Photo courtesy of istockphotos.com/John Conway) or (USDA photo by Lance Cheung).

ADDITIONAL SUBMISSION CHECKLIST FOR FOREST SERVICE AUTHORS:

- Southern Research Station scientists should use Station procedures for review of papers and include a signed manuscript approval sheet (available online at: <https://srs.fs.usda.gov/author/docs/FS-1600-1%20Manuscript%20Approval%20Form.pdf>).
- 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.
- 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 FS-1600-1 (this certifies that these co-author recognize that all Forest Service publications are in the public domain).
- All Forest Service-authored papers **must** be submitted to their respective Research Station for technical editing **before** submission to the proceedings compiler. For Southern Research Station authors (National Forest or RO authors can send theirs to the Southern Research Station), your collegially reviewed manuscript(s) and signed (including statistical and/or policy reviews, if required) should be submitted for technical editing to:
Maureen Stuart, Publications Team Lead
Southern Research Station
200 WT Weaver Blvd, Rm 318
Asheville, NC 28804-3454
maureen.a.stuart@usda.gov
- The technical editing process for all authors goes much more smoothly and quickly if close attention is paid to Station formatting requirements. In addition to the manuscript preparation guidance provided above, the [Southern Research Station Authors Guide](#) (Revised 2015) includes additional guidelines.

MANUSCRIPT SUBMISSION

Technically edited BSSRC Proceedings GTR manuscripts are due on August 1st, 2021 and delivered electronically (e-mailed) to: Pooled.PA02022@usda.gov

All Forest Service authors should submit a cover letter to the proceedings compilers (at the email above) that includes your name and contact information, the names and affiliations of two peers who reviewed



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paper prior to submission, and any additional manuscript information on footnotes, special formatting, etc., should be included. The compilers will assemble the submissions (papers and extended abstracts) to the Forest Service for publication.