

# Author Guidelines for Proceedings to the 51<sup>st</sup> Annual WIFDWC

**Brian W. Geils**

**Abstract**—This document describes the expected format of the submitted contribution for the 51<sup>st</sup> annual WIFDWC in Grants Pass, OR. This document is formatted to serve as an example and provide a style template.

## How Will the Proceedings be Published? \_\_\_\_\_

Your paper will be published in the proceedings of the 51<sup>st</sup> annual WIFDWC proceedings.

## What is the Schedule for Papers?

I will accept completed and revised manuscripts until Saturday, November 1, 2003. Because I need to complete the proceedings before the next WIFDWC meeting in April 2004, I encourage you to submit your manuscript as early as possible. Late manuscripts may not be included in the proceedings. There will be problems reading some text and image files and formatting (especially tables) to the proceedings style. We are willing to work with you to resolve these difficulties and produce a proof set for your review before publication.

## Format \_\_\_\_\_

I use and am familiar with MICROSOFT WORD and its many features such as page setup, headers, and styles. Manuscripts in other file formats may be acceptable if I can easily convert it. I can also accept images (photos and graphics) that can be imported into Word. The WIFDWC proceedings will approximate the appearance of proceedings published by the Rocky Mountain Station. To help you visualize that appearance, this document uses the same page setup (margins) and styles and formatting (fonts, paragraph, and tabs) as expected in the final version. The text of this document describes editorial and layout standards. This document can also be used as a template to convert a draft manuscript (simple style) to a layout (publication style). I would greatly appreciate you using this template, but I will accept the simple, basic manuscript format or help you apply the styles yourself. Using the preferred styles assures you the best opportunity to get the

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In: Geils, B. W. comp. 2004. Proceedings of the 51<sup>st</sup> Western International Forest Disease Work Conference; 2003 August 18–22; Grants Pass, OR. Flagstaff, AZ: U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station.

Geils, Brian W. is Research Plant Pathologist at Rocky Mountain Research Station, 2500 South Pine Knoll Drive, Flagstaff, AZ, 86001.

layout (organization of tables and figures) you would like. Tables can be troublesome. I will also integrate photos from the meeting into the spaces between articles.

Be sure to provide me all the basic sections: title, authors, author position and location, abstract, headings, text, references, and tables or figures as needed. Posters with tables and figures will be accepted if they are reduced to manuscript form (portrait, standard paper, black text on white background, as Word document file and properly sized illustrations). For all contributions, electronic files by email, 3.5 disk, or CD are acceptable. Be sure they are labeled and that I have your address. A hardcopy printout is appreciated of often very helpful, but may not be required.

## Fonts and Layout

The title is set in Arial 16 pt bold, title case capitalization. The author names are set in Arial 14 pt bold. Headers and footers are Arial 9 pt. The abstract is New Times Roman 9 pt. The body is New Times Roman 10 pt. References are New Times Roman 9 pt with a first line hanging indent of 0.2 cm. Figure captions and tables (including a title, column headings, contents, and footers) are set in Arial 9 pt.

The layout for body text is two column (3.35 inches wide, 0.3 space between, 7 inches for a two-column figure or table), justified, lines single spaced, paragraphs in block style (no first line indent). Line spacing for headers, body text, references, and other items vary by type and are set with Styles and Formats. Do not use extra blank lines for leading. Because we are using proportional fonts and justification, do not insert an extra space between sentences (I set text alignment to justified at a late stage of preparation). Don't use hyphens to break words, let them wrap and I'll fix un-slightly lines at the stage when alignment is set to justify (proof). As much as possible the width of tables and figures should be that of the column (3.35 inches); wider tables may be up to 7 inches (centered); avoid using a landscape layout unless absolutely necessary. Number pages. Tables and figures may be in separate document or graphic files from the text, but make sure they are properly sized to fit into the text. If you follow the accepted style, you can place the tables and figure yourself.

## Sections

**Header and Footers**—Note the template is set up such that the title and author(s) as entered on the properties dialog box are entered (fields) into the header. The footer is set up to place page numbers on the outside edge and the publication name on the inside edge.

**Abstract**—After the paper's title and author's name, provide an informative abstract that emphasizes results and conclusions, not methods. Abstracts should be no more than 200 words long, about 20 typed lines. In deference to scientific style, do not use the first person in abstracts. We welcome you to use the first person in the body of your paper.

**Conference and Author Identification**—Conference and author identification appear as separate, unnumbered footnotes at the bottom of the first manuscript page. Use this wording for the conference identification:

In: Geils, B. W. comp. 2004. Proceedings of the 51<sup>st</sup> Western International Forest Disease Work Conference; 2003 August 18–22; Grants Pass, OR. Flagstaff, AZ: U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station.

Example of author identification:

Geils, Brian W. is Research Plant Pathologist at Rocky Mountain Research Station, 2500 South Pine Knoll Drive, Flagstaff, AZ, 86001.

Other than for conference and author identification and in a table, avoid footnotes or endnotes.

**References**—The following bibliographic reference style is accepted. References should be mentioned in text as Bentz (2000) or (Bentz 2000; Snellgrove and others 1976). Do not use Latin terminology such as “et al.” Unpublished material should be referenced. For citing another paper in the same proceedings: (Cole and others, this proceedings). If there is more than one paper with the same author and year, include a letter designation (Mathiasen 2002a). List references in alphabetical order at the end of the paper. The following examples illustrate preferred formats.

## References

Abercrombie, Michael; Hickman, C. J.; Johnson, M. L. 1964. A Dictionary of Biology. Chicago, IL: Aldine Publishing. 322 p.  
Black, Hugh; Scherzinger, Richard; Thomas, Jack Ward. 1976. Relationships of Rocky Mountain elk and Rocky Mountain mule deer habitat to timber management in the Blue Mountains of Oregon and Washington. In: Hieb, Susan R., ed. Elk logging roads conference: proceedings; 1975 December 16–17; Pullman, WA. Moscow, ID: University of Idaho: 11–31.

Rumble, Mark A.; Mills, Todd R.; Flake, Lester D. 1999. Habitat capability model for birds wintering in the Black Hills, South Dakota. Res. Pap. RMRS-RP-19. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station. 11 p.

Seig, Carolyn Hull. 1997. The mysteries of a prairie orchid. Endangered Species Bulletin. 22(4): 12–13.

**Figures**—Avoid oversized artwork; scale individual illustrations to fit a 3.35 column or 7 inch page. Figures must be labeled and referred to in the text (for example, “As shown in figure 2, the increase of elk forage... Or: Elk forage increased 50 percent on the burned site (figure 3).”). Multiple shades of gray do not often print well maps—use patterns to define areas if possible. Make sure the lines and lettering in figures are large enough to be legible at the scaled size (3.35 or 7 inch).

**Tables**—A table should be as simple as possible and fit to one column (3.25 inch) if possible or one page (7 inch) if necessary. The Word table editor works well and allows for fitting the information into the available space better than tabs and lines. Do not use spaces to separate table columns—the “table” becomes a mess when applying fonts and styles. Use footnotes in the table when the information will not fit into the logical structure of the table and it is not included in the text discussion. Use superscript, lower case letter to designate footnotes (not superscript number). In the text, refer to tables using the following style: “...that are included in table 4.” Or: “Results from the plantings (table 4) were unclear.”

The table example at end of document shows placement of lines.

**Appendixes**—Do not use appendixes unless absolutely necessary. If appendixes are a must, label them appendix A, appendix B, and so forth.

## Usage, style, and formats

Three levels of headings should be sufficient, as follows:

**First Level. Heading 1—Arial, 14 pt bold, title case capitalization, trailing underscore to end of column.**

**Second Level. Heading 2—Arial 12 pt bold, title case capitalization.**

**Third Level. Body+Bold**—New Times Roman, 10 pt bold, title case capitalization; set heading title as first words of a body paragraph but set in bold and offset with an em-dash (no spaces before or after the dash).

**Style**—Rules for abbreviations, punctuation, numerals, compounding of words, and other matters of style mechanics are in the U.S. Government Printing Office Style Manual (2001). Some examples of GPO style changes we have made routinely are:

- 1–10 to 1 to 10
- sq. ft to ft<sup>2</sup>
- % to percent
- meters to m
- Figure to figure
- i.e. to in other words,
- e.g. to for example
- Table to table
- et al. to and others
- 1989–90to 1989 to 1990
- in., ft. to inch, ft
- 1900’s to 1900s

Use en (–) and em (—) dashes not hyphens (-) where appropriate.

**Units of Measure**—You may use English or metric units, but be consistent throughout the manuscript. Equivalentents

are not required but are helpful to many readers. In text, put the equivalentents in parentheses immediately after the units. For example: A sheet of 1/2-inch (1.27-cm) plywood was fitted... Or: The study area size was 3 ha (7.4 acres). Numbers from zero through nine are spelled out unless they accompany a unit of measure. The numerical form is always used for dates, expressions of time, page numbers, decimal quantities, numerical designations, or dial positions; when expressing a ratio; and for numbers 10 and higher (except at the beginning of a sentence).

**Species Nomenclature**—Use the common name unless the species does not have one (there is a WIFDWC listing of preferred names). Include the scientific name in parentheses (italics or underlined to indicate italics) when the name is first used, both in the abstract and in the paper.

**Questions?**—If you have questions about editorial procedures contact Brian Geils at (928) 556-2076 or bgeils@fs.fed.us.

**Table 2**—First-year regeneration on the Mighty Duck Sale.

Site	Number plots	Aspen		ACS		Total	Percent Root disease
		Diameter inches	Height	Density k per acre			
1 <sup>b</sup>	138	— <sup>c</sup>	59	33.4	5.0	38.4	99.3
7 <sup>b</sup>	101	0.38	46	21.8	5.5	27.3	90.1
9	109	0.40	49	31.4	5.0	36.4	95.4
11	98	0.56	76	29.7	7.5	37.2	99.0
13	187	0.58	80	27.4	4.4	31.8	95.7
Mean	122	0.45	60	27.0	5.8	32.8	95.8
Cont.	43	0.35	45	38.2	3.1	41.3	97.7

<sup>a</sup>Associated commercial species.

<sup>b</sup>Summer logged.

<sup>c</sup>Not measured.