

## Northern Research Station Author's Checklist

Use the following checklist to help properly prepare your manuscript for an NRS publication (General Technical Reports, Resource Bulletins, etc).

If your manuscript is being submitted to a journal or another publishing entity, and you are not requesting editorial review, send 1 copy of the manuscript as it will be submitted along with the signed approval form.

All manuscripts can be submitted electronically, and approval forms can be submitted electronically.

The manuscript is accompanied by a **Manuscript Review and Approval Form -- NRS-1600-1**, available at <http://fsweb.nrs.fs.fed.us/csd/production/>. One copy of the manuscript is submitted.

Project Leader/Program Manager's **recommendation letter**, in the form of a forwarding letter to AD. (This is helpful to document the policy review process.)

**Text**—including literature citations, figure captions, and photograph captions—is **double spaced** if you're submitting a hard copy.

The senior author's **last name and page number** are on every each page, beginning with the title page, e.g., Smith:1. All pages are numbered, even pages containing only figures and tables. (Very helpful when our photocopy machine jams and pages get out of order).

**Tables** are numbered and referred to in the order of appearance. Do not embed tables in the word document.

**Figures** captions are listed on a separate page after the tables and before the actual figures.

**Figures** are numbered and referred to in order (do not embed); captions adequately describe the illustrations, x- and y-axes are labeled, and maps and other graphics are in \*.eps format (or \*.jpeg format for photographs).

**Photographs** Please see "Photographs for use in a Station Publication"

**Equations and symbols** are produced using equation editor software for mathematical equations (including in-line equations) and for all symbols.

Use of two or more **colors** in the final publication must be justified and approval sought from the Washington Office. The author is responsible for providing justification for use of color to Production Services. Production Services will seek official approval from the WO.

**Letters of permission** to use copyrighted material are included in the manuscript submission.

Photocopies of **reviewers' comments**, and a reconciliation letter from the author to the file, are included. Original reviewers' comments are maintained in the RWU files.

**Working titles, affiliations, and addresses** (city, state, and ZIP Code) of the authors are included and are correct.

The **abstract** (about 200 words) and **keywords** (five to seven words not in the title) express the main points of the manuscript, including results and conclusions.

**Spelling** of personal names, place names, trade names, and unusual terms is correct, including diacritical marks and capitalization in languages other than English.

**Headings** are clearly distinguished from one another. *One suggestion is 1st-grade headings: separate line, bold, underlined, caps for all words except articles and connectors; 2nd-grade headings: separate line, bold, caps for all words except articles and connectors; 3rd-grade headings: paragraph heading followed by an em dash, bold, only first word capped, 4<sup>th</sup>-grade headings, (if absolutely needed) paragraph heading followed by an em dash, bold italic, only first word capped.*

**Scientific names** of trees, plants, and other organisms are included; authorities, if used at all, should be consistently used throughout the manuscript (authorities are not recommended unless commonly cited within the author's discipline).

The appropriate **units of measure** (metric or English) for the audience are used.

Text **footnotes** are numbered and continuous (except for proceedings), table footnotes are lower case letters and start anew with each table, and appendix footnotes are numbered and start anew with each appendix.

Mention of cooperation or special **acknowledgments**, as necessary, is included before the literature citations. These acknowledgments are brief.

There is a **citation** for every reference and a reference for every citation (text, tables, or figures). All citations are complete using the appropriate style for the intended outlet. NRS, like all FS research, uses the ANSI style. Examples of FS style can be found at <http://fsweb.nrs.fs.fed.us/csd/production/>.

If the manuscript is being submitted for a conference proceedings, please include any and all instructions provided to authors.