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# The FORESTRY CHRONICLE

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Respected worldwide

Founded 1925

## INSTRUCTIONS FOR AUTHORS

### General

The Canadian Institute of Forestry has published The Forestry Chronicle, a professional and scientific forestry journal, since 1925. It is published bi-monthly for members of the Institute and other subscribers throughout the world.

The Forestry Chronicle is published to provide information to forest practitioners about professional and scientific management of forests and their resources. The Forestry Chronicle provides forest practitioners in Canada and around the world with a means to communicate with their peers in the professional community. In addition to invited and submitted professional and scientific papers, the various Departments of The Forestry Chronicle (e.g., the Guest Editorial, President's Perspective, Personals, Institute Affairs and school and professional association news and conference listings), record and encourage comment on significant developments of general interest in Canadian and international forestry.

### Types of Papers

Professional paper: essays that report on a program of work, describe a position on an issue, or present a case for a point of view in the area of forestry (e.g., conference proceedings/presentations).

Scientific/Technical paper: articles that present forest research results or an analytical literature review on a scientific or technical subject. Scientific papers are original and previously unpublished papers. Scientific papers are peer-reviewed.

Notes: -Short communications that report important findings, usually a completed project of smaller scope. Not used for preliminary publication or as a progress report.

-Papers may be voluntary or invited for submission to The Forestry Chronicle. There is a charge of \$100.00 per printed page. The page charges include one table for each page of article.

Additional tables are \$11.00 each.

### Prior Publication Explanation

The Forestry Chronicle has a policy not to publish professional/scientific and notes that have been published previously, so as to maintain single copyright of the material. The Forestry Chronicle considers an article not eligible for publication if most of the content of the paper:

- is under consideration for publication or
- is published in a journal or book chapter

- is under consideration for publication or
- published in a conference proceedings or
- a government publication with a substantial circulation
- has been posted on the Internet accessible to all viewers

*\*Abstracts or extended abstracts related to conferences do not constitute prior publication.*

### **Submission of Professional, Scientific, Technical Manuscripts**

A covering letter should accompany a PDF version of the manuscript. The covering letter should provide the following information from authors:

- \* The manuscript represents original work and is not being considered for publication, in whole or in part, by another journal and most of the content of the manuscript has not been posted on the Internet accessible to all viewers.
- \*All the authors have read and approved the manuscript.
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Word documents will be requested after acceptance. Note that there is a limit of six months on the time allowed for revisions before they are considered to be new submissions.

### **Structure of the paper / Style**

In general, The Forestry Chronicle conforms to the CBE Style Manual, A Guide for Authors, Editors and Publishers in the Biological Sciences.

**Titles / heading** – Do not use “all caps” in titles or heading. Titles should be kept short— no more than 10 words.

**Author documentation** – all authors’ names and complete mailing address should be included at the bottom of the cover page.

The manuscript (.PDF) must be double-spaced wide margins; with numbered lines. The first page should contain only the title, the authors, and footnote giving the authors’ affiliation. Footnotes should be numbered consecutively throughout the paper, except in tables. Headings and subheadings should be flush left in upper and lower case letters. References should be listed alphabetically under the heading References and referred to by the author and date, e.g., (McPherson et al. 1982) for:

McPherson, J.A., E.K. Morgenstern and B.S.P. Wang. 1982. Seed production in grafted clonal orchards at Longlac, Ontario. For. Chron. 58(1): 31–34.

1. Single-author articles precede multiple-author articles for which an individual is the senior author.
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6. Chapter references from books must include author(s), year, chapter, and title, In editor(s), book title, pages (pp.), publisher and city (in that order).

7. Articles, symposium proceedings etc, follow similar reference format.

In review articles or articles where references are of incidental interest, the references may be numbered and referred to in the text by number. Use footnotes for references to unpublished material.

### **Final Submission of Manuscripts**

The final accepted copy of the manuscripts should be submitted as a Word document. When the electronic copy or parts of it (such as equations or special characters) are not easily transferable across software), or cannot be read, the hard copy will be requested and used as the correct version. Tables and equations may need to be re-keyed, and should be checked carefully by the authors in the proof.

When preparing a paper for final submission, follow the publication style as closely as possible with regard to headings, capitalization, etc. (see a recent issue of *The Forestry Chronicle*).

Specific points:

- \*Use the numeral 1 (not lowercase l (ell)) for the number one.
- \*Use the numeral 0 (not capital O) for the zero.
- \*Do not double space after a period.
- \*Be consistent in how you end and start paragraphs.
- \*Note any special characters used in the document.

### Tables

Each table should appear on a separate sheet and should be numbered in Arabic numerals. Only the first word of the title should be capitalized, and similarly only the first word of the table headings should be capitalized. Horizontal rules only are used, see *The Forestry Chronicle* for examples. Tables will appear as one column (3 3/8"), page width (6 5/8") or for large tables sideways on the page (9 5/8").

### Illustrations

The quality of the graphics printed in the journal depends upon the quality of the graphics provided. Artwork can be submitted as hard copy (in which case it will be scanned), or as electronic files. We can accept .TIF, .JPG, .PDF, and .EPS formats; we cannot import Word or WordPerfect graphics files. When preparing artwork, make lettering and symbols in proportion to the illustration and large enough to allow reduction without loss of clarity; ensure that lines are thick enough to reproduce clearly. Use clear bold patterns; avoid the use of fine grey-scale patterns, which will "plug" when printed. Authors will be advised of any additional charges for colour.

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Photographs, including the head and shoulders photographs of the authors, may be submitted in the form of photographic prints or electronic images. They should be high resolution – at least 300 dpi when printed at 1.625" wide x 1.875" high. Halftone illustrations (photographs) should

be clear black and white prints with good tonal contrast and sharp focus. Previously screened photographs are not acceptable.

All hard copies of illustrations should be labelled with the first author's name and figure number.

## **The Abstract**

Abstracts are required for all Papers and Notes. The abstracts are indexed and catalogued by several agencies, and provide greater exposure to the article and authors. Keywords, up to 12 words or phrases, are required for all papers, and are instrumental for the on-line search.

The abstract is an abbreviated, accurate representation of the paper, of about 50–100 words, rarely longer. The abstract and key words or phrases should appear on a separate page. The abstract should be informative. An informative abstract contains the most essential information given in the original. Results and conclusions should be given in numerical values where practical. It may indicate date, localities, names of species, new methods, etc. Information given in the title should not be repeated. The abstract should be able to stand by itself. It should not be used for second thoughts. The abstract is the most important part of a paper because it is read by the most people.

For long reviews or discussions an indicative abstract may be used. It is very short, often only a sentence, which expands or clarifies the title.

Abstracts should be submitted in English and in French where possible.

## **Spelling and Abbreviations**

The Forestry Chronicle uses the Gage Canadian Dictionary as its source for the correct spelling of words. Words such as “fertilizer” should be spelled with a “z,” not an “s.”

## **Miscellaneous**

Use *Trees in Canada* by J.L. Farrar for common and scientific names or *Checklist of United States Trees* by E.L. Little, Jr., *Agriculture Handbook No. 541* for a broader list of scientific names. For technical articles, the *CBE Style Manual* (fifth or later edition) provides useful guidelines on form and style.

Colour photographs related to articles are solicited for possible use on the cover of *The Forestry Chronicle*.

Submissions not complying with these instructions will be returned or delayed until the required changes have been made.

## **Submission Process**

Professional / Scientific/ Technical Papers and Notes should be submitted to:

Mr. Brian Haddon  
Research Editor  
The Forestry Chronicle  
Canadian Institute of Forestry  
c/o The Canadian Ecology Centre

PO Box 430 - 6905 Hwy 17W  
Mattawa ON  
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The senior author's telephone, fax and e-mail address should be listed on the manuscript / paper and on all correspondence.

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## Subscription Rates (6 issues/year)

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