



THEME ISSUES OF *The Forestry Chronicle*

Checklist for organizers of theme issues:

- Ensure review process is in place
- Confirm a source of funds for page charges and other charges (e.g., colour printing, reprints)
- Supply digital high resolution head and shoulder photographs of all authors
- Provide an option(s) for an attractive and relevant cover photo
- Arrange for a relevant guest editorial (i.e. related to the theme)
- Ensure completion and submission of "[Authorization to Publish](#)" form(s) for each manuscript, or acceptable alternative

The theme issue's organizing committee implements its own review process to determine which submissions are acceptable for inclusion in the theme collection of papers. Only those manuscripts that have been accepted by the organizing committee are submitted to *The Forestry Chronicle*.

If authors specifically request it, provision can be made to subject submitted manuscripts to the usual *Chronicle* peer review process. Such manuscripts should be submitted at least six months prior to the publication date of the theme issue (e.g., in July for the January/February issue of the following year).

The final version of theme papers should be submitted at least two weeks before the beginning of the month prior to the publication date of the theme issue (e.g. by mid-November for the January/February issue). Earlier submission is better; submission of manuscripts as they are finalized is preferable to a collection of submissions at the same time. The manuscripts must adhere to the "[Instructions to Authors](#)"

The Editor will follow up directly with authors for details that arise during copy-editing.

Information regarding the content and length of guest editorials should be discussed (via e-mail or telephone) with the *Chronicle's* Editor early in the process. The Guest Editorial should be submitted to the Editor by the beginning of the month prior to the publication date of the theme issue (e.g., early February for the March/April issue). The CIF/IFC will arrange the translation of the editorial.

The cover photo for the special theme issue requires a focus on something specific that relates to the theme, not just a general scene. The image should not be too cluttered, with "objects" that confuse the viewer as to what is meant to be the focus of the image. It should also be kept in mind that the cover photo will be cropped to square. High resolution is essential: 300 dpi at 8" x 8" is our goal. More than one potential cover photo should be submitted, and the *Chronicle* team reserves the right to choose or replace the proposed cover photo.

Unless otherwise instructed, the *Chronicle's* Production Manager will send proofs and the standard *Chronicle* order form/invoice to corresponding authors. Other arrangements should be put in place in advance of submission of the manuscript.