

# Author Guidelines for Preparing Proceedings Papers for the 2024 International Oak Symposium

## General Information

We ask that all oral and poster presenters submit an extended abstract for the proceedings by **July 5<sup>th</sup>, 2024**. A special issue will be offered as an additional outlet for publications related to the Symposium (details to be determined). The goal of the proceedings is to provide synthesized information to practitioners; please be brief.

- Do not include information in the extended abstract that would preclude publication in a scientific journal.
- The proceedings will be published as a General Technical Report by the Southern Research Station of the U.S. Department of Agriculture Forest Service.
- The proceedings will be available in hardcopy for attendees at the International Oak Symposium on October 7, 2024, and will be available in electronic format following the meeting.

## Manuscript Submission Requirements

Please submit the extended abstract to:

Christine Martens, Science Delivery Specialist, Southern Research Station, USDA Forest Service  
[Christine.martens@usda.gov](mailto:Christine.martens@usda.gov)

with the email subject “[**First authors surname**]**\_IOS Abstract**”. If the same author submits more than one paper, label files 1 and 2 (e.g., Green1\_IOS Abstract; Green2\_IOS Abstract).

## Collegial Peer Review

We suggest that manuscripts undergo two collegial peer technical reviews *before* submission (do not include the peer reviews in your submission, but please indicate if they have been completed). Submissions from Forest Service scientists require specific publication standards (see Special Requirements for USDA Forest Service Authors section).

## General Formatting Guidance

Please follow the formatting guidance closely to limit the workload on production of the proceedings. Use the example abstract provided in the appendix as a guide in formatting your extended abstract.

- All manuscripts need to be prepared using Microsoft (MS) Word software.
- Use Times New Roman, 11 pt font.
- Single space, align flush left (ragged right), and a 1-inch margin on all sides.
- Wrap around text to next line and use only one space after periods at the end of a sentence.
- Do not indent paragraphs. Use a hard return at the end of the paragraph. Insert a blank line between paragraphs.
- Use common names when available; insert scientific names in parentheses and *italics* after first use only. Do not include taxonomic authorities with scientific names.
- Check that there is a citation for every reference and a reference for every citation.

## Organization of Text Sections

Limit each section to the specific character length outlined below. Character length can be determined by highlighting the section you want to count. Left click on the bottom bar where it indicates the number of words in the document. A popup with the word and character count will appear (see figure below).

- Enter your **Title** (capitalize first letter of each word, except for articles and prepositions with fewer than four letters). In addition to a brief description of the study, include general location information in your title, such as state (or province) and country. Please limit the title to approximately 2 lines of text (character limit with spaces is 165).
- Leave one blank line below the title and add author affiliations: include name, professional title, institution, address (city, state, zip code, country).
- The extended abstract will consist of three main sections: **Purpose and Scope; Methods or Approach; Findings and Implications** followed by optional sections, **Literature Cited** and **Acknowledgments**.
  - **Purpose and Scope**: Include your study objectives, the geographic scope of your study and your hypotheses (if applicable). Please do not include generic statements on oak regeneration or sustainability problems (e.g., “oaks are facing a regeneration problem”, “oak populations are

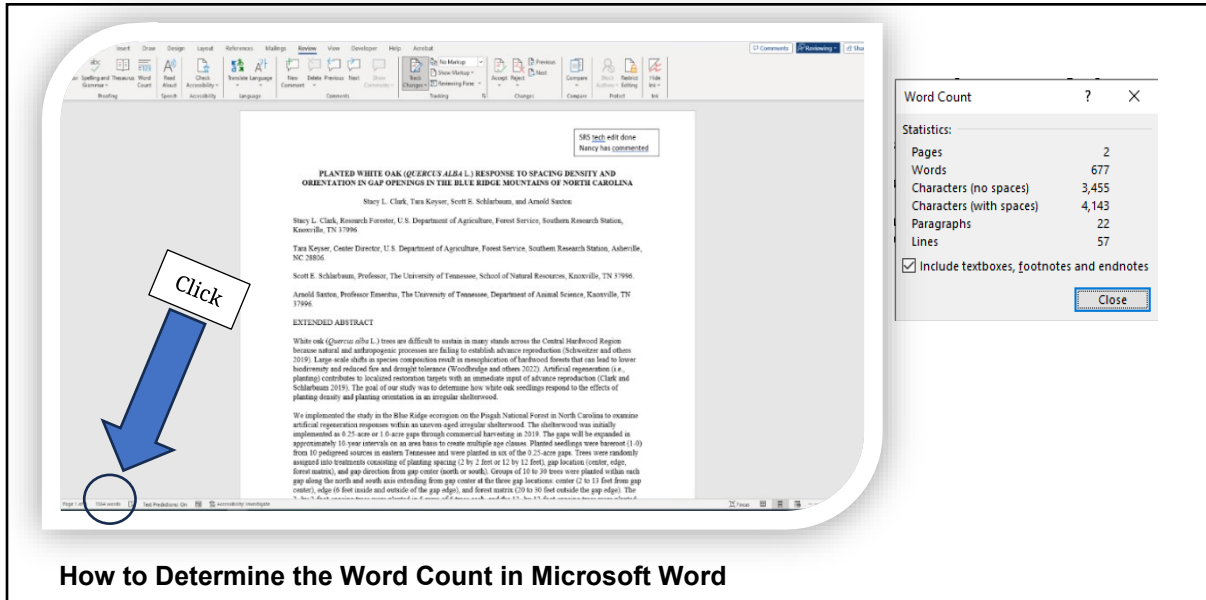


declining”), as these statements are generally accepted as universal and will be covered in the Introduction of the Proceedings. Provide justification and purpose specific to your study, program or project. This section should be limited to approximately 10 lines of text (character limit with spaces is 1300).

- **Methods and Approach:** Please provide a brief overview of the methodology and/or approach for your program or study. This section should be limited to approximately 8 lines of text (character limit with spaces is 950).
- **Findings and Implications:** In this section, state specifically what were your advancement(s) and knowledge gleaned that benefited oak science, management, or markets. This section should be limited to approximately 15 lines of text (character limit with spaces is 1500).
- **Literature Cited:** Please limit to no more than three references.
  - Avoid personal communications/unpublished data.
  - List citations alphabetically (not chronologically) with individual citations separated by a comma. For ‘in press’ citations, use a comma after the author and a semicolon to separate citations. Examples: (Harris 1980, Stern and Walls 1996a, Zak et al. 1970) or (Jones, in press; Mills 1988).
  - Use “et al.” for citations with more than two authors.
  - If a reference has more than four authors, “et al.” replaces the fourth and subsequent author names.
  - Try to include the web address for DOI at the end of the reference.  
Example: **Klooster, W.S.; Herms, D.A.; Knight, K.S. [et al.]. 2014.** Ash (*Fraxinus* spp.) mortality, regeneration, and seed bank dynamics in mixed hardwood forests following invasion by emerald ash borer (*Agrilus planipennis*). *Biological Invasions*. 16: 859–873. <https://doi.org/10.1007/s10530-013-0543-7>.
  - If reference is a website, include the date accessed: [Date accessed: June 7, 2023].
- **Acknowledgments:** Please acknowledge funding sources, agencies, or personnel who assisted in study or program development, implementation, or interpretation that are not contributing authors to the extended abstract (no character limit).
- Use MS Word EQUATION function (inside INSERT menu) for mathematical equations.
- **Figures:** You may include one figure or one table, but not both. Please submit figures as individual files (e.g., [FIRST AUTHOR’S SURNAME]\_FIGURE) emailed with your extended abstract. Do not embed figures within the manuscript. If the same author submits more than one paper, label figure files numerically to align with the manuscript file (e.g., Green1\_Figure; Green2\_Figure).
  - If you created your figure in excel, please submit the excel file.
  - Image files such as .tiff, .pdf, or .jpg are acceptable.
  - Graphs and photographs need to be high resolution. Do not use screen shots or copy and paste your figure into a file. In general, the figure needs to be a minimum of 2000 pixels wide (5 inches) at 300 dpi (color figures are acceptable).
  - Place all figure captions and alt text (but not the figures themselves) at the end of the manuscript. The caption should be limited to approximately 3 lines of text (character limit with spaces is 400).
  - Provide a credit line for photographs that include the name of the photographer and their organization, in this format: (USDA Forest Service photo by Dominic Cumberland) or (Courtesy photo by John Smith, The Nature Conservancy) .
  - Please provide written documentation of permission to use photographs that are not public domain or not the property of one of the co-authors.
  - Figure alt text: Please add alt text below the figure caption. The alt text will be read aloud using screen readers for the visually impaired. Alt text should describe the figure in enough detail for someone to understand the main points of the figure without being able to see it. Do not repeat the caption. Alt text is recommended to be one to two brief sentences (no character limit).



- Use Arial, Helvetica, or Sans serif with 10 or 11 pt font for text within the figure.



### How to Determine the Word Count in Microsoft Word

- **Tables:** Create tables in Microsoft Word or Excel using Arial 10 pt font. Submit tables as individual files (e.g., [First author’s surname\_Table]). If the same author submits more than one paper, label table files numerically to align with the manuscript file (e.g., Green1\_Table; Green2\_Table).
  - Notes or extra information about the table should be placed below the table.
  - Do not leave cells blank. Instead, use an em dash (–).
  - Title should be limited to approximately 3 lines of text (character limit with spaces is 400).
  - Example:

**Table 1**—Grand mean and range of plantation attributes by time period

Plantation attribute	2013		2023	
	Mean (SD)	Range	Mean (SD)	Range
Basal area (m <sup>2</sup> ha <sup>-1</sup> )	22.3 (4.0)	13.2–26.2	12.6 (2.3)	8.6–15.0
Density (trees ha <sup>-1</sup> )	667 (153)	341–828	191 (69)	111–331
QMD (cm)	20.9 (1.2)	18.9–22.7	29.9 (2.6)	24.3–32.0
SDI	197 (27)	139–224	96 (18)	70–122

SD = standard deviation; QMD = quadratic mean diameter, SDI = stand density index.

### Special Requirements for USDA Forest Service Authors

Papers authored by Forest Service employees need to complete the senior author’s respective station’s manuscript approval form (1600-1 form). The Southern Research Station’s manuscript approval form can be found [here](#). Papers authored by Forest Service employees that also include non-federal co-authors should complete and sign [release forms](#) found on the [SRS website](#). Please submit these completed and signed forms along with your manuscript to Christine Martens ([Christine.martens@usda.gov](mailto:Christine.martens@usda.gov)).

### Help

For questions regarding these instructions, please email Christine Martens ([Christine.martens@usda.gov](mailto:Christine.martens@usda.gov)).

