

# **AUTHOR GUIDELINES in Brief: 8th California Oak Symposium**

## ***“Sustaining Oak Woodlands Under Current and Future Conditions”***

### **Introduction**

Oral and Poster presenters at the 8th California Oak Symposium are required to publish their work in the Symposium Proceedings. The proceedings will be published (online only) by the USDA-Forest Service Pacific Southwest Research Station (PSW).

These proceedings offer an excellent opportunity for disseminating your research—and, with no publication fee. The PSW Proceedings is a formal publication for which papers will undergo peer review by professional scientists. Papers appear in google scholar when searched (but not Web of Science), and are open access.

### **Requirements for the Proceedings**

#### **1. Oral Presenters**

Oral presenters are required to submit either an Extended Abstract or a Full Paper for publication in the proceedings. However, we strongly encouraged the submission of a Full Paper.

#### **2. Poster Presenters**

Poster Presenters may submit a One-Page Abstract, an Extended Abstract, or a Full Paper for publication in the proceedings. We would like to reiterate that this is an excellent opportunity to share your work in the form of an Extended Abstract or Full Paper.

### **Submission Instructions for the Proceedings**

All submissions must follow the Pacific Southwest Research Station (PSW) Guidelines for format, style, citations, tables, and figures. Click on the links provided below for the complete PSW Authors Guide and to view an example of a One-Page Abstract, Extended Abstract, and a Full Paper. Following the symposium, your document is required to be submitted by Monday, 18 April. These submissions must be camera ready; meaning, they must be technically ready to be printed in the proceedings.

Because publication will be exclusively online, we encourage the use of color figures, including graphics, photos, and maps to help explain and illustrate your work.

### **Technical Guidelines**

(also see Symposium Proceedings Template link below)

#### **1. Guidelines for Full Papers and Extended Abstracts**

- **Paper size:** Letter Size, 8.5 by 11 inches (22 by 28 cm)
- **Margins:** 1 inch (2.5 cm) on all four sides
- **No indentations**
- **Imbed Tables and Figures** (Graphs, Charts, Maps, Photos) within the text.
- **Literature Citations** in the text: Use the common English term, “and others” rather than *et al*, e.g., (Jones and others 2020).
- **Do not insert page numbers**

- **Measurement units** should be metric with English equivalents in parentheses.
- **Follow literature citation convention** of the PSW Authors' Guide (see link below) for citation format.
- When **Citing of another paper from these proceedings**, cite it within parentheses: (author, this proceedings).
- **Font Sizes:**
  - **Main Heading**–Arial 18, bold, and centered
  - **Author Names**–Arial 12, bold and centered, with affiliations noted as footnotes on the first page and capitalize the first letter in each word. Authors' affiliations should be listed in Times New Roman 9 font and should include agency and location/address; corresponding author's Email should also be given here (see below for the links to examples).
  - **The Word "Abstract"**–Arial 11, bold and above left justified and above Abstract body
  - **Body of Full Paper and Extended Abstract**–Times New Roman 11, left justified, single spaced, one line between paragraphs, no indenting
  - **First Order Headings**–(Introduction, Methods, etc.) Arial 14, bold, first letter of first word capitalized, left justified, insert a one-line space before text
  - **Secondary Headings**–(supporting and under First Order Headings)–Arial 11, initial word caps, left justified, bold and italicized, no space between Secondary Heading and text that follows
  - **Tertiary Headings**–(supporting and under Secondary Headings)–Arial 11, initial word caps, left justified, bold but not italicized, no space between Tertiary Heading and the text that follows
  - **Figure Captions**–Arial 10, no indentation, solid dash after Figure # and before caption, period at the end of the caption
  - **Tables**–Arial 10, no indentation, no grid lines inside table, bold headings, initial cap first word in headings then lowercase; table information not bold
  - **References**–Each reference or Website address cited in the text for a Full Paper or an Extended Abstract should be noted under the Literature Cited heading: font is Times New Roman 10; author names and year should be bold, remainder of the citation should not be bold; each citation should be followed by a period; there should be a line space between each citation
  - **Acknowledgments Text**–Times New Roman 10, left justified

## 2. Specific Technical Guidelines for a Full Paper

- **Abstract**–Immediately follow the author's name. Write "Abstract" at the beginning, Times New Roman 10, left justified, single spaced, one paragraph, no indenting, 350 words maximum.
- **Format** for Full Papers is somewhat flexible, but whenever possible include the "standard" sections of a scientific paper: Abstract, Introduction, Methods and Materials, Results, Discussion, and Literature Cited. (Results and Discussion may be combined but we encourage their separation into separate sections.)
- **Length:** The maximum length for a Full Paper is 12 single-spaced pages including Tables and Figures.

## 3. Specific Technical Guidelines for an Extended Abstract

- **Length:** The Extended Abstract should be 3-5 pages (1,000 to 2,500 words) in length and must have at least one Table and/or one Figure, as well as reference citations and a Literature Cited Section as directed above for a Full Paper.

#### **4. Specific Technical Guidelines for a One-Page Abstract**

- **Title:** Accurately describes the topic of the Abstract
- **Body of Simple Abstract:** Provide basic content
  - One to three sentences on: topic importance of topic, study location, methods used, most important results of the study, application of results to the broader topic
- **Preferred Length:** 250 to 350 words

### **Links: Simple Abstract, Extended Abstract, Full Paper; PSW Authors Guide**

- One-Page Abstract (<https://ucanr.edu/sites/Redwood/files/36691.pdf>)
- Full Paper: ([https://www.fs.fed.us/psw/publications/documents/psw\\_gtr251/psw\\_gtr251\\_023.pdf](https://www.fs.fed.us/psw/publications/documents/psw_gtr251/psw_gtr251_023.pdf))
- Extended Abstract (<https://ucanr.edu/sites/oaksymposium/files/349002.pdf>)
- Symposium Proceedings Template (<https://ucanr.edu/sites/oaksymposium/files/360314.pdf>)
- Complete PSW Authors Guide (<https://ucanr.edu/sites/sod6/files/235769.pdf>)

**QUESTIONS:** Contact Jessica Wright [Jessica.w.wright@usda.gov](mailto:Jessica.w.wright@usda.gov); OR, Bill Tietje [tietje@berkeley.edu](mailto:tietje@berkeley.edu)

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