

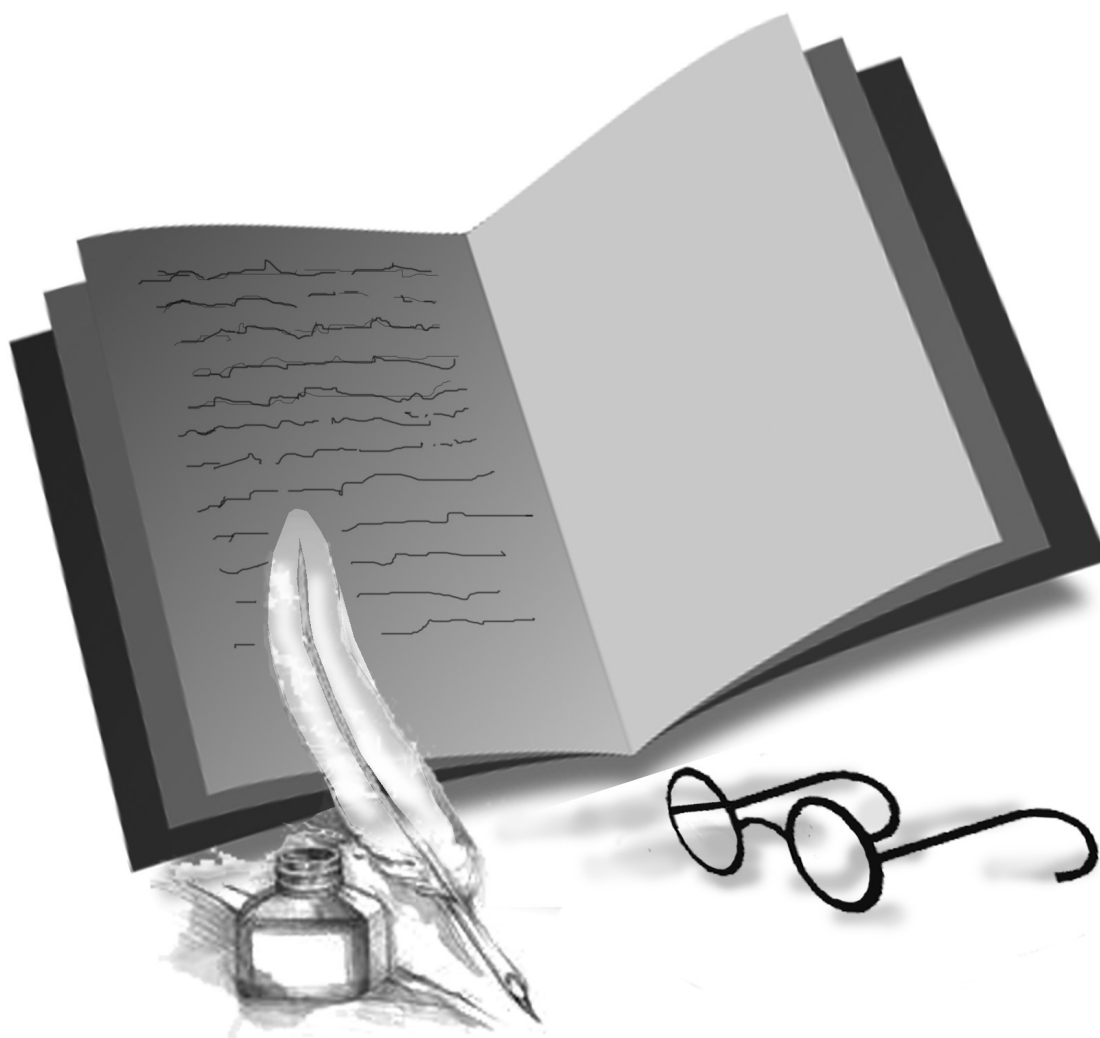


# Authors Guide



## Pacific Southwest Research Station

NOVEMBER 2013



The **Forest Service** of the U.S. Department of Agriculture is dedicated to the principle of multiple use management of the Nation's forest resources for sustained yields of wood, water, forage, wildlife, and recreation. Through forestry research, cooperation with the States and private forest owners, and management of the National Forests and National Grasslands, it strives—as directed by Congress—to provide increasingly greater service to a growing Nation.

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If you require information about this program, activity, or facility in a language other than English, contact the agency office responsible for the program or activity, or any USDA office.

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### **Disclaimer**

The procedures and guidelines included here are the result of rules and regulations from the Forest Service, U.S. Department of Agriculture, Government Printing Office, and Congress. A few were developed by Pacific Southwest Research Station Communications and by the Pacific Northwest Research Station Communications and Applications Group, and other guidelines may have been modified.

# Authors Guide

Pacific Southwest Research Station

This guide for authors and others preparing manuscripts for publication by the Pacific Southwest Research Station is supplied by the Pacific Northwest Research Station Communications and Applications (CAP) group (Portland, Oregon), which provides publishing services to the Pacific Southwest Research Station.

November 2013

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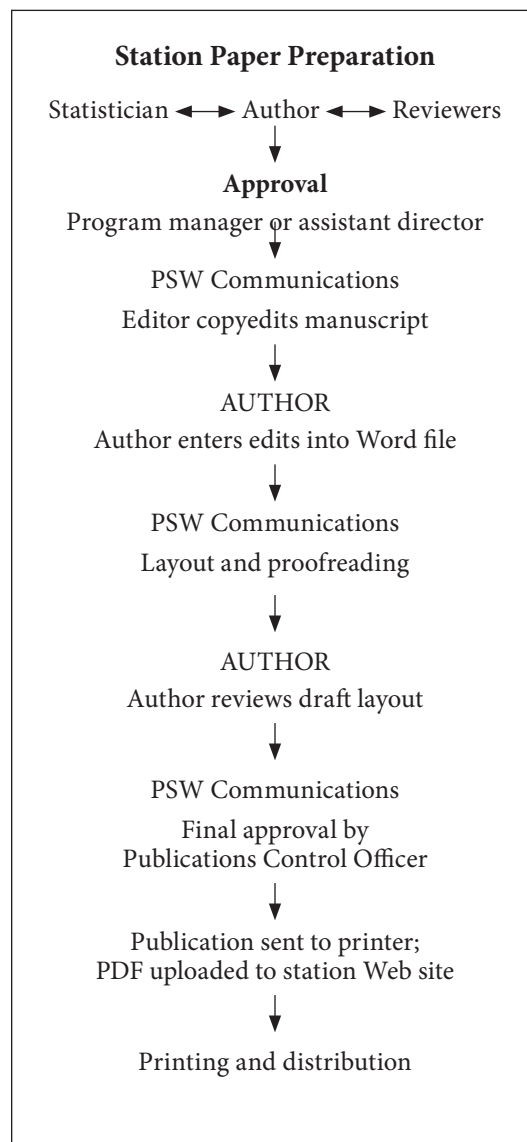


# Policy and Processes

## Authorship

The Pacific Southwest Research Station follows the guidelines for responsible authorship as set forth in the Forest Service Manual (FSM) 4086, Scientific Ethics, Section 4086.14. and the Research & Development Code of Scientific Ethics, articles 7 and 8 (full text available at [http://fsweb.psw.fs.fed.us/researchers\\_corner/](http://fsweb.psw.fs.fed.us/researchers_corner/) under Research Administration). Responsible authorship requires substantial involvement of the scientist in the research process. Authorship of manuscripts implies that the author has made major intellectual contributions to some or all parts of the study, including its conception, design, data collection, data analysis, or conclusions, and made significant contributions to its preparation. An author must take public responsibility for the content of the paper, which includes discussing why and how the research was done and how the conclusions were reached, and be able to defend criticisms.

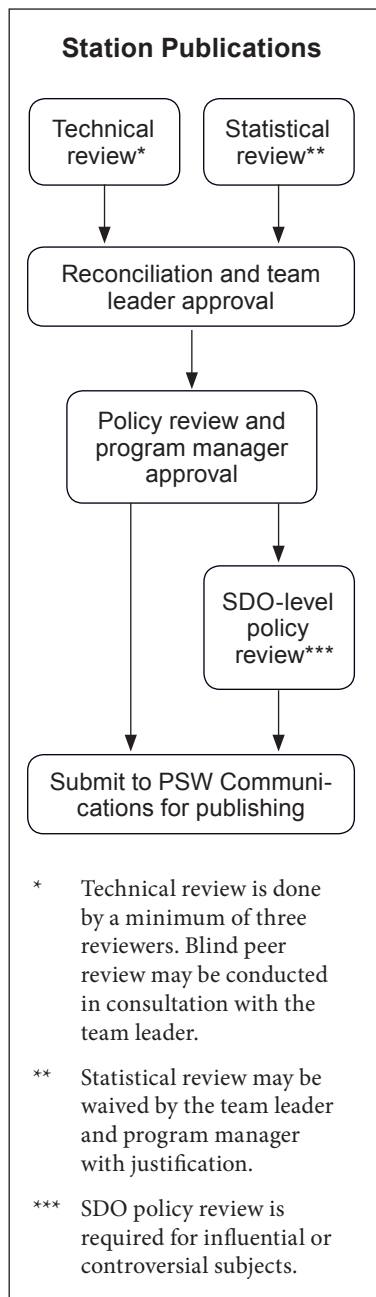
- Administrators, supervisors, and those contributing technical assistance can be included as authors if they meet the criteria for being authors.
- **Authorship should not be claimed if the scientist provides only instructions, laboratory space or supplies, or financial support.** Seniority, grade, and similar distinctions are not criteria for determining authorship.
- Authorship should be decided as early in the process as possible.
- When more than one author is involved, all should clearly understand what each is responsible for, what parts of the final report each is to write, and where the names will fall in the order of authorship. Multiple authorship needs to be considered carefully so the above criteria are fully met by all.
- Questions of authorship shall be negotiated by the principal investigator and collaborators during the conception of the study and periodically reviewed as the study progresses and the manuscript is prepared. Appeals of authorship status are decided by the program manager (PM) or the appropriate assistant director.



- Financial support and technical assistance are credited in the acknowledgments.

## Reviews

ALL manuscripts, regardless of author's affiliation, to be published by PSW are subject to the following review and approval procedures. Procedures apply for publications printed hardcopy or produced on disks or online.



### Technical Review

#### Station Publications—

- Technical review will be conducted by the author's supervisor/team leader before being forwarded on for policy review.
- Written review comments must be obtained from at least two peers competent in the subject matter who are outside the author's immediate team, with at least one outside the station. In some cases, the PM or assistant director may require blind peer review.
- The reviewers are determined by the author with concurrence by the PM unless blind peer review is needed; in that case, the supervisor provides concurrence on the process for obtaining blind peer review.
- Record the reviewers' names and addresses, title, affiliation, and date of review (or indicate blind review) on the Manuscript Approval and Processing form (PSW-FS-1600-13).
- Assessment of comments from reviewers and an author reconciliation letter summarizing response to review comments, suggestions, and queries are required by the PM prior to approval. A copy of the reconciliation letter will be submitted with the manuscript and Manuscript Approval and Processing form to PSW Communications. They will be kept in a permanent file.
- Authors are responsible for keeping comments from reviewers and the author's reconciliation letter on file. Files must be passed on to the appropriate team leader when an author leaves the station.

#### Outside Publications—

- The technical review process is optional for nonstation publications if the PM determines that adequate review will be provided through the publishing outlet. The PM may determine that the technical review process for station publications should be followed. In either case, a manuscript approval form is signed and sent to PSW Communications prior to publication, and



a copy of the reconciliation letter is submitted with final publication to PSW Communications (see “Final Reporting and Closeout” p. 45).

- A PM may require assessment of comments of the outlet-provided reviewers and the author reconciliation letter prior to resubmission to an external outlet.

## Statistical Review

- A statistical review must be done for any manuscript reporting on results of quantitative research, unless waived by the PM. Record the statistician’s name, affiliation, and address on the manuscript approval form.
- Reconciliation of statistical review comments must be retained on file and included in the reconciliation letter required by program managers for manuscript approval. Refer to the PSW “Quality Assurance Implementation Plan” for more information on statistical review <[http://fsweb.psw.fs.fed.us/researchers\\_corner/](http://fsweb.psw.fs.fed.us/researchers_corner/)> under Research Administration.

## Policy Review

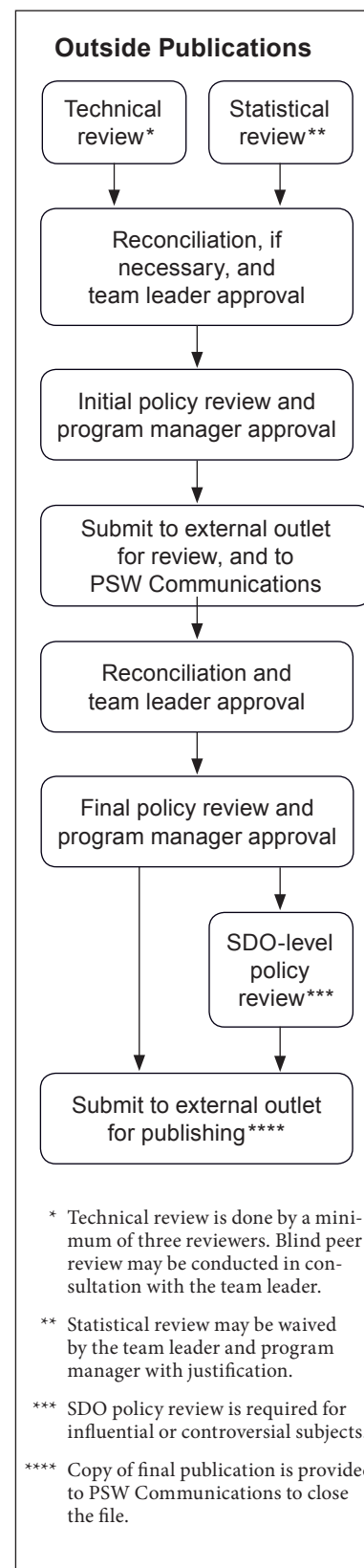
The PM, or assistant director if the author is a team leader, will review the manuscript for adherence to station and agency policy prior to submission to the Pacific Northwest Research Station Communications and Applications (CAP) group or an external outlet. Policy review includes examining text for appropriate reference to management activities. By asserting one type of management action over another, an author begins to engage in the decision process itself. Consequences of this include the questioning of scientific credibility of the station and Forest Service Research. The policy reviewer must use judgment in determining if the reference to management is appropriate or not. Certainly, scientific information may have important management implications, and these should be described. Publications can provide decision tools to help managers make decisions based on scientific information. Management considerations and potential outcomes of various decisions based on scientific knowledge also are very appropriate.

### Examples of Appropriate Wording

*Avoid prescriptive language, such as: “Managers should...”*

*Better wording:*

“Managers may want to consider...”; “To accomplish the goal of X, do Y...”; “It is important to consider...”



## Station Series

Select one of the established station series for your manuscript; the station does not have authority to create new series. Call an editor if you're unsure which one to use.

Series	Audience	Class of material
Research paper (RP)	Scientists and resource managers	Results, analyses, conclusions of formal studies not suited for journals because of scope or other characteristics. (Not to be used for manuscripts rejected by journals on the basis of science quality.)
General technical report (GTR)	Scientists, resource managers, general public	Technical or scientific information, often for a technical audience such as land managers, natural resource professionals, extension specialists, etc. It may contain scientific data, descriptions, or syntheses; descriptions of tools and products (e.g., computer programs, simulators, and models); annotated bibliographies; proceedings of a scientific meeting, etc. It may be but is not limited to being an original report; for instance, the GTR may expound on information that has been published in scientific journals, providing detailed data, figures, and information, or provide an original synthesis of already published scientific information.
Resource bulletin (RB)	Scientists and resource managers	Economic information of permanent value on timber and other forest resources or their use.
Research note (RN)	Scientists and resource managers	Observational information on new techniques or instruments; updates on studies not yet completed.
How-to leaflet (HT)	Forestry practitioners, landowners, homeowners, general public	Practical information in a simple form, usually responding to a specific need or problem.
Research map (RMAP)	Any Forest Service audience	Technical information in a cartographic format
Unnumbered publication (called station miscellaneous)	Any Forest Service audience	Nontechnical information that does not become part of forestry literature, such as publication lists, brochures, posters, CD-ROMs, DVD-ROMs, and newsletters.

## Proceedings Printed by the Station

- Proceedings printed by the station are GTRs.
- Preparation of the final copy (or electronic files) for proceedings is the responsibility of the compiler of the proceedings. It is a good idea to send (via e-mail) a list of paper titles and authors (i.e., table of contents) to a CAP editor for style editing before laying out the whole proceedings.
- CAP does not prepare the final copy of the full text but does prepare the cover and front pages and send the package to the printer.
- Page 1 is the first page of the first paper (or first section divider) in the proceedings. This (and all odd-numbered pages) are always right-hand pages.
- The layout should match the style of other station publications as closely as possible, unless the content warrants special treatment.
- The compiler may want to issue a short version of the authors guide to participants, showing by example what they are expected to do; e.g., placement for the title, author, and abstract for each paper; formats for footnotes, tables, and citations. A station editor can guide you on this.
- A manuscript approval form signed by the PM is still required.
- A disclaimer is added to the inside front cover under the information about the compilers (page 1 of your draft).

### Proceedings disclaimer:

Papers were provided by the authors in final form for printing. Authors are responsible for the content and accuracy. Opinions expressed may not necessarily reflect the position of the U.S. Department of Agriculture.

- A product disclaimer may be needed, as follows (see also p. 16):

The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

# Station Paper Preparation

## Manuscript Packet

When you submit the manuscript to your program manager (PM), assemble the finished manuscript in the following order. Remember to include the technical and statistical reviews plus a reconciliation letter for your PM. Submit one copy. **The manuscript should be printed single sided and double spaced.** (Resist the urge to save paper, because we need space to edit.)

- Completed manuscript approval form (use the current PDF version at [http://fsweb.psw.fs.fed.us/forms/PSW\\_Forms/psw-1600-13\\_manuscript\\_approval.pdf](http://fsweb.psw.fs.fed.us/forms/PSW_Forms/psw-1600-13_manuscript_approval.pdf)).
- Letter of reconciliation
- Brief one-page summary of the work for use by PSW Communications for marketing purposes. Include the work's key findings/highlights that may be of interest to a general audience.
- Paragraph on why color is needed in the final publication (if applicable).  
Note: If color is not requested, publication will be in black and white.
- Letters of permission for graphics, photographs, etc. (if needed)
- Manuscript elements, as needed, in the following order:
  - Title page (authors, pesticide disclaimer if needed, author statement)
  - Formal title page
  - Abstract including citation and keywords (citation not included in research notes)
  - Preface
  - Summary (required for resource bulletins and research papers; suggested for all long papers)
  - Table of contents—can be in any paper; strongly recommended for manuscripts of 50 or more pages
  - Text
  - Species list (optional; recommended if you mention many species)
  - Acknowledgments (optional)
  - English (or metric) equivalents (required whenever units are used)
  - Literature Cited (or References when not all works are published)
  - Appendix including appendix tables (table numbers continue the sequence from tables in the body of the report)
  - Glossary (if needed)
  - List of footnotes
  - Tables
  - Figure captions
  - Figures
- Photo credits (include photo release for pictures of people)

## Hardware and Software

- IBM PC or equivalent
- Microsoft Word

## Fonts and Basic Style

- Manuscript text: 12 pt. Times or Times New Roman regular (normal); flush left, ragged right margins.
- All margins a minimum of 1 inch (preferably 1½-inch side margins).
- Add one extra line of space between paragraphs (you may use Word's paragraph controls to add 12 points after rather than typing an extra return).
- **Prepare double-spaced manuscript for editors, printed on one side of the paper only** (this copy will be submitted to your PM). You may be inclined to save paper by printing double-sided or single-spaced, but this makes the editing process cumbersome if not impossible. (This applies to the main text and to figure captions, footnotes, and literature cited. Data tables may be single-spaced, but please double space tables consisting mainly of text.)
- Bullets are flush left; do not indent with tabs.
- A dash is similar in appearance to a hyphen; however, a dash is longer and it is used differently. The author's guide makes reference to two types of dashes: the en dash (–) and the em dash (—).

## Chapter Heading or Chapter 1: Title

Use this heading only for large books divided into chapters. A number 1 heading is not a new chapter. You can add “chapter heading” in parentheses if there is any confusion about what's needed. Clearly indicate headings so that editors can differentiate levels. Use the following, which shows how they will appear in print, as a guide:

### Number 1 Heading

Bold; initial cap all words except for articles and prepositions with fewer than four letters.

### Number 2 Heading

Same capitalization as number 1 headings.

### Number 3 heading—

Bold; only first word and proper nouns capped; followed by an em dash (—), which is not bolded.

***Number 4 heading***—Bold and italic; use only when necessary; generally, three levels are sufficient.

## Manuscript Elements

The manuscript elements are listed in order of inclusion in the manuscript submission.

### Title Page

Page 1 of your draft is the title page and has three parts:

1. Title of manuscript.
2. Authors with names typed as they will appear on the cover of the finished publication.
3. Author statement, starting with the number 1 heading “Authors” (Compilers, etc., as appropriate). Name each author in upper and lower case, bold, followed by their title, which should be a working title (e.g., research ecologist), not administrative (e.g., program manager). Give the complete mailing address unless the author works from home. In that case, give only the city and the two-letter postal abbreviation for the state. If an author’s affiliation has changed since the work was done, the new one is added at the end. If none of the authors is a station employee, a statement must be added at the end showing the agreement under which the work was done. Examples follow.

### Author Statement Examples

**William J. Zielinski** is a research ecologist, U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station, 1700 Bayview Dr., Arcata, CA 95521; **Andrew N. Gray** is a research forester, U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station, Corvallis, OR 97331; **Jeffrey R. Dunk** is a lecturer, Department of Environmental Science and Management, Humboldt State University, Arcata, CA 95521; **Joseph W. Sherlock** is a silviculturist, U.S. Department of Agriculture, Forest Service, Pacific Southwest Region, Vallejo, CA 94592; **Gary E. Dixon** is a forester (retired), U.S. Department of Agriculture, Forest Service, Forest Management Service Center, Fort Collins, CO 80526.

- Titles are not capitalized.
- Station name is not needed if all authors are with PSW, the publisher.
- The station name is added to be parallel with the region’s name.
- Use nd and rd in 2<sup>nd</sup> and 3<sup>rd</sup>, etc.
- Use American Heritage style of no period after abbreviation of N, SW, etc.
- If an author is retired, show that and include the last lab affiliation.

**John P. Caouette** is a statistician, U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station, Forestry Sciences Laboratory, 2770 Sherwood Lane, Suite 2A, Juneau, AK 99801-8545; **Marc G. Kramer** is a Ph.D. candidate, Oregon State University, Corvallis, OR 97331; and **Gregory J. Nowacki** is a regional ecologist, U.S. Department of Agriculture, Forest Service, Alaska Region, 709 W Ninth Street, Juneau, AK 99801.

- The department name is added to be parallel with the university.

**Timothy G. Gregoire** is with the School of Forestry and Environmental Studies, Yale University, 360 Prospect Street, New Haven, CT 06520; and **Gregory J. Buhyoff** is with the Department of Forestry, College of Forestry and Wildlife Resources, Virginia Polytechnic Institute and State University, Blacksburg, VA 24061. This work was performed under PNW P.O. 43-04H1-7-0149.

- When all authors are non-station employees, the PNW agreement that authorized the work is stated, as done in the last sentence above.

## Pesticide Disclaimer

If pesticides are mentioned in a manuscript, a disclaimer must be included. Add the following statement to the first page of your draft above the author statement.

### **Pesticide Precautionary Statement**

This publication reports research involving pesticides. It does not contain recommendations for their use, nor does it imply that the uses discussed here have been registered. All uses of pesticides must be registered by appropriate state or federal agencies, or both, before they can be recommended.

CAUTION: Pesticides can be injurious to humans, domestic animals, desirable plants, and fish or other wildlife—if they are not handled or applied properly. Use all pesticides selectively and carefully. Follow recommended practices for the disposal of surplus pesticides and pesticide containers.

## Formal Title Page

A formal title page is needed in addition to the usual title page:

- **If** the publication has technical editors or compilers, because those names are **not** shown on the front cover of a finished publication. (Note: The role of technical editor differs from compiler, in that an editor also oversees the quality of the material that appears in the publication.)
- **If** cooperators need to be shown formally.
- **If** logos of other agencies need to be shown. With few exceptions, these logos do not go on the cover. If they are needed (as when the cooperator is a major contributor to the project) , they go on the title page. Supply the logos (as .tif files) with other figures for the manuscript (see “Figures” section, p. 22).

It is **not** necessary to format the page like this, but layout people will need the following information from you.

Title of Paper

A.B. Jones, C.D. Smith, and E.F. Johnson

Compilers

U.S. Department of Agriculture, Forest Service  
Pacific Southwest Research Station  
Albany, California  
General Technical Report PSW-GTR-XXX  
Month year

Published in cooperation with:  
U.S. Department of the Interior  
Bureau of Land Management



## Abstract

- The abstract is page 2 of your draft manuscript (page 3 if there's a formal title page).
- "Abstract" is a number 1 (first-order) heading.
- Abstracts contain three items:
  - 1 Citation for the paper (except for research notes).
  2. Paragraph of four or five sentences that briefly state the problem, the method, the principal finding, and the conclusion: no history, no references to previous work, no verbosity. Do not just state what you studied but what you found.
  3. Keywords, which can include words from the title. Five or six words are plenty.
- Include scientific names (with authorities as needed).

### **Abstract** (number 1 heading)

**Lewis, Jack; Eads, Rand. 201x.** Implementation guide for turbidity threshold sampling. Gen. Tech. Rep. PSW-GTR-XXX. Albany, CA: U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station. XX p.

Turbidity threshold sampling uses real-time turbidity and river stage information to automatically collect water quality samples for estimating suspended sediment loads. The system uses a programmable data logger in conjunction with a stage measurement device, a turbidity sensor, and a pumping sampler. Specialized software enables the user to control the sampling process, plot and correct the data, and estimate suspended loads. This implementation guide describes the entire process, including instrumentation, installation, field procedures, software usage, data collection, laboratory methods, data interpretation, data reduction, and analysis.

Keywords: Turbidity, suspended sediment, sediment loads, pumping sampler, stream gaging, water quality.

(To send to CAP for editing, this would be printed double-spaced.)

## Preface

- “Preface” is a number 1 heading.
- Prefaces typically are used only in papers in a series (e.g., the Northwest Forest Plan monitoring series). The same preface is used in each paper.
- The preface is a good place to mention anything unusual about the series of papers; perhaps the way the review process worked was different or roles were altered in some way.
- A preface also might be used in a very large work to explain some of the procedures used to compile it and the authorship of subsections (when those authors may not appear as authors of the entire document).
- Generally references should not occur in the preface, but if they are necessary, use footnotes (numbered separately from text).
- Place after abstract and before summary.

## Summary

- “Summary” is a number 1 heading.
- The summary is an expanded abstract, and the word “summary” is reserved for this use. The word is not used for a concluding section of the text.
- A summary is required in research papers and resource bulletins, is optional in general technical reports, and is unnecessary in research notes.
- In addition to summarizing what you studied, include some findings.

## Dedication

The federal government does not dedicate publications.

## Contents (“Table of”)

- “Contents” is a number 1 heading.
- If you need or want a contents page in your paper, prepare it from the number 1 and 2 headings in the paper. Do not include number 3 or 4 headings.
- Type number 1 headings in bold.
- Do not add page numbers to the contents page; they will be added in final preparation.
- A contents page usually is appropriate in any paper over 25 to 30 pages in final published length (about 50 to 60 pages manuscript length). It is not required in shorter papers but can be useful to the reader in many instances so should be considered.

## Text of Manuscript

- See “Fonts and Basic Style” (p. 7).
- See “PSW Style” (p. 18).

## Acknowledgments

- “Acknowledgments” is a number 1 heading and is always plural.
- Any acknowledgments go at the end of the text and before the English (or metric) equivalents section.
- It is appropriate to acknowledge technicians and cooperators who play a substantive role in installing plots and instruments, collecting data, doing laboratory evaluations, managing or analyzing data, or similar activities; reviewers (but be careful here: occasionally a reviewer will not want their name given); sources of special materials; artists, editors, visual information specialists, and others who have gone above and beyond in helping with the research or publication of the paper.
- Do not acknowledge the authors of the manuscript; they are expected to contribute.
- Do not phrase an acknowledgment to imply endorsement.
- The acknowledgment is simply worded: avoid aggrandizement and flowery language.

## Equivalents

### English Equivalents—

- The standard unit of measure for station papers is metric, which is why this section is called “English Equivalents.”
- “English Equivalents” is a number 1 heading.
- An “English Equivalents” section is mandatory.
- English units of measure can be used in the text if it is more useful to the particular audience. Then this section is called “Metric Equivalents.”
- Include only those measures used in your paper.
- When used with a number, units of measure may be abbreviated (6 m) or spelled out in the text, but be consistent throughout. If you abbreviate, be sure to include the abbreviation in the equivalents table. There is a single space between the numeral and unit of measure except for special conventions such as 35mm camera.
- Abbreviations for units of measure are the same whether the number is singular or plural.

- When used without a number, units of measure are not abbreviated.
- Do not mix units of measure—using inches, hectares, yards, and liters in the same paper doesn't work.
- For references in your paper to earlier work done in a different unit of measure, give the original unit of measure and add the conversion in parentheses: 6 ft (1.8 m).

For your convenience, many of the most commonly used metric and English equivalents are included below.

### English Equivalents—

When you know:	Multiply by:	To find:
Millimeters (mm)	0.0394	Inches
Centimeters (cm)	.394	Inches
Meters (m)	3.28	Feet
Meters	1.094	Yards
Meters per second (m/s)	2.24	Miles per hour
Kilometers (km)	.621	Miles
Hectares (ha)	2.47	Acres
Square millimeters (mm <sup>2</sup> )	.00155	Square inches
Square meters (m <sup>2</sup> )	10.76	Square feet
Square kilometers (km <sup>2</sup> )	.386	Square miles
Cubic meters (m <sup>3</sup> )	35.3	Cubic feet
Cubic meters	60,975	Cubic inches
Cubic meters	.000811	Acre-feet
Hectare-meters (ha-m)	8.11	Acre-feet
Liters (L)	.0353	Cubic feet
Milliliters (mL)	.061	Cubic inches
Liters	.265	Gallons
Liters	33.78	Ounces (fluid)
Milliliters (or cubic centimeters [cc])	.0338	Ounces (fluid)
Cubic meters per hour (m <sup>3</sup> /hr)	.00981	Cubic feet per second
Cubic meters per hour (m <sup>3</sup> /hr)	4.4	Gallons per minute
Grams (g)	.0352	Ounces
Grams	.0022	Pounds
Kilograms (kg)	2.205	Pounds
Kilograms	.0011	Tons
Tonnes (t) or megagrams (Mg)	1.102	Tons
Kilograms per hectare (kg/ha)	.893	Pounds per acre
Tonnes per hectare (t/ha)	893	Pounds per acre
Tonnes or megagrams per hectare (t/ha) (Mg/ha)	.446	Tons per acre
Square meters per hectare (m <sup>2</sup> /ha)	4.37	Square feet per acre
Cubic meters per hectare (m <sup>3</sup> /ha)	14.29	Cubic feet per acre
Trees per hectare	.405	Trees per acre
Degrees Celsius (°C)	1.8 °C + 32	Degrees Fahrenheit
Pascal (Pa)	.000145	Pounds per square inch
Pascal	.0209	Pounds per square foot
Kilograms per cubic meter (kg/m <sup>3</sup> )	.0624	Pounds per cubic foot
Joules (J)	.000952	British thermal units

**Metric Equivalents—**

<b>When you know:</b>	<b>Multiply by:</b>	<b>To find:</b>
Inches (in)	2.54	Centimeters
Feet (ft)	.305	Meters
Yards (yd)	.914	Meters
Miles (mi)	1.609	Kilometers
Miles per hour (mph)	.447	Meters per second
Acres (ac)	.405	Hectares
Square inches (in <sup>2</sup> )	645	Square millimeters
Square feet (ft <sup>2</sup> )	.0929	Square meters
Square miles (mi <sup>2</sup> )	2.59	Square kilometers
Cubic feet (ft <sup>3</sup> )	.0283	Cubic meters
Cubic inches (in <sup>3</sup> )	.0000164	Cubic meters
Acre-feet (ac-ft)	1,233.6	Cubic meters
Acre-feet	.123	Hectare-meters
Cubic feet (ft <sup>3</sup> )	28.3	Liters
Cubic inches (in <sup>3</sup> )	16.4	Milliliters
Gallons (gal)	3.78	Liters
Ounces (fluid) (fl oz)	.0296	Liters
Ounces (fluid) (fl oz)	29.6	Milliliters (or cubic centimeters)
Cubic feet per second (ft <sup>3</sup> /sec)	101.9	Cubic meters per hour
Gallons per minute (gal/min)	.227	Cubic meters per hour
Ounces (oz)	28.4	Grams
Pounds (lb)	454	Grams
Pounds (lb)	.454	Kilograms
Tons (ton)	907	Kilograms
Tons (ton)	.907	Tonnes or megagrams
Pounds per acre (lb/ac)	1.12	Kilograms per hectare
Pounds per acre	.00112	Tonnes per hectare
Tons per acre	2.24	Tonnes or megagrams per hectare
Square feet per acre (ft <sup>2</sup> /ac)	.229	Square meters per hectare
Cubic feet per acre (ft <sup>3</sup> /ac)	.07	Cubic meters per hectare
Trees per acre	2.47	Trees per hectare
Degrees Fahrenheit	.56(°F – 32)	Degrees Celsius
Pounds per square inch (lb/in <sup>2</sup> )	6,900	Pascal
Pounds per square foot (lb/ft <sup>2</sup> )	47.9	Pascal
Pounds per cubic foot (lb/ft <sup>3</sup> )	16.02	Kilograms per cubic meter
British thermal units (Btu)	1,050	Joules

**Footnotes to Text**

Correct: 1, 2, 3, etc.

Incorrect: a, b, c, \*, †, ‡, etc.

- **Type the text for all footnotes, numbered in the order in which they appear in the manuscript, together on a page at the end of the document** right before the tables and figures (see “Manuscript Packet” p. 6).
- Please do not use your software’s footnote or endnote function, because it adds work in the final layout stage.

- Footnotes are numbered consecutively but the numbers start over with each separate section, such as each chapter, appendix, or the executive summary.
- Footnotes in tabulations are text footnotes and are numbered consecutively with other text footnotes.
- Footnotes in tables or figures use letters (unless ambiguous) and appear at the bottom of the table or in the figure caption.
- Footnote numbers are placed after, not before, all punctuation marks except dashes.
- Footnote numbers go inside a closing parenthesis when the footnote applies only to the parenthetical statement.
- If you refer again to material in an earlier footnote, say “(see footnote 3)” instead of using a new footnote number. Remember to change these references if you add or delete a footnote.
- Do not use “ibid.” or “op. cit.”
- See “Literature Cited, Unpublished Items,” for information on using footnotes for unpublished references.
- A product disclaimer footnote is needed for a mention, by name, of a product or supplier. The footnote number goes at the end of the first sentence containing such a mention. The footnote appears only once in a manuscript and is not referenced if other commercial names are mentioned later in the paper.

#### **Product disclaimer footnote**

The use of trade or firm names in this publication is for reader information and does not imply endorsement by the U.S. Department of Agriculture of any product or service.

#### **Literature Citations**

Examples are provided in appendix 1.

#### **Appendix Instructions**

- “Appendix” is a number 1 heading.
- Number appendixes only if there are more than one. Use Arabic numerals. Each appendix is a number 1 heading.  
Correct: Appendix 4  
Incorrect: Appendix IV

- Explanations and elaborations not essential to the text (but helpful to the reader) belong in an appendix, as do texts from other documents, laws, etc., used to substantiate your paper. Lists of common and scientific names of species, other long lists, questionnaires, forms, how-to explanations, figures, and multitudinous tables also can go in appendixes.
- Tables and figures in the appendix are numbered consecutively with tables and figures in the text. Don't start a new numbering system.
- Footnotes start with 1 in each appendix (see "Footnotes to Text," p. 15).
- In the text, "appendix" is not capitalized unless it begins a sentence; if used parenthetically, it is abbreviated: (app. 3).

## Glossary Instructions

- "Glossary" is a number 1 heading.
- When included, a glossary is put at the end of the text (after citations and any appendixes but before an index) so that the reader can find it easily.
- Arrange terms in alphabetical order, each with its definition.
- Terms are bold and followed by an em (—) dash.
- Subentries are indented and the term being defined is in bold italic.
- Capitalize only proper nouns. If you wonder if something should be capped, it probably shouldn't. The trend in English is to minimal capitalization (see "Capitalization" p. 27).

### Glossary example:

**forest types**—A classification of forest land based on.... The following summarizes the forest types of southeast Alaska:

***aspen***—Forests in which quaking aspen comprises more than 75 percent...

## Index Instructions

The author decides if an index is needed, or an editor may suggest the addition of an index (most station publications do not include an index).

- Author is responsible for preparing the index.
- For more information about preparing an index, read the chapter on indexes in a recent edition of the *Chicago Manual of Style*.
- The index is not created until the paper is in page-proof stage (final format), which invariably leads to a time crunch. Plan to invest a significant amount of time to prepare a thorough index for a lengthy publication.

# PSW Style

## Tables

- Do not repeat material from a table in a figure and vice versa. Choose the best format to display the information...once.
- Keep tables to a reasonable size. The maximum table width in a printed document is 7 inches (portrait style) or 8½ inches (landscape).
- Tables that don't fit within the dimensions should be broken into separately numbered tables or be split into two parts.
- Tables are placed at the end of the manuscript, just before the figure captions. Begin each on a new page. **DO NOT EMBED TABLES IN THE TEXT OF YOUR MANUSCRIPT.**
- Provide tables in Word using Word table editor or simply by tabbing text in a Word document.
- Avoid using spaces or empty columns to separate or line up data—use tabs.
- A single column of data or a simple tabulation of two columns should be included in the text and not treated as a table.
- Tables of text should be double spaced; tables of numbers may be single-spaced.
- Capitalize only first word and proper nouns of headings (and cell entries with the exception of a list of common species names—these can be lower case so that proper names can be identified by upper case).
- Explain everything fully in title and notes so the table can stand alone.

**Table 1—Width of table to fit into same width as text**

Column1	Column2	Column3	Column4
Data1	Data2	Data3	Data4
Data1	Data2	Data3	Data4

Note: This table is sized to fit within the width of text. Three to five columns will usually fit into this space using 10 point Times.

**Table 2—Width of table to fit within maximum text boundaries on the page**

Column1	Column2	Column3	Column4	Column5	Column6	Column7
Data1	Data2	Data3	Data4	Data5	Data6	Data7
Data1	Data2	Data3	Data4	Data5	Data6	Data7

Note: This table is sized to fit within the maximum text boundaries. Six to eight columns will usually fit into this space using 10 point Times.



Table 3—Width of table to fit within maximum text boundaries when turned sideways on the page

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9
Data1	Data2	Data3	Data4	Data5	Data6	Data7	Data8	Data9
Data1	Data2	Data3	Data4	Data5	Data6	Data7	Data8	Data9

Note: This table is sized to fit within the maximum text boundaries for a landscape-style page. Eight to ten columns will usually fit using 10 point Times. Wordy headings may reduce the number of columns that will fit.

Number and Title

- Number tables consecutively in the order mentioned in the text. Continue numbering through appendix tables. Appendix tables do not need to be mentioned in the text, but if they are, the mention can be out of numerical order.
- Table number is followed by an em dash (—) and no period. Two hyphens can be used to indicate an em dash.
- Table titles fully identify the what, where, and when of the data in the table. The title is not a complete sentence and does not end with a period. Additional material is footnoted.
- The word “table” is not capitalized in the text unless it begins a sentence.

Headings—Box and Stub Column

- Center main headings at the top of the table (the box headings) over the columns and any subheadings (except that the heading above the stub [left] column is always flush left). Separate various levels of box heads with a line no wider than the widest item in the respective column (either a heading or something in the table field).
- Headings down the stub (far left) column require punctuation if they lead to a subheading. Use a colon after a heading and a dash after a subheading that leads to another level of subheading. Indent each new level of subheading two spaces more than the prior level of heading by using tabs (see table 5 on next page).

Lines

Each table has three horizontal lines from margin to margin—the lines above and below the column headings and at the end of the table. Do not use a cell grid.

Table 4—Width of table to fit within maximum page boundaries when turned sideways on the page, if it must contain about this many columns

Column1	Column2	Column3	Column4	Column5	Column6	Column7	Column8	Column9	Column10	Column11	Column12	Column13
Data1	Data2	Data3	Data4	Data5	Data6	Data7	Data8	Data9	Data10	Data11	Data12	Data13
Data1	Data2	Data3	Data4	Data5	Data6	Data7	Data8	Data9	Data10	Data11	Data12	Data13

Note: This table is sized to fit within the maximum page boundaries for a landscape-style page. Twelve to 14 columns will usually fit using 8 or 9 point Times. Wordy headings may reduce the number of columns that will fit. Avoid using this many columns in one table if it is possible to design the table in two parts (e.g., with 6 columns in each instead of one table that contains 12).

**Table 5—Area of timberland outside national forests by resource area, stand size class, and ownership, California, 1985**

Resource area and stand size class	Other public	Forest industry		Farmer and miscellaneous private	All owners
		With mills	Without mills		
Thousand acres					
North coast:					
Sawtimber stands—					
Large sawtimber	34	205	11	189	439
Small sawtimber	149	602	54	731	1,536
Total sawtimber	183	808	65	920	1,975
Poletimber stands	40	186	22	301	550
Sapling and seedling stands	40	163	54	209	466
Total north coast	263	1,157	141	1,430	2,990
Central coast:					
Sawtimber stands—					
Large sawtimber	—	8	—	100	108
Small sawtimber	8	—	8	143	159
Total sawtimber	8	8	8	243	267
Poletimber stands	—	—	—	10	10
Sapling and seedling stands	—	8	—	—	8
Total central coast	8	16	8	253	285
Total all resource areas	271	1,173	149	1,683	3,275

Data may not add to totals or agree exactly with other tables because of rounding.

— = less than 500 acres or none found.

Source: Jones and Taylor 2000.

## Units of Measure

- Units of measure are centered above the data columns they pertain to; units are spelled out and italicized. Abbreviations and the % symbol are used only when space is tight.
- Use leaders (hyphen, space, hyphen, space) if the same unit of measure applies to several adjacent columns. Place leaders on either side on the unit of measure, so that they extend over, but not past, those columns that contain the same unit of measure (- - - - - *Hectares* - - - - -). If one unit of measure applies to the entire table, the leaders are not needed (see table 5).

## Data Field

- In the data field, numerical columns use a decimal tab to align data on the decimal point (whether visible or not) or a right tab or center if different units of measure are used in that column.

## Total (and Average)

- Indent (via tabbing) “Total” or “Average” (always singular) from left margin.
- A total line is placed under the columns being totaled. The line is no wider than the columns being totaled.
- If there are both subtotals and a grand total, the subtotals are indented more than the heading they go with, and the grand total is flush left (see example on previous page). An extra line space is left before the grand total.

## Explanatory Notes, Footnotes, and Source Notes

- Explanatory notes come before any lettered footnotes; for example:  
Data may not add to totals or agree exactly with other tables because of rounding.  
— = unknown.  
N.d. = no data.
- Footnotes are lowercase, italic letters (“a” is the first footnote in every table). The letters are placed at the end of a heading or other piece of data. The letters are in alphabetical order from left to right, boxhead by boxhead and then line by line in the field.
- Source notes come after any footnotes, are in author-date format, and end with a period. For example, Source is Bailey 1995.

## Tabulations

- A tabulation is data presented in the text (unlike tables). It has at least two columns, but not more than five. It usually is preceded by a sentence (ending with colon) that explains the tabulation.
- A tabulation looks exactly like a table except without table number and title and no top or bottom lines (see sample tabulation in frame below).
- The box heads are bold.
- Footnotes in a tabulation are text footnotes; number them consecutively with other text footnotes.
- If the tabulation will be referred to later in the manuscript, it is numbered with the tables, given a title, and not embedded in the text.
- Other examples of tabulations are in “Station Series” (p. 4), “Equivalents” (p. 14), and “Wordiness” (p. 34).

The following tabulation shows study data:

<b>Stratum</b>	<b>Sample characteristics</b>		
	<b>Stand age</b>	<b>Area cut</b>	<b>Net wood residue volume</b>
	<i>Years</i>	<i>Acres</i>	<i>Cf/acre</i>
Public	200–240	17–142	1,328–3,803
Private	200–250	11–100	2,304–5,248

## Figures (Maps, Illustrations, Photographs)

- “Graphics” include all figures (maps, charts, graphs), photographs, drawings, proposed cover art for your manuscript, and any agency logos needed for a formal title page.
- **Do not embed figures in the text of your manuscript.** Printouts of each figure should follow the text, each on a separate page, and identified by their numbers, which you can write by hand.
- Include high-quality hard copies of all graphics (labeled with figure number) with your paper when it’s submitted to your program manager. Do not submit a paper until all the graphics are collected.
- Each graphic (except the cover art and any agency logos) is numbered consecutively throughout the paper, including any in the appendixes.
- Each graphic (except the cover art) has a caption, which starts with the word “Figure” and then an Arabic numeral. Also see “Cover Art” (below) and figure caption examples (p. 25).
- In the text, the word “figure” is not capitalized unless it begins a sentence; it is abbreviated when used parenthetically (e.g., fig. 13).
- With the second submittal of your manuscript (after editing and revision), include a separate electronic file for the text and for each illustration, graphic, and photo.
- For questions about graphics, call Frank Vanni (503-808-2147), Cheryl Jennings (503-808-2133), Hugh Luce (503-808-2214), or Keith Routman (503-808-2129).

## Cover Art

- Images for the cover should be provided in both hard copy and electronic format. If graphic support (for illustrations, etc.) is needed, the author should sketch out or otherwise provide a visual concept for the cover.
- Credit line or caption for any photo or illustration used on the cover goes after the author statement on page 1 of the draft manuscript.

## Figure Design

- Do not repeat material from a table in a figure and vice versa. Choose the best format to display the information... once.
- Include a hard copy of each figure with your manuscript at first submittal.
- Overall design (including type, line weight, and other visual keys) should be consistent across all figures; e.g., if a solid line represents timber volume in one graph, then use the same solid line for timber volume in all other figures.

- When creating line graphs, if using color, also use simple symbols for data points as well as patterns to differentiate the lines of information.
- Use three-dimensional graphs only when data need to be presented on three axes to be meaningful. Three-dimensional pie charts misrepresent data. Do not use 3-D in graphs having only X- and Y-axes.
- Original artwork should have neither a signature nor initials within it. Give credit in the “Acknowledgments” or in a credit line at the end of the caption (see examples, p. 25).
- Axis labels should be descriptive (not just units) and show units in parentheses; e.g., Area harvested (hectares).
- For maps, see section on color in appendix 2 (p. 80).

### Electronic Version of Illustrations (charts, diagrams, and maps)

- When you send the manuscript to CAP the second time (after editing and your revision), include electronic files as well as hard copy of all figures.
- If using Excel to create charts, include the Excel file.
- Save each figure into an individual graphic file; e.g., fig1.tif, fig2.tif, etc.
- Save raster files (.tif and .jpg) at high resolution (600 ppi [pixels per inch] or better).
- Preferred formats are vector files: .eps, .ai (Adobe Illustrator), and .pdf. Also acceptable are .tif and .jpg if you cannot provide vector files.
- PowerPoint (.ppt) is acceptable only if the graphics originally placed in PowerPoint were of high resolution.
- Web graphics are low resolution and are not suitable for print.
- Save ArcView and GIS maps as .eps or .ai files.

### Photographs

- Photographs are numbered consecutively with other figures.
- Hint: If you scan slides for electronic submission, dust them first! Scan at 300 ppi or higher. Or, CAP can scan slides for you.
- Include photographer’s name and figure number as part of the electronic file name of each image submitted.
- Set digital camera at its highest resolution (largest available number of pixels—e.g., fine jpeg setting). It is also permissible (and in some instances preferable) to shoot in RAW format.

- Ideally, file size should be at least 1 megabyte (the larger the better).
- Web quality (low resolution) images are not acceptable for print.
- Provide metadata (time, place, subject, photographer) for each photo. Use a software program that allows you to add metadata to your photos OR add metadata to a list of figures to be submitted with manuscript.
- If you use a photograph that shows a recognizable individual, you should request that they release their image for our use. An example of wording is shown in the “Standard Photo Release Form” below.

#### STANDARD PHOTO RELEASE FORM

Participant's Name: \_\_\_\_\_

I hereby authorize the Pacific Southwest Research Station (PSW) to publish the photographs taken of me, and my name, for use in the PSW’s printed publications and Web site. I acknowledge that since my participation in publications and Web sites produced by PSW is voluntary, I will receive no financial compensation. I further agree that my participation in any publication and Web site produced by PSW confers upon me no rights of ownership whatsoever. I release PSW, its contractors, and its employees from liability for any claims by me or any third party in connection with my participation.

I am over age 18. Yes\_\_\_\_\_ No\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, ZIP code: \_\_\_\_\_

#### Captions

- Captions for all graphics (except any caption for a cover photo) go on a page at the end of the manuscript after the tables (see “Cover Art” p. 22).
- The figures are numbered consecutively throughout the paper, including appendixes. The number is followed by an em dash (—).
- Identify the figure completely, including acronym definitions, so that it stands alone.
- Each photo used needs a credit. Also provide a credit line for specially created figures and maps.

**Figure caption examples:**

Figure 1—Simulated perimeters for the Calabasas Fire for (A) HFire (EAF 0.66) and (B) Farsite.

Figure 2—Stocking guidelines for *Acacia koa* stands on leeward and windward Hawaii based on allometric relationships between stem diameter and crown diameter. DBH = diameter at breast height. (See Baker and Scowcroft 2005 for details.)

Figure 3—Juvenile steelhead trout. (Photo courtesy of USDA Forest Service, Pacific Northwest Region.)

Figure 4—Current and former distribution of *Acacia koa*. (Map courtesy of Dwight Matsuwaki.)

**Color Printing**

- All color printing must be approved by the Washington office under the rules of the Joint Committee on Printing.
- If color is needed in your publication, prepare a paragraph stating why color is needed and attach to the manuscript approval form. The PNW station publishing director is the only person authorized to submit a request for color printing to the Washington office. The publishing director determines if a request will be forwarded to Washington. Decisions are made based on a review of the figures submitted with the manuscript and your paragraph justifying the use of color.
- Approval for printing in color usually hinges on object identification (species, diseases, damage not visible in black and white) or complex maps where additional color is needed for clarity. Avoid using color unnecessarily as each page with color adds to the printing cost. However, if the use of color serves a purpose in your publication, ask for color!
- Color should not be used for decoration, in place of good design, or when printing in black and white (and shades of gray) will adequately convey the information.
- Figures should not mix red and green, which many colorblind people cannot differentiate. Whenever possible, use patterns, labels, and different levels of brightness. For more information, see <http://colorbrewer2.org> and appendix 2.
- Printers' proofs are reviewed in CAP and not by the author unless an exception is requested in writing and only if there is some compelling reason.

# Writing

## Acronyms and Abbreviations

- Spell out state names in the text unless you are providing a mailing address, for which you use two-letter postal codes.
- Use acronyms, etc., with restraint; don't overwhelm the reader with them.
- At first mention in each section (i.e., chapter, appendix), give the complete term followed by the acronym or abbreviation in parentheses. Afterward, the short version may be used, except at the start of a sentence; there, either spell it out again or reword the sentence to avoid having it come first.
- See also "English Equivalents" (p. 14) for abbreviating units of measure.
- County, fort, mount, point, and port are not abbreviated; Saint (St.) and Sainte (Ste.) are.
- The guide we use for most abbreviations is the GPO style manual.

## Apostrophes

- It is not necessary to use an apostrophe to show the plural form of most acronyms, initialisms, or abbreviations, except where clarity and sense indicate.

Correct: PMs, ABCs, CPUs, Ph.D.s

1990s, 1700s

temperatures in the 80s

twos, threes, and fours

three Rs; but dotting i's and crossing t's (for clarity)

the articles' links (possessive)

Windows' interface (possessive)

do's and don'ts

ins and outs

whys and wherefores

yeses and noes

Incorrect: RF's (unless it's referring to something possessed by one RF)

1970's

Windows's interface

don't's

- Generally, the apostrophe should not be used after words that are more descriptive than possessive.

Correct: authors guide



## Bias-Free Language

- Use language free of stereotypes or assumptions.
- Use parallel terms in referring to ethnic groups, i.e. Black and White, OR African-American and Caucasian.

Biased	Alternatives
chairman	chair, moderator
European, Euro-American	nonindigenous people, early settlers
man	one, person, individual, people, human beings, human society
man, mankind	people, humanity, humankind, human beings
man hour or day	staff hour or day, workday, average worker day, labor
manmade	manufactured, synthetic, handmade, constructed, produced
manned	staffed, operated, run
manpower	workforce, staff, personnel, employees, labor

## Capitalization

- The basic rule is to capitalize the first letter of a proper name. The correlation is to not capitalize anything that isn't clearly and irrevocably a proper or legal name.  
Correct: College of Forestry, Oregon State University  
the forestry department at Oregon State University  
Incorrect: Forestry Department, Oregon State University
- The trend in English today is to use less capitalization. Follow it.
- Good resources include the *Chicago Manual of Style*, the *American Heritage College Dictionary*, and the *Microsoft Manual of Style for Technical Publications*.
- Don't capitalize common nouns used with a number or letter.  
Correct: mile 7.5, page 37, room 13, section 3, spring 1999, title IV, figure 92, option 9  
Incorrect: Article 1, Paragraph 4, Rule 8, Schedule C
- Capitalization of geographic names follows U.S. Geological Survey (USGS) naming convention (see <http://geonames.usgs.gov>). Terms such as watershed and basin are not capitalized even with a name (Columbia River basin) unless they are part of the USGS name (Great Basin).

**Correct capitalization of words frequently used in PSW manuscripts—**

Alaska Native	Neotropical
Alaska Native corporations	North Atlantic Ocean, South Atlantic Ocean
Arctic Ocean	Pacific coast
arctic (adjective)	Pacific Rim
Cascade Range (not mountains)	ponderosa pine
Chernozem soils (and all the others)	program manager
Chief (of the Forest Service)	record of decision
Clean Air Act of 1970	regional forester, but Regional Forester,
the act	Pacific Southwest Region
Congress	southeast Alaska
congressional	Southeast Asia
Earth (the planet)	South Pacific Ocean, North Pacific Ocean
earth (soft part of land)	state
east coast (U.S.)	Washington state
east side, west side	state of Alaska (unless an official agency name within state government: State of Washington, Department of Natural Resources; or a region: Pacific Coast States)
eastern Nevada	station, or PSW Research Station
Executive order; but	Station Director (of PSW)
Executive Order 34	Third World
Far East	U.S. government
federal	federal government (U.S., et al.)
federal and state ownership	the government
federal government (U.S., et al.)	federal and state governments, etc.
forest plan	Washington office
geographic information system	Web, Web page, Web site
interior Alaska	World Wide Web
Internet (worldwide network)	west coast (U.S.)
intranet (single-organization network)	western Europe
Mylar	western North America
National Forest System	Western United States (region)
Six Rivers National Forest	the West
national forest (without name),	western Washington
the forest	
National Park Service	
Yosemite National Park	
national park (without name),	
the park	
Native American	

- Irrational capitalization rationales (rephrased from Little 1998):  
 “The acronym is all caps, so I’d better capitalize the words when they’re spelled out.”  
 “This word is highly technical and to show its importance, I’ll capitalize it.”  
 Correct: adaptive management area (AMA)  
 threatened and endangered species

## Equations

- Equations are meant to be read in sentence structure (i.e., subject, verb, etc.) with the various signs (=, +, <, etc.) replacing words.
- Usually the sentence introducing an equation ends with a colon, but sometimes a comma works better in the given context.
- Each equation is displayed on its own line.
- Equations are either centered or indented a consistent amount from the left margin.
- After the equation, there’s usually a list of “where” components to explain what each term in the equation means. A component previously defined is not repeated.
- Number only the equations referred to later in the paper. The number is in parentheses and flush right.
- If an equation is too long for one line, break it before an operational sign. Second and subsequent lines should align to the right of the equal sign.
- If several equations are given together, align by the equal signs.
- The order for signs of aggregation, beginning with the inside set of parentheses, is { [ ( ) ] }. This is the opposite of the order in text, which is ( [ ] )
- The “where” clause may be in paragraph form or on separate lines:

$$TEF = BAF / (0.005454d^2n), \quad (1)$$

Where

TEF = tree expansion factor,

BAF = basal area factor of prism or single gauge,

$d$  = diameter at breast height, and

$n$  = number of sample plots.

## Latin

- Et al., e.g., i.e., and other Latin terms may be used if used consistently throughout. This includes the use of “et al.” vs. “and others” in literature citations and the text references to them.

- Avoid “etc.” because it usually doesn’t give the reader any useful information, but it may be used to avoid heavy repetition.
- Roman font is used for Latin terms common in English use (*American Heritage College Dictionary* is good for checking these).  
Correct: ad hoc, a priori, et al., ca., in situ, i.e., e.g., [sic], etc.
- See also “Scientific Nomenclature,” p. 33.

## Mathematical Symbols

- The following math symbols are acceptable within the text:  $>$ ,  $<$ ,  $\geq$ ,  $\leq$ , and  $\pm$ . (These may not print correctly from your software; the symbols shown are for greater than, less than, greater than or equal to, less than or equal to, and plus or minus.)
- Normally, such symbols are printed next to a number, but in equations, operators are set off by a space on either side. (Correct:  $n = 7$ ; incorrect:  $n=7$ .)
- Do not use the symbol for percent (%) except in tight places in a table.  
See also “percent vs. percentage,” p. 36.

## Numbers

- Use numerals for 10 and above; spell out one through nine. This same rule also applies in most cases for ordinals (ninth grade, 10<sup>th</sup> grade).
- If zero does not precede a unit of measure or isn’t some type of input, spell it out too.  
Correct: zero probability  
significantly different from zero at the 1-percent level  
0 megabytes  
from zero to 2 cm  
Incorrect: 0 offset
- Use numerals for all measurements, even when the number is less than 10.
- Measurements include height, length, area, weight, volume, points, picas, bits, bytes, and time.  
Correct: 17 meters                      4 minutes in duration  
4 bits                                      35mm camera, 50mm lens (no space in photography)  
21-inch d.b.h.  
2 years, 5 days                      2 by 4 (for lumber; not  $2 \times 4$ )

- A unit of measure expressed in numerals does not mean that numbers are used for other numerical expressions in the sentence.  
 Correct: Each of six boys earned 75 cents an hour.  
 Incorrect: Each of 6 boys earned 75 cents an hour.
- Be consistent within categories of information in a sentence; if one number requires numerals, use numerals for other numbers in that category in the sentence.  
 Correct: Wheat came from 16 fields, of which 8 were planted in spring.  
 The students were from 9<sup>th</sup> and 10<sup>th</sup> grades.  
 Incorrect: Wheat came from 16 fields, of which eight were planted in spring.
- Numbers less than 100 preceding a compound modifier containing a numeral are spelled out. (Or, when two numbers are together, spell out one of them—the easier one.)  
 Correct: two  $\frac{3}{4}$ -inch boards  
 forty-seven 0.2-mm threads  
 365 two-hour days  
 Incorrect: 2  $\frac{3}{4}$ -inch boards (if you mean two boards)  
 47 0.2-mm threads  
 365 2-hour days  
 three hundred and sixty-five 2-hour days
- Use a zero in front of a decimal point in the text except for customary expressions.  
 Correct: 0.25 meter  
 0.334 hectare  
 .30 caliber
- For numbers in a series, use numerals.  
 Correct: camera location 2  
 lines 7 and 8  
 paragraph 2  
 row 3  
 step 6  
 chapter 3
- Numbers at the start of a sentence are spelled out. To avoid having to do this for large numbers, start with a modifier (e.g., The value 21 represents the mean) or reword the sentence.
- Fractions standing alone or followed by “of a” or “of an” usually are spelled out. But when fractions are used in a unit modifier, numerals are used.

Correct:    nine-tenths of 1 percent  
              a quarter of an inch  
              three-fourths of a hectare  
              ½-inch pipe  
              ½-inch-diameter pipe

- In the International System of Units (SI; what we call metric), spaces (to both the right and left of the decimal point) are used instead of commas to separate large numbers. Numbers of four digits are closed up when standing alone, but in a column of larger numbers, they too have a space. This looks unusual to U.S. eyes, but please remember that our research is read on five continents, and we should follow the international conventions for SI.

Correct:    6 879 000  
              6 879 000.027 241 34  
              7429

- If you're merely counting something (1,215 trees, 46,738 seeds), the rules of metric do not apply; they apply only to measurement.

- Ranges of numbers:

Correct:    figures 31 through 76  
              pages 112–124 (pages use an en dash)  
              1985–87, 1999–2000, 2000–2001, 2001–2, 2000–10  
              (years use an en dash)  
              from 1985 through 1987

Incorrect: figures 31–76  
              figures 31 to 76 (ambiguous; is 76 included or not?)  
              pages 112 to 124  
              2000–01 or 2000–1  
              from 1985–87 (if you say “from,” have to say “through” or “to,”  
              depending on meaning)

## Quotations

- Type quotations exactly as in the original, including spelling and punctuation.
- Quotations of more than three lines are indented about half an inch from each margin and quotation marks are not used. Quotations of less than three lines are run into the sentence and enclosed in quotation marks.
- **The final period or comma goes inside the closing quotation mark. Other punctuation goes inside only if part of the quoted material.**

- Quotations within an indented quotation are set off with double quotation marks.
- Quotations within an **un**indented quotation are set off by single quotation marks.
- Avoid using “[sic]” (in brackets, no italic) in quoted matter unless absolutely necessary.
- Text references giving page numbers are shown as (Smith 1989: 14).
- When text reference is at the end of an indented quotation, enclose in brackets [Smith 1989: 14].

## Scientific Nomenclature

- Complete binomials, including authorities if customary for the discipline, are given for all species at their first mention in each section (chapter) of the manuscript (or refer reader to a tabulation or table of scientific and common names).
- Scientific names may be used throughout the text, but common names are easier for everyone to read. If there is no common name, then use the scientific one.
- If the scientific and common names are the same (*Eucalyptus* and eucalyptus, *Armillaria* and armillaria), be very clear about which one you need or want to use in each situation.
- If many species are mentioned, create a list of common and scientific names in an appendix to avoid cluttering the text and use the common names throughout.
- Genera and species are always in italic. Taxonomic divisions higher than genus are capitalized and in roman. Do not use underlining for italic; use the italic font.
- A binomial in the title of a manuscript shows only the genus and species (no authorities).
- Specify your sources for names, e.g., Hickman 1993, Hitchcock and Cronquist 1973, Little 1979, or the NRCS PLANTS database (USDA NRCS 2006).

## Vegetation Classes

- Virgules (slashes to most of us) are used to separate trees from shrubs from herbs in vegetation classification. Hyphens are used to separate multiples within each category.

Correct: tree/shrub/herb-herb  
 subalpine fir-Engelmann spruce/grass-sedge meadow  
 lodgepole/bitterbrush/fescue-pumice

## Verb Tense

- In general, the new work you are reporting is in past tense (we did this, we found that), and findings already in the literature are in present tense (trees grow taller when...). Judgment has to be used, however, to avoid awkward wording. For example, Smith (1990) reported that trees grow taller when . . . (not Smith reports).

- Use present tense to introduce tables and figures.

Correct: Table 2 shows that pileated woodpeckers inhabited...

Figure 6 shows the site in 1967.

## Wordiness

Wordy	Better
accomplish	do
a majority of	most
a number of	a few, many, several
approximately	about
as a result of	from, because
at this point in time	now
based on the fact that	because
blue in color	blue
by means of	by, with
demonstrate	show
due to the fact that	because
fabricate	make
few in number	few
finalize	end
following	after
for the purpose of	for, to
for the reason that	because
greater number of	more
great majority of	most
in addition to	besides
in all cases	always
in a number of cases	many, some
in close proximity	near
initiate	begin, start
in most cases	usually
in order to	to
in respect to	about
in some cases	sometimes
in terms of	about, as, for
in the absence of	lacking, without

Wordy	Better
in the event of	if
in the vicinity of	near
is defined as	is
it is apparent that	apparently
it is believed that	I think
it is clear that	clearly
it is doubtful that	possibly
it is evident that	(delete)
it is important to note that	(delete)
it is reported by Smith	Smith reports
it is suggested that	I think
lacked the ability to	could not
large in size	large
methodology	methods
modification	change
needless to say	(don't say it)
on a daily basis	daily
on a regional basis	regionally
print out	print
prior to	before
referred to as	called
subsequent to	after, later
terminate	end
ultimate	last
utilize	use
we wish to thank	we thank
with regard to	about, concerning
with respect to	about
with the possible exception of	except



## Word Problems

- affect/effect

“Affect” is usually a verb (Precipitation will affect the growth rate.) but sometimes can be a noun referring to emotional state (Her usual affect was sadness.).

“Effect” is usually a noun (We measured the effect by . . .) but sometimes can be a verb meaning to bring about a particular outcome (She worked to effect rights for children.).

- and/or

“And/or” is a legal term, and although used informally as well as in legal writing, it should not be used in scientific writing. Say “x or y, or both.”

- anthropomorphic

Correct meaning: Having a human form or human attributes; ascribing human characteristics to nonhuman things.

Incorrect meaning: Human caused (anthropogenic); if this is what is meant, say so.

- between vs. among

“Between” is used to compare two items; “among” is used for more than two.

“Between” also is used to show the relation of one thing to many other things, both severally and individually.

Correct:    between-tract variation (two tracts)  
               was distributed among five plots  
               switch between the programs installed on your computer (more than two)  
               relations between China, and Korea and Japan continue to be unstable

- comprise

“Comprise” means to consist of or contain. The whole comprises the parts; the parts compose the whole.

Correct:    The United States of America comprises 50 states.  
               The United States of America is composed of 50 states.  
               California, Hawaii, and the U.S.-affiliated Pacific Islands make up the PSW Station.

Incorrect: The United States of America is comprised of 50 states.

- data

In science, datum is and data are.

- differ vs. vary

One thing varies within itself and two or more things differ.

Correct: stream temperature varied by season (one thing varying within itself)

inventories of the roads differ widely (two or more inventories)

interactions differ with time and space (more than one interaction)

effects differ in degree (more than one effect)

results differ among sites (if there were more than two sites involved) [also see “between vs. among,”]

- e-mail

You will see this as email in many places, but the preference in PSW style is e-mail.

- impact vs. affect

“impact,” used as a verb, means “to strike with a blow” or “to pack firmly together.” It does not mean “to affect strongly.” Please avoid using it when your meaning is the latter.

- lead

Correct meaning: Present tense of verb “to lead;” metallic element.

Incorrect meaning: Past tense of the verb “to lead;” that word is “led.”

- link vs. linkage

“Link” (noun) = a connecting element (including in computer science).

“Link” (verb) = to connect or become connected with.

“Linkage” (noun) = the manner or style of being linked; the state of being linked, especially the relationship between genes on the same chromosome that causes them to be inherited together.

- percent vs. percentage

“Percent” is spelled out and used only with a number. (The symbol, %, is not used except when space is tight in a table). When used alone, the noun is “percentage.” Saying “percent cover” sounds like jargon.

Correct:     percentage of ground cover  
                  percentage of harvest  
                  40 percent greater  
                  9- to 10-percent moisture content  
                  70-percent crown closure

Incorrect:   percent ground cover  
                  percent harvest

- relationship

“Relationship” = kinship; “relation” = association. “Relationship” also has some mathematical meanings and is correct in those instances.

- since vs. because

“Since” refers to passage of time; “because” gives a reason—not interchangeable.

- using

“Using” cannot modify a verb (show how something was done), but can be changed into a prepositional phrase by inserting “by” after the verb as in the following examples.

Correct:     the intention was to rethin by using...  
                  was installed by using... (a prepositional phrase can modify anything)

Incorrect:   the intention was to rethin using  
                  was installed using...

- while

“While” means at the same time as. “Although” or “even though” (meanings: regardless of the fact that or notwithstanding) or “whereas” (meanings: inasmuch as or on the contrary) may be used in most cases.

# Approval

## Manuscript Review

- Technical review will be conducted by the author's Supervisor/Team Leader.
- Policy review will be conducted by the author's Program Manager. If a Program Manager is the author, his or her Assistant Director will conduct the technical review, and another Assistant Director will do the policy review.

## Manuscript Submission

- Manuscripts must be complete before being submitted. For Agency publications, submit electronic copy of Manuscript Approval and Processing Form (PSW-FS-1600-13), approved manuscript, reviewers' comments, and a summary of author's responses to reviewers' comments to the PSW Communications Program Assistant.
- For non-Agency publications, the policy reviewer routes the approved manuscript, the reconciliation letters, and the Manuscript Approval and Processing Form (PSW-FS-1600-13) to the PSW Communications Program Assistant. Manuscripts to be published or edited internally will be routed to PNW's Communications and Applications (CAP) group in Portland, Oregon. See also "Outside Publication" (p. 43).
- If authors represent different station programs, the manuscript goes to the senior author's program manager.
- See "Station Paper Preparation" (p. 6) for materials to submit. Note: materials should include permission letters, a one-page summary of the work and a brief color justification if color is needed.

## Permissions

- Copyrighted material: To reproduce copyrighted tables, illustrations, etc., written permission of the owner is needed, usually the publisher. An easy way to request permission is to send a photocopy of the page where you propose to use the copyrighted material with a cover letter (on formal station letterhead) with text similar to that shown below.
- Unpublished materials and personal correspondence and communications: Same here as in previous bullet. Send a photocopy to show how you've used their material or statements with a cover letter ready for them to sign.
- Include a copy of each signed permission letter with the manuscript when you submit it through your PM.

I request permission to reprint the following material from your publication:

Author, title, date, pages in the publication

This material is to be used as shown on the enclosure. The paper will be published by the USDA Forest Service, Pacific Southwest Research Station as a research paper [or whatever series it is] and posted on the PSW Web site <http://www.fs.fed.us/psw/>.

Author and title

Approximate date of publication

Approximate size, No. of copies to be printed, and distribution

If you are the copyright holder, may I have permission to reprint the above material? Unless you indicate a preference, credit will be given as "Reprinted, by permission, from [Author, date]."

Thank you for your consideration of this request.

Sincerely,

NAME

Title

Enclosure

---

The above request is approved on the conditions specified below and with the understanding that full credit will be given to the source.

Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

### **Checklist: Last-Minute Details That Haunt: “Did You...?”**

- Make sure there’s a citation for every reference in the text, tables, figure captions, and appendix and a text reference for every citation.
- Secure letters of permission for use of any copyrighted material, unpublished sources, and personal communications.
- Include all figures as separate pages of hard copy (do not embed in the text).
- Give the scientific name, including authority where appropriate, for each organism either in text (for each section—abstract, summary, chapter, appendix) or in a species table at the end of text.
- Number tables consecutively throughout in the order they are mentioned in the text.
- Write table titles that completely define the tables (think in terms of somebody ripping a page from the publication or printing just one page from the Web).
- Number figures consecutively throughout in the order they are mentioned in the text.
- Write figure captions that completely explain each figure. Include data source and photo credits.
- Check the numbering of footnotes and any text references to earlier footnotes.
- Check titles, affiliations, and addresses of authors to be sure they’re correct—update as necessary.
- Add the pesticide disclaimer if needed.
- Include the citation and keywords in the “Abstract.”
- Include a “Summary” if needed (resource bulletins and research papers).
- Do a spellcheck.
- Revisit referenced Web sites to check accuracy of the URL and availability.
- Include the disclaimer footnote for product and company names.
- Acknowledge others who contributed.
- Include materials for cover illustration (e.g., photos, graphic art).
- Include logos for other agencies if they are needed for a formal title page.
- Include release, if needed, for using a photograph of someone.

## Editing and Layout

- The manuscript approval form with appropriate PM or executive team member approval must be submitted to PSW Communications before a manuscript is submitted to a nonstation outlet or before CAP begins preparation for station publication.
- All manuscripts to be station publications are prepared for final publication by CAP.
- Manuscripts must be complete and in final form when they are received by CAP. Incomplete manuscripts are returned to the authors.
- Manuscripts move through CAP in the order in which they are received, except with approval of the CAP Director.
- CAP will cancel a manuscript file if an author holds the manuscript during review for 6 months or more.
- Authors review the paper twice after submitting it through the PM to CAP:
  1. After the edit, the editor returns the paper to the author for corrections and submission of corrected hardcopy and electronic version.
  2. When the layout is complete, the author sees the page proof. A cover letter is attached with instructions.
- Printer's proofs are reviewed in CAP and not by the author unless an exception is requested in writing and only if there is some compelling reason.

### Timeline

Various factors affect the length of time it takes for CAP to publish a manuscript:

- Length and complexity of the paper.
- How closely the paper follows the format.
- How many papers are in editing and layout ahead of yours.
- How long the author keeps the paper for each review.
- Printing time, which normally takes 4 to 6 weeks.

# Final Approval

## Publications Control Officer Review

The PNW publications control officer (Assistant Director for Communications and Applications) is responsible for providing full publishing services, including editing, production coordination, and publication distribution. Before releasing a station product for publication, the publications control officer also reviews it for compliance with station and agency policy and for efficiency of printing.

## Printing and Distribution

- All station publications are placed on the Internet when sent to the printer and can be located through TreeSearch.
- Sufficient hard copies are produced for 2 years of distribution (10 years for inventory publications). This differs with each publication. The current minimum is 400 copies. The number increases if heavy demand is expected (usually owing to subject matter).
  - 125 copies for mandated internal FS and other government distribution
  - 175 copies for libraries on five continents (university, municipal, and private industry)
  - Copies to author
  - Remainder to fill requests

## Errata

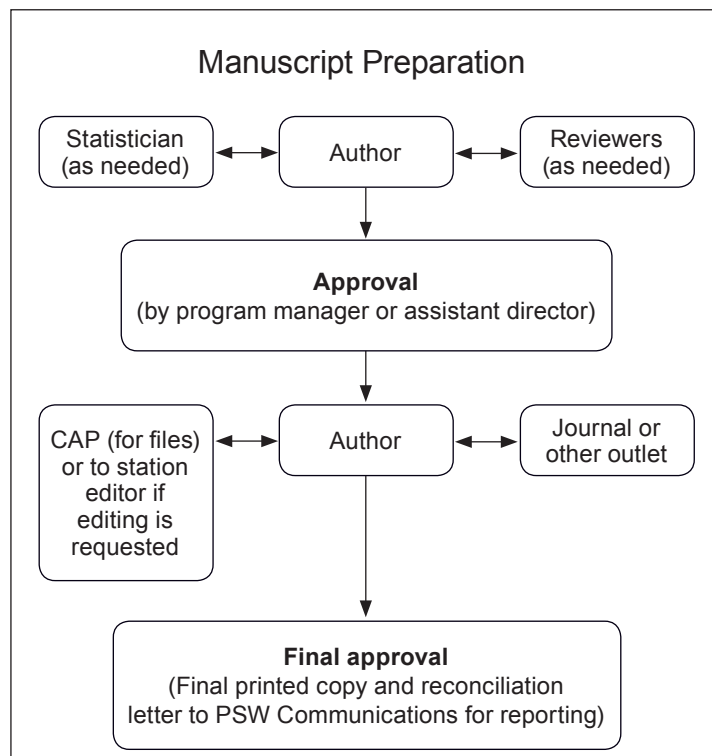
What to do about an error caught after a publication has been distributed:

- If the error is the printer's fault, a decision will be made in CAP on having the paper reprinted. The station publishing director makes the decision and takes care of the details.
- Only if the error is so egregious as to cause harm to the reader, the station, or the author will an errata be issued or a reprint ordered.
- If copies have not been distributed, an errata sheet can be done for insertion in the publication. But, most of these will get lost during the natural life of the paper.
- Corrections can be made to the electronic version at the discretion of the CAP Director.



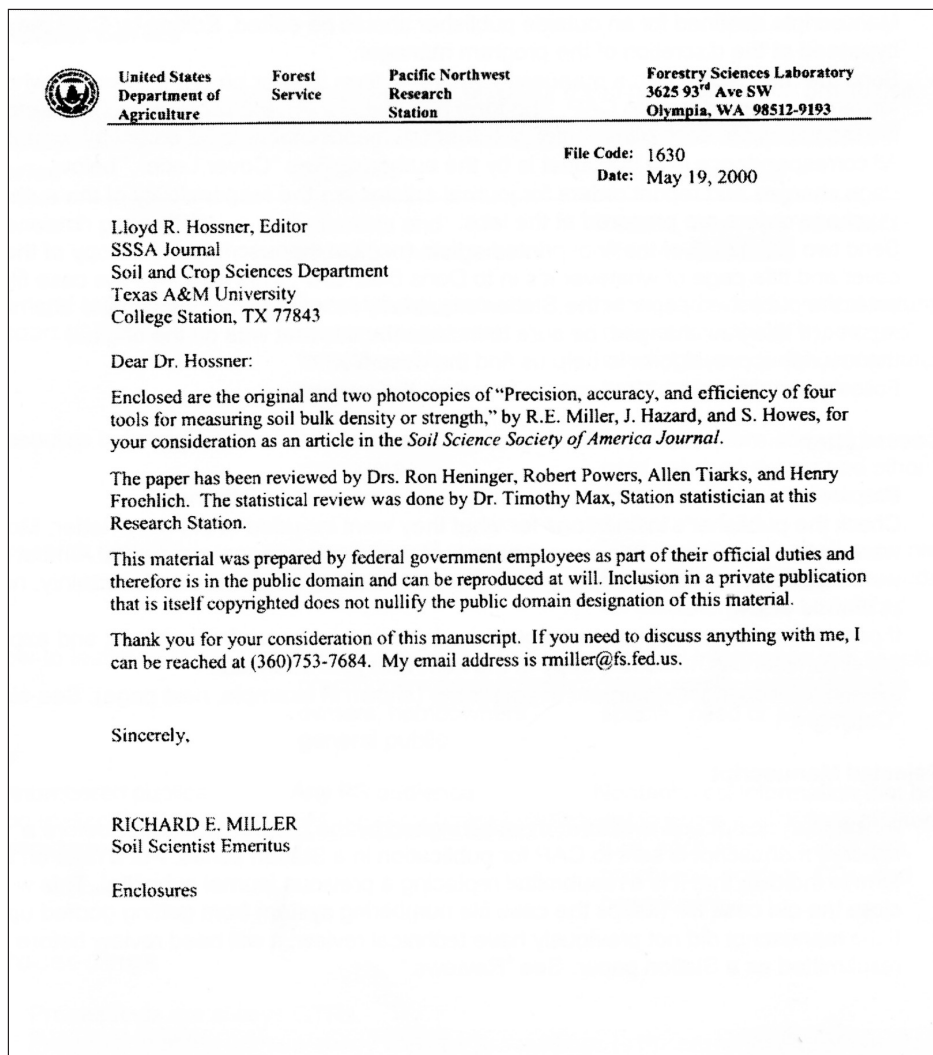
## Outside Publication

- The Manuscript Approval and Processing Form (PSW-FS-1600-13) with appropriate Program Manager (PM) or Assistant Director approval must be submitted to PSW Communications before a manuscript is submitted to a nonstation outlet.
- Editing of manuscripts destined for an outside publisher is recommended. Editing by CAP may be bypassed at the discretion of the PM.
- Send the manuscript with a manuscript approval form to your PM who will forward the manuscript, signed form, and copy of the review reconciliation letter to PSW Communications. The form must be signed and received by PSW Communications before the manuscript is sent to the outlet, whether the manuscript is to be edited by CAP or not.
- All correspondence with the outlet is by the author(s). See “Cover Letter,” below.
- Page charges and reprint orders for journal articles are the responsibility of the author(s). Purchase orders are prepared at the labs.
- Follow journal formats. Most can be found on the Internet.
- Proceedings printed by an outside publisher are treated the same way as a journal article for purposes of reviews, approvals, and final reporting.



## Cover Letter

- Prepare cover letters to outside publishers on formal station letterhead.
- Check the publisher's instructions for what they want included in the cover letter. Most want reviewers named. Some want names of potential additional reviewers. Almost all want a statement that the paper has not been submitted elsewhere and, certainly, not published elsewhere.
- If part of the manuscript has been published previously, be up front about it and explain the circumstances. Include a copy of the item with your submittal.
- Include the copyright statement in your letter (shown in example on page 46).



## Copyright

- Works (papers, books, maps, photos, etc.) created by employees as part of their duties for the U.S. government are in the public domain and cannot be copyrighted. Articles, papers, books, and other material prepared by USDA employees as part of their official duties and published in private publications are in the public domain and can be reproduced at will. The fact that the private publication is itself copyrighted does not affect the material of a government employee (17 U.S.C. 105).
- Employees cannot "assign copyright" to another entity—there is none to assign. See also "Cover Letter" (p. 43). If asked to assign copyright, respond with "no copyright is available for the works of federal employees."

- Works prepared by state, local, or foreign governments are not in the public domain.
- The publisher may request that you sign a copyright form (see example on page 46). If the work was prepared by a combination of authors who are both within and outside the public domain, state which parts of the paper are subject to copyright and which are not (say it the more concise way); for example, “All parts of the manuscript except the Introduction were prepared by federal employees” or “The Methods section was prepared by a federal employee.”
- Portable document format (PDF) files from journals will be considered copyrighted. However, the content is in the public domain when created by a federal employee, and such content may be scanned and placed in an electronic format (see TreeSearch) or be photocopied as public domain material.
- Consult with your local (or regional office) grants and agreements specialist if you have complicated issues.

## Rejected Manuscript

- A new manuscript approval form must be signed by the PM before a rejected manuscript is sent to CAP for publication in a station series. Put a note on the form to indicate that it is a resubmittal replacing a previous journal submittal. This will close the old case file (keeps the case file numbering system from getting goofed up).
- If the manuscript did not previously have technical review, it will need review before being resubmitted as a station paper (see “Reviews” on p. 2).

## Final Reporting and Closeout

- As soon as a paper (by a PSW author or cooperator) has been published in a nonstation outlet, two copies of the final printed publication, a copy of the original manuscript approval form, and a copy of the reconciliation letter must be submitted by the program to PSW Communications. PSW Communications will compile appropriate copies of station publications. These materials will be used for RITS, TreeSearch, and the Attainment Report that goes to Congress. Also include where the item can be obtained if not from the author.
- If the title has changed, be sure to include the title that was on the original manuscript approval form to help us find the case file.

MEMORANDUM OF AGREEMENT

AGREEMENT entered into \_\_\_\_\_(date) between \_\_\_\_\_(author name),  
hereafter referred to herein as the Author,

and \_\_\_\_\_  
(publisher name and address),

hereafter referred to herein as the Press,

for the contribution entitled \_\_\_\_\_,  
hereafter referred to herein as the Work.

The terms of publication are as follows:

1. It is understood that the above contribution was prepared by a U.S. government employee (the Author) as part of their official duties and, as property of the U.S. government, the Work remains in the public domain and cannot be copyrighted, and thus there is no copyright to transfer.
2. The Press agrees to consider publication of the Work, potentially under an overall copyright by the Press; however, an overall copyright does not affect the material of the U.S. Government, which can be reproduced at will.
3. If the Work contains copyrighted material previously published (such as tables, illustrations, etc.), written permission of the owner will be required and obtained by either the Author or the Press under their mutual agreement.
4. It is understood that no royalty income or other compensation may be accepted for work done by the author as part of official government duties. However, such compensation does not include copies of publications or similar articles that provide a record of the writing activity, including conferring by the Press to the Author free copy(s) of the final publication of the Work.

\_\_\_\_\_  
Signature of the author                      Date

- For papers in proceedings, **enclose a copy of the proceedings title page and name and city of publisher** (not place and date of meeting).
- When appropriate, PSW Communications will scan PSW-authored papers for posting on the Web (the journal's PDF is copyrighted, but the content is not). All Forest Service Research papers can be found through TreeSearch.

# Web and Electronic Media

## Submitting Content for the Web

Web content must undergo appropriate review and approval before it goes live on the station's Internet site (<http://www.fs.fed.us/psw/>). Send requests for Web publishing to [psw\\_webmaster@fs.fed.us](mailto:psw_webmaster@fs.fed.us), with an informational cc to the scientist (if the scientist is not the requestor), the Team Leader (TL), and the Program Manager (PM). The TL and PL need only respond if they have changes to the original request.

- Previously reviewed documents—content that has been reviewed through the manuscript approval process will be posted without further review. Indicate in your request that a Manuscript Approval and Processing Form is on file with PSW Communications.
- Other documents—locally produced reports, pamphlets, newsletters, electronic presentations, etc., attach a Web Approval Form (<http://fsweb.psw.fs.fed.us/communications/web/webApproval.pdf>)
- Minor changes and updates to existing content—submit an e-mail request with appropriate cc's.
- New site areas, pages, and major changes/additions to existing pages—Submit a Web Approval Form (<http://fsweb.psw.fs.fed.us/communications/web/webApproval.pdf>), along with a Word document of your content.

Note: Some aspects of this workflow process may change after the Station migrates to a Web portal environment. For postmigration updates to the Station's Web policies, refer to <http://fsweb.psw.fs.fed.us/communications/>.

## Writing for the Web

As you write content for Web pages, keep in mind that online readers typically scan for what interests them and are unlikely to spend much time (if any) scrolling through pages for information. When writing for the Web:

- Be concise and direct. Write in the active voice and avoid excessively long, complicated sentences. Online readers are readers on the move, so, in most cases, they appreciate information that can be gleaned at a glance. Be liberal in your use of descriptive headings, subheadings, and captions.
- Take advantage of hyperlinks. By its very nature, the Internet is a system of interconnected information, so take advantage of it. Use well-placed hyperlinks to expand on ideas, define technical terms, and connect content in meaningful ways.

- “Chunk” content. On the Web, hyperlinks grab readers and take them elsewhere at a moment’s notice—that’s the beauty of nonlinearity. That means that Web content needs to be self-contained, or “chunked,” so that readers have the context they need on each and every page. Chunking also means that good Web content is featured not as a long block of text, but is divided into manageable sections that facilitate online reading.
- Accessorize with graphics. Web real estate is inexpensive, so don’t be shy about accompanying text with meaningful graphics that enhance your ideas. Use compelling photos and images that can quickly be interpreted correctly by a variety of audiences.

## **Preparing Images for the Web**

- Photos should be in .jpg format, at least 72 dpi, and in RGB color format.
- Graphics should be in .gif format.
- Include captions for your photos or graphics when you submit them.
- Obtain appropriate permission for use of graphics not produced by federal employees.
- Include captions for your photos or graphics when you submit them.
- Include credits where requested by nonfederal employees. Credits are optional for graphics produced by federal employees on government time.

## **Videos**

A good video has the ability to explain your science in an effective and interesting way. If you’re interested in developing a video project, please contact PSW Communications. Staff will help you plan out and produce your video piece.

## **Tracking Web Metrics**

PSW Communications captures and archives statistics that describe how PSW Station Web sites are being used—24 hours a day, 365 days a year. Known as “metrics,” this information tells us, among other things, which Web pages are being viewed most often, what keywords people use to land on our pages, and how long people are sticking around. In early 2011, we began tracking downloads of PSW publications from Treearch. Selected metrics are available at <http://fsweb.psw.fs.fed.us/communications/web/>.

## Oral Presentations and PowerPoint

If a paper is intended for oral presentation only but copies will be distributed or an abstract published, the author must obtain approval of the PM in advance of the presentation. The PM routes copies of the paper to PSW Communications for the record. Such papers need not receive full editorial processing unless the author requests it. Papers so presented must be clearly marked “Draft copy—not for publication without approval of the author.”

### Tips for Presentations

- Slides are visual. If your talk doesn’t require diagrams, maps, photos, graphs, or other forms of data display, don’t use slides!
- If you use text slides, don’t read them to the audience, but verbally expand on the words shown.
- Slide Design:
  - Choose a background in a light to medium color, and use dark-colored or black text of sufficient contrast. Avoid very bright, pure white, very dark, or very busy backgrounds, or text colors that are too similar to the background. Use a color contrast calculator ([http://snook.ca/technical/colour\\_contrast/colour.html](http://snook.ca/technical/colour_contrast/colour.html)) to choose the optimal text and background colors.
  - The default color schemes for graphs in Microsoft (MS) PowerPoint and Excel 2003 are not colorblind-friendly. This has improved in MS Office 2007, but be careful with your color choices—especially avoid making contrasts in red and green, which colorblind people cannot clearly differentiate.
  - Slide body text should be 24 to 32 point depending on the room size, preferably a sans-serif font. Text overlaid on photos is often difficult to read.
  - Stay in control of your content. If you use a PowerPoint template, don’t choose one with background graphics that take up lots of screen real estate, and don’t allow the template to dictate the placement of photos, figures, or text. Branding need not be on every slide.
  - Use the Slide Master feature to design your own slide backgrounds.
  - Logos should appear on your title slide, and your final slide.
  - Avoid special effects, including animations (fly-ins, dissolves, etc.), and “word art.”

- Two-dimensional data should be graphed in two dimensions, not three, and do not explode pie charts.
- Avoid heavy grid lines behind graphed data, busy borders on tables. Use table shading to group the data.
- Try to keep images at 100 to 150 dpi to keep file sizes down. You can use PhotoShop or a free image editor such as GIMP (<http://www.gimp.org>) to decrease image resolution.
- Proofread your text copy.
- A handout summarizing the important points of your talk should be selected graphics, references, URLs, and contact information.

## Presentation Resources and Reference Materials

**Dumont, J.-L. 2005.** The cognitive style of PowerPoint: slides are not all evil. Technical Communication. (5291): 64–70.

**Tufte, E.R. 2001.** The visual display of quantitative information. 2<sup>nd</sup> ed. Cheshire, CT: Graphics Press. 197 p.

**Tufte, E.R. 2003.** The cognitive style of PowerPoint. Cheshire, CT: Graphics Press. 28 p.

**Ware, C. 2004.** Information visualization: perception for design. 2<sup>nd</sup> ed. San Francisco, CA: Morgan Kaufmann. 486 p.

Also see Tufte's Web site at <http://www.edwardtufte.com>.

## Recommended References

**CBE Style Manual Committee [CBE]. 1983.** CBE style manual. 5<sup>th</sup> ed. Bethesda, MD: Council of Biology Editors. 324 p.

**Day, R.A. 1979.** How to write and publish a scientific paper. Philadelphia: ISI Press. 160 p.

**Hale, C.; Scanlon, J. 1999.** Wired style: principles of English usage in the digital age. New York: Broadway Books. 198 p.

**Hansen, W.R. 1991.** Suggestions to authors of the reports of the United States Geological Survey. 7<sup>th</sup> ed. [Washington, DC]: U.S. Government Printing Office. 289 p.

**Hickman, J.C., ed. 1993.** The Jepson manual: higher plants of California. Berkeley and Los Angeles, CA: University of California Press. 1400 p.



- Hitchcock, C.L.; Cronquist, A. 1973.** Flora of the Pacific Northwest. Seattle, WA: University of Washington Press. 730 p.
- Houghton Mifflin Company. 2010.** American Heritage College Dictionary. 4<sup>th</sup> ed. Boston. 1664 p.
- Joint Committee on Printing, U.S. Congress. 1990.** Government printing and binding regulations. No. 26. Washington, DC: U.S. Government Printing Office. 66 p.
- Little, E.L., Jr. 1979.** Checklist of United States trees (native and naturalized). Agric. Handb. 541. Washington, DC: U.S. Department of Agriculture. 375 p.
- Little, T.T. 1998.** Caps for big heads: capitalizing common nouns overinflates their importance. In: The Editorial Eye. Alexandria, VA: EEI Press. 21(12): 1-3.
- Microsoft Corporation. 2004.** Microsoft manual of style for technical publications. 3<sup>rd</sup> ed. Redmond, WA: Microsoft Press. 432 p.
- Merriam-Webster. 2000.** Merriam-Webster's collegiate dictionary. <http://www.m-w.com>. (4 September 2000).
- University of Chicago Press. 2010.** The Chicago manual of style. 16<sup>th</sup> ed. Chicago. 1026 p.
- U.S. Department of Agriculture. 1972.** Preparing statistical tables. Agric. Handb. 433. Washington, DC. 125 p.
- U.S. Department of Agriculture, Forest Service. 1997.** FSH 1609.11: publications management handbook. Washington, DC.
- U.S. Department of Agriculture, Forest Service. 1990.** FSM 1600: information services. Washington, DC.
- U.S. Department of Agriculture, Natural Resources Conservation Service [USDA NRCS]. 2006.** The PLANTS database. National Plant Data Center, Baton Rouge, LA. <http://plants.usda.gov>. (29 September 2006).
- U.S. Government Printing Office. 2008.** Style manual. Washington, DC. 453 p.
- Walker, J.R.; Taylor, T. 1998.** The Columbia guide to online style. New York: Columbia University Press. 218 p.

## *Appendix 1*

# Literature Cited

### Text References

- References in the text are alphabetical, not chronological, when shown within parentheses.
- Note punctuation for various situations; items are separated by commas unless there are internal commas, and then a semicolon is used (see example number 3, 4, and 6 below).
- Note lower case for “n.d.” and “in press” in text references (see examples number 3 and 4 below).
- “And others” (or et al.) items are given after two-author items (see example number 7 below).
  1. (Foster 1992, Foster and Boose 1988)
  2. (Ward and Hardy 1986, 1989)
  3. (Forman 2000; Ward and Hardy 1986, 1989; McGauhey, n.d.)
  4. (Cochran and Barrett 1993; Cochran and Dahms 1998; Forman, in press)
  5. (Edson and others 1998, Huff and Brown 1998, NEPA 1969)
  6. (USDA FS 1991; van Hees 1995a, 1995b)
  7. (Neary and Swift 1987, Neary et al. 1986) or (Neary and Swift 1987, Neary et al. 1986)
- Specific page numbers can be included in the text reference, but total page numbers are used in citations (Smith 1980: 23).

### Alphabetizing the “Literature Cited” Section

- Single-author citations come before multiple-author citations that begin with the same name.

Foster, D.R. 1992.

Foster, D.R.; Boose, E.R. 1988.
- If author or authors of several entries are identical, arrange the citations chronologically.

Ward, D.E.; Hardy, C.C. 1986.

Ward, D.E.; Hardy, C.C. 1989.

- If author(s) and year are identical for two or more entries, arrange alphabetically by the first letter in the title and add a lower-case letter to the year. “In press” items are listed after items that show a year of publication.
  - Agee, J.K. 1991a. Evaluation of catastrophic....
  - Agee, J.K. 1991b. Fire history of....
  - Forman, R.T.T. 1995a. Land mosaics....
  - Forman, R.T.T. 1995b. Some general....
  - Forman, R.T.T. 2000.
  - Forman, R.T.T. [In press].
- Citations by the same senior author with different coauthors are alphabetized by the last names of the junior authors.
  - Cochran, P.H.; Barrett, J.W. 1993.
  - Cochran, P.H.; Barrett, J.W. 1998.
  - Cochran, P.H.; Dahms, W.G. 1998.
  - Cochran, P.H.; Geist, J.M.; Clemens, D.L. [and others]. 1994.
  - Cochran, P.H.; Seidel, K.W. 1999.
- If senior authors’ last names are the same and the year of publication is the same for citations, the lower-case letter is added to the year (in order of appearance in “Literature Cited” section) to distinguish them in the text.
  - Miller, J.A.; Anderson, A.B.; Franks, M.B. 1995a.
  - Miller, J.A.; Smith, W.A.; Williams, A. 1995b.
  - Miller, R.A.; Franks, M.B.; Mitchell, S.J. 1995c.
- Watch for tricky initials.
  - Knight, R.L.; Gutzwiller, K.J., eds. 1995.
  - Knight, R.R.; Blanchard, B.M.; Eberhardt, L.L. 1988.
  - Mattson, D.J.; Herrero, S.; Wright, G.; Pease, C.M. 1996a.
  - Mattson, D.J.; Herrero, S.; Wright, R.G.; Pease, C.M. 1996b.

## Formatting the “Literature Cited” Section

- Flush left, ragged right. (The hanging indent style will be added at layout.)
- Bold the authors and date.
- One (1) extra return between citations.
- Punctuation goes outside parentheses and brackets.
- One (1) space after any punctuation mark.
- No spaces in abbreviations that include periods; e.g., U.S.C., U.S.
- Submit draft to CAP **printed on one side only of the paper and with double line spacing throughout.**

## Basics of Constructing a Literature Citation

- All material for a citation is taken from the cover and title page of the original document being cited.
- Use initials for given names of authors.
- You may choose to use all authors of multiauthor works, or use “[and others]” or “[et al.]” following the third author for any paper having five or more authors. Be consistent in this choice throughout paper. There is no punctuation before the opening bracket and a period goes outside the closing bracket. If other Latin is used in your paper (e.g., i.e., etc.), then use “[et al.]” in place of “[and others].”
- Use “Anonymous” only as a last resort; use the journal name or the publisher, if known, as the author. Anonymous references go at the start of the “Literature Cited” section and in chronological order if more than one.
- Capitalize only the first word and proper nouns in titles of publications or papers. If you wonder if something should be capped, it probably shouldn’t. The trend in English is to capitalize fewer words.
- If, in the title on the original document, changes of font were used to indicate a subtitle, use a colon (and then a dash if another level of subtitle is used) to show those differences in your citation.
- Use two-letter postal codes for states, the District of Columbia, and Canadian provinces.
- Abbreviate series’ names (Gen. Tech. Rep.; Misc. Rep.).
- Spell out names of all countries except the old U.S.S.R.
- Major cities that cannot be confused do not require postal codes or country names; e.g., Amsterdam or San Francisco. But to distinguish which Moscow, either “ID” or “Russia” must be given.
- Use brackets [ ] in a citation to show supplied information; i.e., a piece of information not shown on the cover or title page, but you know it and have added it to help the reader. Punctuation goes outside brackets.
- If a piece of information is unknown, document that within brackets (see example 1).
- Include range of pages for a chapter or section in larger work.

## Literature Citation Examples

Each citation is numbered in the margin, and the numbers are cross referenced to the index located at the back of the guide. **The bold numbers listed in the index refer to the numbers located in the margins of this section.**

Bulleted lists are used for explanations. Simplified formats are used for laws, patents, and proceedings. Examples of unpublished references are included. All citations are for actual items and the information should be accurate. If you have suggestions for additions or if you find an error in a citation, please let CAP know so that it can be fixed.

### Abstract

**Mailly, D.; Kimmins, J.P.; Busing, R.T. 1999.** Disturbance and succession in a coniferous forest of northwestern North America: simulations with Dryades, a spatial gap model [Abstract]. In: International Society for Ecological Modeling: 1999 annual meeting, North America chapter. [Denmark]: [International Society for Ecological Modeling]: 24.

1

- “Abstract” is a “medium designator.” It goes in brackets at the end of the title and before the period. Other medium designators include “Brochure,” “Leaflet,” “Map,” “Poster,” and “Note.”
- “1999” is included because it is part of the title.
- Country where publication took place is known and supplied (it apparently isn’t on the cover or title page so it’s in brackets). We still don’t know the city, but adding “[City of publication unknown]” is not necessary.
- See also “Proceedings,” below.
- Text reference: Mailly et al. 1999 or Mailly and others 1999.

### Book (See also “Edition” and “Multipart Work”)

**Bilby, R.E.; Bisson, P.A. 1998.** Function and distribution of large woody debris. In: Kantor, S., ed. River ecology and management: lessons from the Pacific coastal ecoregion. Washington, DC: Springer-Verlag: 324–346. Chapter 13.

2

- Item is in a book with an editor.
- Title and subtitle are separated by a colon. No capital letter after the colon unless the first word is a proper noun or begins a question. See also items 44 and 82.
- “DC,” without periods, is a postal code.
- Inclusive page numbers are given because only part of the book is being cited. Inclusive page numbers follow a colon and a space.
- Chapter in a book is being cited. The chapter number goes at the end of the citation, but it is not required if page numbers are given. “Chapter” may be spelled out or abbreviated “Chap.” Just be consistent.

- 3 **Bormann, B.T.; Martin, J.R.; Wagner, F.H. [et al.]. 1999.** Adaptive management. In: Johnson, N.C.; Mark, A.J.; Sexton, W.T.; Szaro, R., eds. Ecological stewardship: a common reference for ecosystem management. Oxford, England: Elsevier Sciences Ltd.: 505–534.
  - Item is in a book with multiple authors, in this case more than five, so we use the first three and add “et al.” or “and others” Alternatively, you may use all authors if you do so consistently throughout.
  - All country names are spelled out (except U.S.S.R.).
  - Text reference: Bormann et al. 1999 or Bormann and others 1999.
- 4 **Ott, R. 1998.** Alaska’s Copper River Delta. Seattle: University of Washington Press. 160 p. In association with: Artists for Nature Foundation, The Netherlands.
  - Entire book is being cited, so total page numbers are needed.
  - Who this was done “In association with” probably will not help in finding this item in a retrieval system, so we recommend not including it. Occasionally, though, politics rears its ugly head and such things must be inserted to keep peace. If you must, this is how to do it. “In cooperation with” and “Sponsored by” are in the same category.
- 5 **Plafker, G.; Lajoie, K.R.; Rubin, M. 1991.** Determining recurrence intervals of great subduction zone earthquakes in southern Alaska by radiocarbon dating. In: Taylor, R.E.; Long, A.; Kra, R.S., eds. Radiocarbon after four decades: an interdisciplinary perspective. New York: Springer-Verlag: 436–453.
  - “New York,” to most of the world, means “New York City,” so the state “New York” is not needed.
- 6 **Scherer, M.D. 1984.** The ichthyoplankton of Cape Cod Bay, Massachusetts. In: Davis, J.D., ed. Lecture notes on coastal and estuarine studies: observations on the ecology and biology of western Cape Cod Bay, Massachusetts. Berlin, West Germany; New York: Springer-Verlag: 151–190.
  - Use the country given on the published document; don’t try to update based on current geography or politics.
  - See items 90 and 91 for multiple publishers and locations.
- 7 **Stankey, G.H.; McCool, S.F.; Clark, R.N.; Brown, P.J. 1999.** Institutional and organizational challenges to managing natural resources for recreation: a social learning model. In: Jackson, E.L.; Burton, T.L., eds. Leisure studies: prospects for the twenty-first century. State College, PA: Venture Publishing: 435–450. Chapter 26.
  - “Twenty-first” is spelled out because it is spelled out in the title on the publication. See also items 11, 82, and 90 for more information on ordinals (name for “st” and “th” numbers).

## Brochure

**Bull, E.L.; Blumton, A.K. 1993.** Spring Creek great gray owl management area [Brochure].  
Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station.

8

- “Brochure” is a medium designator. Punctuation for the end of the title goes after the closing bracket.

**U.S. Department of Agriculture, Forest Service. 1998.** H.J. Andrews Experimental Forest [Brochure]. Portland, OR: Pacific Northwest Research Station.

9

- Because the author is a corporate name, it does not have to be repeated as the publisher. Just the agency name goes there.
- Text reference: USDA FS 1998 or USDA Forest Service 1998, just be consistent.

## Edition

**CBE Style Manual Committee. 1983.** CBE style manual. 5<sup>th</sup> ed. Bethesda, MD: Council of Biology Editors. 324 p.

10

- Edition numbers go after the title. If something is merely revised and not shown as a new edition, the abbreviation “Rev.” would go in the same location. If it were both a new edition and revised it would be 5<sup>th</sup> ed., rev.
- Edition numbers are given as numerals.
- Text reference: CBE 1983.

## Electronic Material

### General Information

- Figuring out how to cite electronic materials is a work in progress. The WO and GPO eventually may dictate other formats, but until further notice, PSW will follow (with slight modifications) the Columbia University guide.
- General formats are given first followed by any examples.
- Type URLs on one line without inserting a break or hyphen at the end of the line. These will be taken care of by the person doing the final layout. (For info., they are broken before punctuation.) Note: Word automatically underlines URLs, but they will not be underlined in final copy.
- Text reference: Last name(s) or corporate name year.
- Date accessed may be either day month year or month day, year—just be consistent throughout.
- Don’t use all numbers for dates (i.e., months); different cultures read the order differently.
- Journal articles that are only online have a digital object identifier (DOI) assigned. See item 51.

## CD-ROM, DVD-ROM, Diskette, and Magnetic Tape

Author(s). Year. Title of item [medium designator]. Version or file number if given. Series name if appropriate. Location of publisher: Publisher.

11

**U.S. Department of Commerce, Bureau of the Census. 1992.** Census of population and housing. 1990 [CD-ROM]. Summary tape file 3. Washington, DC.

- The authors of these items frequently are “corporate” (see items 36 and 37).
- There is no version number, so we move on to the next piece of information, “Summary tape file 3,” which is the series name and number.
- Text reference: U.S. Department of Commerce, Bureau of the Census 1992—UNLESS in your paper you’ve already named this agency in full and then said you’re going to refer to it as, for example, “Census Bureau.” Then your text reference would be: Census Bureau 1992. Note, newer publications show Census Bureau, so the citation would show Census Bureau as the author rather than Bureau of the Census.

12

**SAS Institute. 2000.** The SAS system: SAS OnlineDoc<sup>®</sup>, Version 8, HTML format [CD-ROM]. Cary, NC.

- Text reference: SAS 2000.

## CD-ROM Proceedings

Authors(s). Year. Title of paper. In: Editor(s), eds. Title of proceedings [CD-ROM]. Version or file number if given. Location of publisher: Publisher. (Date last accessed).

13

**Keep America Growing. [N.d.].** Keep America growing: conference proceedings [CD-ROM]. [Place of publication unknown]. Additional information at: <http://www.keepamericagrowing.org>. (29 September 2006).

- No date is shown on the CD-ROM.
- Corporate author, so name is not repeated in the publisher location.
- Because so much information is missing, the URL is added to aid the reader.

## Database, Online

Author(s). Year. Title of database [Database or other medium designator in brackets]. Version number. URL. (Date accessed).

14

**Marshall, K., curator. 2000.** Treegenes—forest trees [Database]. ACEDB version 4.7. <http://dendrome.ucdavis.edu/Treegenes/abouttreegenes.html>. (22 August).

- Author has a slightly different title, and one for which there is no abbreviation.
- Show date of access as (August 22) or (22 August). Either form is fine so long as all are consistent.



## E-mail Message—See “Unpublished items”

Author. Year. Title of message from the subject box. E-mail address (date of message).

15

**Senter, M.J. 2000.** More about citations for electronic refs. msenter@fs.fed.us. (10 July).

- Personal e-mail should not be in the “Literature Cited” section but in a footnote. We’ve put it here to keep all electronic items together.
- Use only corporate (work) e-mail addresses. Publishing someone’s personal e-mail address is equivalent to publishing their home address or phone number; don’t do it. If the message you’re citing was received from a personal mailbox, substitute “Personal e-mail” for the e-mail address.

## Online Journal

Authors(s). Year. Title of paper. Name of online journal. Vol. No.(issue No.). URL.

(Date accessed).

**Pastor, J.; Light, S.; Sovell, L. 1998.** Sustainability and resilience in boreal regions: sources and consequences of variability. *Conservation Ecology*. 2(1): 16. <http://www.consecol.org/Journal/vol2/iss2/art16>. (24 July 2000).

16

- This journal uses the article number after the volume and issue numbers (where page numbers from a paper journal usually go). Seems like it could be useful, so we’ve stuck it in too.
- Leave the URL for the person doing final layout to divide.

## Published Both on Paper and Online

Author(s). Year. Title. Location of publisher: Publisher. Pages. URL. (Date accessed).

**Edson, J.L.; Everett, R.L.; Wenny, D.L.; Henderson, D.M. 1998.** Shoot culture of *Astragalus*: toward conserving a threatened genus. In: Botanic gardens micropropagation news. [Location of publisher unknown]: Royal Botanic Gardens, Kew. 2(3): 34–36. <http://www.rbgekew.org.uk/science/micropropagation/bgmnews.html>. [Date accessed unknown].

17

- Let URL run as is. A line break will be added during final layout.
- Date of access is important and access date goes in parentheses unless it’s unknown, as is the case here where it’s shown in brackets.

**Raettig, T.L. 1999.** Trends in key economic and social indicators for Pacific Northwest states and counties. Gen. Tech. Rep. PNW-GTR-474. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 30 p. [http://www.fs.fed.us/pnw/pubs/gtr\\_474.pdf](http://www.fs.fed.us/pnw/pubs/gtr_474.pdf). (16 August 2000).

18

- Use this form only if you’re citing the online version. If you’re citing the paper version, don’t add the electronic access information.

## Software Program, Commercial

Author(s). Year. Title of program. Version number. Location of publisher: Publisher.

19

**Intuit, Inc. ©1999.** TurboTax deluxe. San Diego, CA.

- If the publisher is also the author, omit the publisher at the end (see items 36 and 37).
- The copyright date is used because no other date is given.
- No version number given.
- Text reference: Intuit 1999.
- See also item 12.

## Software Program, Government

Author(s) or agency name. Year. Title of program. Version number. Location of publisher:  
Publisher if not the same as the author. URL. (Date accessed).

20

**U.S. Department of Agriculture, Forest Service. 1999.** PPHARVEST. Version 2.0. Portland, OR. Pacific Northwest Research Station. [http://www.fs.fed.us/pnw/data/ppharvst\\_home.htm](http://www.fs.fed.us/pnw/data/ppharvst_home.htm). (22 August 2000).

- The year is added to the access date because it is different from the year shown on the software.

21

**McGaughey, B. [N.d.].** Stand visualization system. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. <http://forsys.cfr.washington.edu/>. (22 August 2000).

- A date isn't shown for when the material was placed on the Web site, so the year is added to the access date.
- No version number given.

## Web Page

Name of owner. Year. Title of the page. URL. (Date accessed).

22

**U.S. Department of Agriculture, Forest Service. 1998.** Urban national forests. <http://www.fs.fed.us/recreation/permits/urban>. [Date accessed unknown].

- If author is not obvious, use the owner/creator of the site. Follow the link to home page or use the first part of the URL (<http://www.fs.fed.us> in this example) to find a corporate author. The name may also appear on the top line of your browser.
- Use year created or last updated. If you can't find a date, use [N.d.].
- Date last accessed goes in parentheses unless it's unknown, as is the case here where that's shown in brackets. This is because URLs can change or Web documents can be removed at any time.
- Text reference: USDA FS 1998.

## Government Document

**Busing, R.; Rimar, K.; Stolte, K.W.; Stohlgren, T.J. 1999.** Vegetation pilot field methods guide: vegetation diversity and structure of down woody debris fuel loading. In: Forest health monitoring. Research Triangle Park, NC: National Forest Health Monitoring Program, [U.S. Department of Agriculture, Forest Service, Southern Research Station].

23

- The department and agency names were not on the original document, so are added in brackets.
- Pages are not known, but we're not drawing attention to that.

**City of Cordova. 1991.** Report: 1991 overall economic development plan. Cordova, AK: Department of Planning. 43 p.

24

- This is called a "report" in the title, but it's a published document so the citation is done like a plain vanilla government paper (**as opposed to a true report, which usually isn't published**; see items 114 and 115 for those).
- Text reference: City of Cordova 1991.

**Copstead, R. 1997.** An annotated bibliography. 9777 1816-SDTDC. San Dimas, CA: U.S. Department of Agriculture, Forest Service, San Dimas Technology Development Center, Technology and Development Program. 154 p.

25

- Publication number follows the title.

**Crisafulli, C.J.; Hawkins, C.P. 1998.** Ecosystem recovery following a catastrophic disturbance: lessons learned from Mount St. Helens. In: Mac, M.J.; Opler, P.A.; Puckett Haecker, C.E.; Doran, P.D., eds. Status and trends of the Nation's biological resources. Reston, VA: U.S. Department of the Interior, U.S. Geological Survey: 23–26, 35.

26

- Inclusive pages are not consecutive.

**Forest Ecosystem Management Assessment Team [FEMAT]. 1993.** Forest ecosystem management: an ecological, economic, and social assessment. Portland, OR: U.S. Department of Agriculture; U.S. Department of the Interior [and others]. [Irregular pagination].

27

- The correct name is Department of the Interior.
- Two publishers in the same city.
- Text reference: FEMAT 1993.

**Franklin, J.F.; Dyrness, T.C. 1973.** Natural vegetation of Oregon and Washington. Gen. Tech. Rep. PNW-8. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 417 p.

28

- Text reference: Franklin and Dyrness 1973.

29

**Hagle, S.K.; Byler, J.W.; Jeheber-Matthews, S. [et al.]. 1992.** Root disease in the Coeur d'Alene River basin: an assessment. Missoula, MT: U.S. Department of Agriculture, Forest Service, Northern Region. 23 p.

- For five or more authors for the paper: you may choose to use three names and then "et al." (or "and others") or use all names. Be consistent with this choice throughout paper.
- Use the names of FS regions; not numbers. If only the number is given on the original document, put the name in brackets after the it: Region 1 [Northern Region]. See also item 84.

30

**Huff, M.H.; Brown, M. 1998.** Four years of bird count monitoring in late-successional conifer forests and riparian areas from Pacific Northwest national forests, interim results. Sandy, OR: [U.S. Department of Agriculture, Forest Service], Mount Hood National Forest. 142 p.

- The department and agency were not shown on the cover or title page of the published item. We know this information (or should) so have supplied it in the citation.
- Punctuation always goes outside the brackets.
- "Fort," "county," "point," and "port" are not abbreviated. "Saint" (St.) and "Sainte" (Ste.) are. "Mount" may be abbreviated (Mt.), where needed to save space in a table.

31

**Kissinger, E. 1995.** Kuiu Island/Rocky Pass blowdown stands [GIS polygon map]. Petersburg, AK: U.S. Department of Agriculture, Forest Service, Alaska Region, Tongass National Forest, Stikine Area.

- A medium designator is given in brackets. Items handled similarly include leaflets, brochures, and abstracts.
- Punctuation is outside the closing bracket.

32

**Morrison, D.J.; Wallis, G.W.; Weir, L.C. 1988.** Control of *Armillaria* and *Phellinus* root diseases: 20-year results from the Skimikin stump removal experiment. Inf. Rep. BC-X-302. Victoria, BC: Canadian Forestry Service, Pacific Forestry Centre. 16 p.

- All series' names are abbreviated.
- Canadian provinces have two-letter postal codes. Don't add "Canada"; it's unnecessary. Province codes are as follows: BC, AB, SK, MB, ON, PQ, NB, NS, NF, NT, and YT.
- Follow spellings used on original documents.

33

**Nelson-Dean, J.; Druliner, P., eds. 1999.** Central Cascades Adaptive Management Area: winter 1999. Eugene, OR: [U.S. Department of Agriculture, Forest Service], Willamette National Forest. 13 p.

- “Eds.,” “tech. eds.,” “tech. coords.,” and “comps.” are shown after the authors’ names and are separated from the names by a comma. These terms are always abbreviated and lower-case.
- Missing information supplied by author is shown within a set of brackets.
- Text reference: Nelson-Dean and Druliner 1999.

34

**Seidel, K.W. 1985.** Growth response of suppressed true fir and mountain hemlock after release. Res. Pap. PNW-344. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 22 p.

- Series identifier is abbreviated.
- The format for publication numbers has changed over the years. Probably will again. Use the publication number as shown on the original document because that’s the number that will be recorded in a retrieval system.
- The PNW Station’s name changed in 1986. Be sure to give the publisher’s name accurately because, again, that’s how the item will be recorded in a retrieval system.
- Franklin and Dyrness (1973) (item 28) is another example of use of the old name and numbering system.

35

**Sohngen, B.L.; Haynes, R.W. 1994.** The “great” price spike of ’93: an analysis of lumber and stumpage prices in the Pacific Northwest. Res. Pap. PNW-RP-476. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 20 p.

- Text reference: Sohngen and Haynes 1994.

36

**U.S. Department of Agriculture, Forest Service. 1985.** National forest log scaling handbook. FSH 2409.11 Amend. 6. Washington, DC.

37

**U.S. Department of Agriculture, Forest Service. 1991.** National forest cubic scaling handbook. FSH 2401.11 Amend. 2409.11a-91-1. Washington, DC.

- Sections of FS manuals and handbooks can be included in the “Literature Cited” section.
- Author and publisher are the same (called a corporate author), so nothing needs to be added after the location of the publisher.
- Text references: USDA FS 1985 and USDA FS 1991, respectively.

38

**U.S. Department of Agriculture, Forest Service; U.S. Department of the Interior, Bureau of Land Management. 1994.** Record of decision for amendments to Forest Service and Bureau of Land Management planning documents within the range of the northern spotted owl. [Place of publication unknown]. 74 p. [plus attachment A: standards and guidelines].

- Text reference: USDA and USDI 1994.

39

**Vance, N.C.; Borsting, M.; Pilz, D. [In press].** Species information guide to special forest products in the Pacific Northwest. Gen. Tech. Rep. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station.

- An “In press” station publication.
- A station publication is considered “in press” when the program manager or project leader signs the manuscript approval form. Before that, the manuscript is “in preparation” and belongs in a footnote (see items 105–107).
- Just the abbreviation for the series is shown. Numbers are not assigned until late in the preparation process, so are not immediately available.
- Text reference: Vance and others, in press or Vance et al., in press.

40

**Warren, D.D. 1995–97.** Production, prices, employment, and trade in Northwest forest industries. Resour. Bull. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. Quarterly.

- To cite several issues of the same publication (a recurring publication), give the range of years for the date and show frequency of publication at the end.
- Were the range of years across a change in century, they would be 1998–2003 ( to show the change in century) or 2000–2001 (to avoid multiple zeroes together).
- Text reference: Warren 1995–97.

## In Press

41

**Forman, R.T.T. [In press].** Road ecology, density and effect zone: state-of-the-science—effects of forest roads on water and sediment routing. Bulletin of the Ecological Society of America.

- Item is “in press” until it’s published; do not use both “in press” and a year of publication.
- Two subtitles. A colon and a dash (in that order) are used to separate them.
- Journal name can be given only after a paper is accepted for publication. Until it is accepted, it is “in preparation” and belongs in a footnote. See “Unpublished Items,” below.
- For an “in press” station publication, see item 39.
- Text reference: Forman, in press.

## Journal

**Ben-David, M.; Hanley, T.A.; Schell, D.M. 1998.** Fertilization of terrestrial vegetation by spawning Pacific salmon: the role of flooding and predator activity. *Oikos*. 83: 47–55.

42

- Title and subtitle are separated by a colon. No capital letter after the colon unless the first word is a proper noun or begins a question.
- Journal names are spelled out and followed by a period.
- Journal uses only a volume number.

**Mills, T.J.; Everest, F.J.; Janik, P. [et al.]. 1998.** Science-management collaboration: lessons from the revision of the Tongass National Forest plan. *Western Journal of Applied Forestry*. 13(3): 90–96.

43

- Text reference: Mills et al. 1998 or Mills and others 1998.

**Tiedemann, A.R.; Klemmedson, J.O.; Bull, E.L. 2000.** Solution of forest health problems with prescribed fire: Are forest productivity and wildlife at risk? *Forest Ecology and Management*. 127: 1–18.

44

- When a subtitle is phrased as a question, the first word of the subtitle (after the colon) is capitalized. If the first word does not begin a question and it is not a proper noun, it begins with a lower-case letter.

**Carey, A.B.; Calhoun, J.M.; Dick, B. [et al.]. 1999.** Reverse technology transfer: obtaining feedback from managers. *Western Journal of Applied Forestry*. 14(3): 153–163.

45

- Journal names are spelled out, including prepositions and articles.
- Journal uses issue numbers.

**Griffiths, R.P.; Homann, P.S.; Riley, R. 1998.** Denitrification enzyme activity of Douglas-fir and red alder forest soils of the Pacific Northwest. *Soil Biology and Biochemistry*. 30(8/9): 1147–1157.

46

- Journal has a double issue number.

**Parrish, D.L.; Behnke, R.J.; Gephard, S.R. [et al.]. 1998.** Why aren't there more Atlantic salmon (*Salmo salar*)? *Canadian Journal of Fisheries and Aquatic Sciences*. 55(Suppl. 1): 281–287.

47

- Five or more authors for the paper: you may either list all names or use three names and then "et al." (or "and others"), but be consistent in your choice for all literature cited.
- Title of the paper is a question. Use the question mark as shown; don't add a period.
- Rather than having an issue number, the item is called a supplement. That information goes where the issue number normally would go.

**Torgersen, T.R. 2001.** Defoliators in eastern Oregon and Washington. *Northwest Science*. 75(Spec. issue): 11–20.

48

- Special issues are treated the same as supplements.

49

**Stonedahl, G.J.; Lattin, J.D.; Razafimahatratra, V. 1997.** Review of the Eurychiloptera complex of genera, including the description of a new genus from Mexico (Heteroptera: Miridae: Deraeocorinae). *Novitates*. New York: American Museum of Natural History. May(3198): 1–33.

- Because the journal is not widely known, the location of the publisher and the publisher are given.
- “New York” means New York City; see item 5.
- The issue number is quite large, which is unusual but doesn’t change how the citation is done.

50

**Nauman, R.S.; Olson, D.H.; Ellenburg, L.L.; Hansen, B.P. 1999.** *Plethodon dunni* (Dunn’s salamander): reproduction [Note]. *Herpetological Review*. 30(2): 89.

- “Note” is a medium designator.

51

**Hood, E.; Gooseff, M.N.; Johnson, S.L. 2006.** Changes in the character of stream water dissolved organic carbon during flushing in three small watersheds, Oregon. *Journal of Geophysical Research*. 111: G01007. DOI: 10.1029/2005JG000082.

- G01007 is the document number assigned by the journal to the document (in lieu of page numbers for electronic documents).
- DOI, digital object identifier, is in various formats assigned by the publisher and remains with the document permanently.

## Language Other Than English

Diacritical marks are often called accents or glyphs. Diacritical marks may appear above or below a letter, or in some other position such as within the letter or between two letters.

52

**Fourmanoir, P. 1976.** Formes post-larvaires et juvéniles de poissons côtiers pris au chalut pelagique dans le sud-ouest Pacifique. *Cahiers de Pacifique*. 19: 47–88.

53

**Thurrow, F. 1966.** Beitrage zur Biologie und Bestandkunde des Atlantischen Lachses (*Salmo salar* L.) in der Ostsee. *Berichte der Deutschen Wissenschaftlichen Kommission für Meeresforschung*. 18(3/4): 223–379.

54

**Ruiz, B.I., ed. 2002.** Manual de reforestación para América tropical [Reforestation manual for tropical America]. Gen. Tech. Rep. IITF-GTR-18. San Juan, PR: U.S. Department of Agriculture, Forest Service, International Institute of Tropical Forestry. 206 p.

- These items were published in French, German, and Spanish, respectively, and the authors citing them used those versions.
- Follow the rules of the original language for capitalization and spelling. Not using diacritical marks is a misspelling of the word.



- If you can supply a translation of the title (we would hope so if it was used as a reference), add the English translation in brackets.
- Do not translate journal names.

**Sasaki, R. 1978.** The results of recovery of tagged fish and several biological informations of masu salmon, *Onchorhynchus masou* (Brevoort), migrating to the Shakotan waters. In: Materials of the Research Council for Masu Salmon in the Sea of Japan. [Place of publication unknown]: [Publisher unknown]. In Japanese.

55

- The original document is in a language that does not use the Roman alphabet, so a note is placed at the end of the citation saying what language the original is in. Brackets are not needed.
- The translation sounds as if a nonnative English speaker provided it. It's fine as is, and "[sic]" does not need to be added. In a few cases, "[sic]" will be necessary for clarity or to let the reader know a dreaded typo hasn't been committed.
- "Sic" (in brackets but not in italics and not capitalized) should be used cautiously.

## Laws

**Alaska Native Claim Settlement Act [ANSCA] of 1971;** 85 Stat. 688; 43 U.S.C. 1601 et seq.

56

**Clean Air Act of 1970;** 42 U.S.C. s/s 7401 et seq.

57

**Clean Air Act of 1970, as amended August 1977;** 42 U.S.C. s/s 7401 et seq.

58

**Clean Water Act of 1977;** 33 U.S.C. s/s 1251 et seq.

59

**Endangered Species Act of 1973 [ESA];** 16 U.S.C. 1531-1536, 1538-1540.

60

**Forest and Rangeland Renewable Resources Planning Act of 1974 [RPA];** 16 U.S.C. 1601 (note).

61

**Healthy Forests Restoration Act of 2003;** 16 U.S.C. 6501 et seq.

62

**National Environmental Policy Act of 1969 [NEPA];** 42 U.S.C. 4321 et seq.

63

**National Forest Management Act of 1976 [NFMA];** Act of October 22, 1976; 16 U.S.C. 1600.

64

**Occupational Safety and Health Act of 1970 [OSHA];** 29 U.S.C. 651 et seq.

65

**Wilderness Act of 1964;** 16 U.S.C. 1121 (note), 1131-1136.

66

- Text references: ANSCA 1971, Clean Air Act 1970, ESA 1973, RPA 1974, etc.

## Map

Author(s). Year. Name of map [Type of map]. Place of publication: Publisher.

67

**Jefferson, T., cartog. 1776.** World map [Political]. Washington, DC: National Geographic Society.

- The map shows an author or a cartographer (by the way, this item not factually accurate).
- Take the title directly from the map; they can be cryptic.
- Type of map (medium designator) goes in brackets at the end of the title.
- Text reference: Jefferson 1776.
- See also item 31.

68

**National Geographic Society. 1999.** World map [Political]. Washington, DC.

- Publisher is shown as author so the name is not repeated after place of publication.
- Text reference: National Geographic Society 1999.

69

**Wells, F.G.; Peck, D.L. 1961.** Geologic map of Oregon west of the 121<sup>st</sup> meridian [1:500,000]. Misc. Geol. Investig. Map I-325. [Place of publication unknown]: U.S. Department of the Interior, U.S. Geological Survey.

- If a scale is included, it goes in the same location as a medium designator. If both are included, show as [1:500,000] [Geologic].

## Missing Information

- Information is missing if it's not given on the cover or title page of the original document.
- Missing information is accounted for in brackets.
- Normal punctuation is used after the closing bracket.
  - o [N.d].
  - o [Place of publication unknown]:
  - o [Publisher unknown] (Period or colon follows, depending on whether page numbers are total or inclusive, respectively.)
  - o [Volume and issue unknown]:
  - o [Pages unknown]. (Include on draft for editor's information.)

## Multipart Work (See also "Volumes and Parts" below)

- "Multipart work" means that several related documents were published in a relatively short time, each with its own title and publication number.
- Sometimes the parts will be identified by a number—Roman or Arabic—or a letter (Part A), but they can take several different forms as shown in the examples.
- Frequently there's a title for the whole group and a technical coordinator or technical editor overseeing the whole undertaking.
- Items like this also can be published in volumes, so there is some overlap. See items 99–103.

70

**Wisdom, M.J.; Holthausen, R.S.; Wales, B.C. [et al.]. 2000.** Source habitats for terrestrial vertebrates of focus in the interior Columbia basin: broad-scale trends and management implications. Gen. Tech. Rep. PNW-GTR-485. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station; U.S. Department of the Interior, Bureau of Land Management. 3 vol. (Quigley, T.M., tech. ed.; Interior Columbia Basin Ecosystem Management Project: scientific assessment).

- Citing the entire vertebrate habitat assessment (three volumes), which was issued under one GTR number.
- Who the overseer is, their title, and the series title are included in parentheses. This may be useful information for a reader interested in the subject at hand.
- Two publishers in the same location are separated by a semicolon.
- Inside the parentheses, a semicolon separates “tech. ed.” from the title.
- Only proper nouns are capped, which looks odd for the title given in parentheses in this example, but it is correct.
- Final period to end the citation is outside the closing parenthesis.

71

**Lee, D.C.; Sedell, J.R.; Rieman, B.E. [et al.]. 1997.** BROADSCALE assessment of aquatic species and habitats. In: Quigley, T.M.; Arbelbide, S.J., tech eds. An assessment of ecosystem components in the interior Columbia basin and portions of the Klamath and Great Basins. Gen. Tech. Rep. PNW-GTR-405. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station; U.S. Department of the Interior, Bureau of Land Management: 1057–1496. Chap. 4. Vol. 3. (Quigley, T.M., tech. ed.; the Interior Columbia Basin Ecosystem Management Project: scientific assessment).

- Citing one chapter from the CRB assessment.
- Inclusive page numbers follow a colon and space.
- Both chapter and volume numbers given. They may be spelled out or abbreviated (be consistent throughout).

72

**Iverson, G.C.; René, B. 1997.** Conceptual approaches for maintaining well-distributed, viable wildlife populations: a resource assessment. In: Julin, K.R., comp. Assessments of wildlife viability, old-growth timber volume estimates, forested wetlands, and slope stability. Gen. Tech. Rep. PNW-GTR-392. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station: 1–23. (Shaw, C.G., III, tech. coord.; Conservation and resource assessments for the Tongass land management plan revision).

- Paper within one of the Tongass documents.
- Appellations such as “Jr.,” “Sr.,” “III,” and “IV” are placed after the initials and separated from them with a comma.
- Inclusive page numbers given for the article being cited.

73

**Curtis, R.O. 1992.** Levels-of-growing-stock cooperative study in Douglas-fir: report No. 11—Stampede Creek: a 20-year progress report. Res. Pap. PNW-RP-442. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 47 p.

- Paper is part of a series as indicated in the title by “report No. 11.”
- Title has three subtitles; a colon, dash, and colon are used, in that order, to separate them.
- The title of the group of papers is incorporated into the title for each paper, and there also is no designated coordinator of the effort, so nothing is added in parentheses at the end.

## Newsletter

74

**Ottmar, R.D. 1998.** Photo series developed for major natural fuel types of the United States. In: The Fuels Profile: a newsletter of the Great Basin fuels committee. [Ogden, UT]: U.S. Department of Agriculture, Forest Service, [Intermountain Region]. 1(1): 1, 4–5.

- The FS region’s location and name are not given so are supplied in brackets.
- Inclusive page numbers are not consecutive.

## Newspaper

75

**Stout, D. 1996.** Brooklyn trees to be felled to stop invading beetles. New York Times. December 21; Sect. B: 3.

- Article has a byline.
- “The” in name of newspaper (masthead says The New York Times) is omitted.
- Section and page numbers are shown. It’s appropriate to include a column number, but that wasn’t done here and it isn’t critical to finding the item. If a column were included, the highlighted part would read December 21; Sect. B: 3 (col. 4).
- Text reference: Stout 1996.

76

**Oakland Tribune. 1923.** Oakland hills’ forest mantle all hand made. July 15.

- Were Oakland a less prominent city or one with a common name (e.g., Springfield), the author would be shown as Oakland [CA] Tribune. Do this for Canadian provinces too.
- Alphabetize under “Oakland.”
- Section, page, and column identification should occur after “July 15”; for older items, this kind of information may not be available. Don’t go overboard in using “[Sect. unknown]: [Page unknown],” especially if the reason seems obvious (like the age of the article).
- Text reference: Oakland Tribune 1923.

77

**Nesbitt, J. 2000.** A changing policy: fight fire with fire. Portland Oregonian. August 11; Sect. A: A21 (col. 1–4).

- The article had a byline, but the same article would be cited as follows if it did not.

78

**Portland Oregonian. 2000.** A changing policy: fight fire with fire. August 11; Sect. A: A21 (col. 1–4).

- “Portland” is added before Oregonian because this is not a nationally distributed paper (e.g., Wall Street Journal).
- Alphabetize under Portland.
- If the article carried over to another page, the last part would read Sect. A: A21 (col. 1–4), A22 (col. 1).
- Text reference: Portland Oregonian 2000.

## Patent

Author(s), inventors. Year (month day). Title [if there is one]. U.S. patent number.

**Quigley, T.M.; Tiedemann, A.R.; Thomas, J.W., inventors. 1995 (April 25).** Method and apparatus for controlling animals with electronic fencing. U.S. Patent 5,408,956.

79

- Text reference: Quigley and others 1995 or Quigley et al. 1995.

## Proceedings

Author(s). Year. Title. In: Editor(s), eds. Title of proceedings. Pub. no. if there is one. Location of publisher: Publisher: pages.

- Something will have to be added after the title of the proceedings if the title doesn't show that the document is a proceedings. Examples below illustrate this.
- **Show only the name and location of the publisher.** We've dropped location of meeting and meeting dates.
- For posters presented at a meeting, see item 110.
- For proceedings on CD-ROM see item 13.

**Bates, J. 1998.** Small mammal and bird inventories. In: Leavengood, S.; Swan, L., eds. Proceedings, western juniper forum '97. Gen. Tech. Rep. PNW-GTR-432. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station: 29–30.

80

- Text reference: Bates 1998.

**Benda, L.; Johnson, A.; Reeves, G.; Krammer, M. 1998.** A disturbance based framework for considering natural environments and forestry impacts in southeast Alaska [Abstract]. In: Proceedings: American Fisheries Society, Alaska Chapter. [Place of publication unknown]: American Fisheries Society: 117.

81

- An abstract published in a proceedings.
- The title of the larger work says it is a proceedings, so nothing else is added.

82

**Froelich, H.A.; McNabb, D.H. 1984.** Minimizing soil compaction in Pacific Northwest forests.

In: Stone, E.L., ed. Forest soils and treatment impacts: Proceedings, 6<sup>th</sup> North American forest soils conference. Knoxville, TN: University of Tennessee, Department of Forestry, Fisheries, and Wildlife: 159–192.

- Paper is in a proceedings with an editor.
- The title of the larger work doesn't say this is a proceedings. An identifier is added after a colon at the end of the title. Doesn't matter what it's called; just capitalize the first word of it and any proper nouns.
- Number of the proceedings (6<sup>th</sup> in this case) can be in Arabic numerals, whether it was written out or in Roman numerals on the original. That's because it's not part of the title, so we can tinker with it.
- Page numbers are inclusive and preceded by a colon and space.

83

**Hayes, J.L.; Raffa, K.L., tech. coords. 1999.** Proceedings of a workshop on bark beetle genetics: current status of research. Gen. Tech. Rep. PNW-GTR-466. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 63 p.

- Citing an entire proceedings, and the title says that's what it is.
- Proceedings is published as a Station GTR (only series that proceedings can be published in).

84

**Ingham, E.R.; Thies, W.G.; Luoma, D.L. [et al.]. 1991.** Bioresponse of nontarget organisms resulting from the use of chloropicrin to control laminated root rot. Part 2: Evaluation of bioresponses. In: Marsh, M., ed. Pesticides in natural systems: How can their effects be monitored? Proceedings of a conference. Seattle: U.S. Environmental Protection Agency, Air and Toxics Division, Region 10: 85–90.

- Cited paper is one of two parts. A colon goes after "Part 2" and the next word is capped.
- Paper is in a proceedings with an editor.
- A question mark occurs at the end of the proceedings' title. Because this is a strong piece of punctuation (an exclamation mark is in the same category), a colon is not needed before the word "Proceedings." One punctuation mark is enough.
- Because the subtitle is a question, the first word is capped.
- The title of the larger work doesn't say it's a proceedings, so that was added (identifier).
- "Seattle" does not need "WA" included because, courtesy of Starbucks and Mr. Gates, just about everybody knows where it is.
- The region is shown as a number because EPA doesn't name their regions. (See items 29 and 74 for Forest Service region.)

85

**Jacoby, G.C.; D'Arrigo, R.D.; Juday, G.P. 1997.** Climate change and effects on tree growth as evidenced by tree-ring data from Alaska. In: Sustainable development of boreal forests: Proceedings of the 7<sup>th</sup> conference of the International Boreal Forest Research Association. Moscow, Russia: Federal Forest Service of Russia: 199–206.

- The title of the larger work includes a lot of information about the meeting, so nothing has to be added.
- “Russia” is shown because Moscow is the name of more than one city.

86

**Kennedy, R.E.; Cohen, W.B.; Takao, G. 1998.** A BRDF-related brightness gradient in AVIRIS imagery: lessons from an empirical compensation method. In: Green, R.O., ed. Summaries of the 7<sup>th</sup> JPL airborne Earth science workshop: AVIRIS workshop. JPL Publ. 97-21. Pasadena, CA: National Aeronautics and Space Administration, Jet Propulsion Laboratory, California Institute of Technology: 225–231. Vol. 1.

- The subtitle (“AVIRIS workshop”) of the larger work tells us enough to know what this is. Nothing else is needed.
- The proceedings is in volumes; volume subtitle is shown after colon.

87

**Leavengood, S.; Swan, L., eds. 1998.** Proceedings, western juniper forum '97. Gen. Tech. Rep. PNW-GTR-432. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Research Station. 97 p.

- **Show city of publisher and publisher name**, not date and place of meeting.
- Text reference: Leavengood and Swan 1998.

88

**Lowell, E.C.; Funck, J.; Brunner, C. 2000.** Small diameter trees in the Pacific Northwest: a resource for dimension lumber or cut-stock? In: Gazo, R., ed. Issues related to handling the influx of small-diameter timber in western North America: Proceedings of Forest Products Society annual meeting, Softwood Lumber Technical Interest Group. Madison, WI: Forest Products Society: 15–20.

- “Small diameter” is not hyphenated in the paper’s title, but it is in the proceedings’ title. Each is correct because titles are transcribed exactly as shown on the original document.
- Can include the group name, or not. It’s a judgment call unless it actually was part of the title.

89

**McGee, K.E. 1998.** Effects of forest roads on surface and subsurface flow paths in southern southeast Alaska. In: 1998 fall meeting: American Geophysical Union. [Place of publication unknown]: [Publisher unknown]. Published as a supplement to Eos, Transactions of the American Geophysical Union. 79(45): F352.

- “Fall meeting” says enough for the reader to know that this is a proceedings.
- Because so much information is missing, a note is added to help the reader find the item. This does not go in brackets.

90

**Moffett, J.L.; Besag, J. 1996.** Spatial and probabilistic classification of forest structures using Landsat™ data. In: Spatial accuracy assessment in resources and environmental sciences: 2<sup>nd</sup> international symposium. Gen. Tech. Rep. RM-GTR-277. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Forest and Range Experiment Station: 493–500.

- Symbols for “trademarked,” “copyrighted,” and “registered” must be used if they were included in the title of the document being cited. They’re found under Insert > Symbol. See also SAS citation in item 12.
- Subtitle of the greater work says this is the result of a symposium.

## Publisher, Multiple and in Multiple Locations

91

**Isaacson, D.; Brookes, M.H., tech. coords. 1999.** Weed biocontrol: extended abstracts from the 1997 interagency noxious-weed symposium. FHTET-98-12. Morgantown, WV: U.S. Department of Agriculture, Forest Service, Forest Health Technology Enterprise Team; Salem, OR: Oregon Department of Agriculture. 59 p.

- Semicolon separates information about two different publishers in two locations.

92

**Wright, P.J. 1996.** Is there a conflict between sandeel fisheries and seabirds? A case study at Shetland. In: Greenstreet, S.P.R.; Tasker, M.L., eds. Aquatic predators and their prey: Royal Society of Edinburgh conference. Oxford, England; Cambridge, MA: Blackwell Scientific Publications: 20: 154–164.

- Question mark separates the title from the subtitle. A colon is not added because two punctuation marks are not used together.
- One publisher has two (or more) locations. The first one shown in the document is in England, so both it and the first U.S. location are given. Had the U.S. location been shown first, it would be the only one shown in the citation.
- See also the FEMAT citation (item 27) for two publishers in the same location.

## Recurring Publication

93

**Western Pine Association. 1946-65.** Inland price summary. Portland, OR. Annual.

- Citing several issues of a document. See also item 40.
- The publisher is the same as the author (called a corporate author) so is not repeated after “Portland, OR.”
- Frequency of publication (here, annually) is shown at the end.
- Text reference: Western Pine Association 1946–65.



## Reprinted Publication

**Leopold, A. 1949 [reprinted 1970].** A Sand County almanac with essays on conservation from Round River. New York: Ballantine Books, Inc. 295 p.

94

- A book that has been reprinted (but not revised), and the new printing is the source. Usually this is the case for a book much older than 1949. Publishing information shown is for the reprinted source.
- Text reference: Leopold 1949.

**Hough, F.B. 1882.** The elements of forestry. Cincinnati, OH: Robert Clarke and Co. 381 p.  
Reprinted 1999 by Vedams eBooks Ltd., New Delhi, India.

95

- A book that has been reprinted and both publishers are shown.
- Text reference: Hough 1882.

## Thesis

**Brett, T.A. 1997.** Habitat associations of woodpeckers at multiple scales in managed forests of the southern Oregon Cascades. Corvallis, OR: Oregon State University. 95 p. M.S. thesis.

96

**Deal, R.L. 1999.** The effects of partial cutting on stand structure and growth, and forest plant communities of western hemlock-Sitka spruce stands in southeast Alaska. Corvallis, OR: Oregon State University. 191 p. Ph.D. dissertation.

97

- Degree notation goes at the end of the citation.

## Video Tape

Author(s). Year. Title [Video recording]. Location of publisher: Publisher. X tape cassette(s); XX min.

**U.S. Department of Agriculture, Forest Service. 2002.** Winging northward: a shorebird's journey [Video]. Cordova, AK: Cordova Ranger District Copper River International Migratory Bird Initiative.

98

- Author of a video recording often will be an agency or a company (corporate author), not a person.
- Medium designator needs to be added at the end of the title.
- If author and publisher are the same, omit the second reference in the "Publisher" location.
- Number of cassettes should be shown.
- Total running time, if known, goes at the end. It can be expressed in minutes (min) or hours (hr), as appropriate.

## Volumes and Parts

99

**Clark, D.W. 1984.** Contemporary Pacific Eskimo. In: Damas, D., ed. Handbook of North American Indians: Arctic. Washington, DC: Smithsonian Institution. Vol. 5.

- Only one volume of at least a five-volume work is being cited, and that volume has a title. The first word after the colon is capitalized because it is a proper noun.
- “Volume” may be spelled out or abbreviated. Be consistent throughout.
- No page numbers are given. Adding “[Page numbers unknown]” seems a useless endeavor because finding the item in a retrieval system usually isn’t contingent on size. The number of pages can be useful information for the reader, though, so they should be included whenever possible. “[Irregular pagination]” and “[Not paged]” also can be useful notes about pages (shown in FEMAT citation—item 27).

100

**Iverson, L.L.; Iverson, D.D.; Snyder, S.H., eds. 1975.** Handbook of psychopharmacology. New York: Plenum Press. 6 vol.

- Citing all volumes of a multivolume work.
- Text reference: Iverson and others 1975 or Iverson et al. 1975.

101

**Zook, L.M. 1980.** Lessons learned—not always by choice. In: Technical communication: the bridge to understanding: Proceedings, 27<sup>th</sup> international technical communication conference. Washington, DC: Society for Technical Communication: W-31 to W-36. Vol. 2.

- Unconventional page numbers already have a hyphen in them so “to” is used to separate them.
- The article being cited is in volume 2, and the different volumes do not have individual titles.
- See also “Proceedings.”

102

**Burns, R.M.; Honkala, B.H., tech. coords. 1990.** Silvics of North America. 2: Hardwoods. Agric. Handb. 654. Washington, DC: U.S. Department of Agriculture, Forest Service. 877 p.

- This item is part of a work in two volumes, both having the same agriculture handbook number.
- The volume number is shown on the document with an Arabic numeral.
- Volume number is part of the title, so it is not repeated at the end of the citation.

103

**Tully, O.; Oceidigh, P. 1989.** The ichthyoneuston of Galway Bay, (Ireland). I: The seasonal, diel and spatial distribution of larval, post-larval and juvenile fish. Marine Biology (Berlin). 101(1): 27–41.

- The part number is shown as part of the document title with a Roman numeral.
- Occasionally a journal name will give a location in parentheses. This usually occurs because a journal by the same name is published elsewhere, so location is included with the journal name.

## Unpublished Items

- If you've turned to this section, then you are using an unpublished reference to substantiate something in your paper. That's fine, but because these items aren't available in a retrieval system, you need to give the reader enough information to find them. The reader has a right to see anything you've used to back up a statement in your paper.
- **Unpublished items belong in footnotes.** This includes oral presentations.
- **If you have a high percentage of unpublished references, they may be placed in the literature citations;** the number 1 heading of the section then changes to "**References**" (because not everything is truly "in the literature"). This is an alternative only and should not be the first choice.
- Examples given below are in a format that can be used both as footnotes and in a "References" section with only one change for the latter: bold the author(s) and date for use in "References."
- Because the footnotes have been designed so that you can use them in a references section, something must be included for the date; "[n.d.]" does the job when no other date is given.
- In a personal communication, including the individual's title is a good idea to show the person's credentials.
- Remember that **permission is needed to use personal communications, unpublished data, materials in preparation, etc.** That permission must be in writing and the documentation submitted with the manuscript to your program manager or project leader.

## E-mail

- See item 15.

## Letter

**Robertson, F.D. 1992 (4 June).** Letter to Regional Foresters and Station Directors. Ecosystem management of national forests and grasslands. On file with: Forestry Sciences Laboratory, 2770 Sherwood Lane, Suite 2A, Juneau, AK 99802-1628.

- Permission to use this letter is not needed because it is in the public domain. If the letter were from someone other than a government employee or from a government employee not acting in their official capacity, permission would be needed from the writer to use it. That documentation is sent with the manuscript to your program manager.
- If this were in a references section rather than a footnote, Robertson, F.D. 1992 (4 June) would be in bold; text reference: Robertson 1992.

## Manuscript in Preparation

105

**Birdsey, R.A.; Alig, R.; Adams, D. [N.d.]**. Mitigation options in the forest sector to reduce emissions and enhance sinks of greenhouse gases. Manuscript in preparation. On file with: R. Alig, Pacific Northwest Research Station, 3200 SW Jefferson Way, Corvallis, OR 97331.

- Manuscript is a work in progress so has no date.
- Manuscript has not been accepted by an outlet (including PNW).
- Location is given where the document can be reviewed; here, it's the address of the second author.
- If in a references section, text reference would be Birdsey and others, n.d. or Birdsey et al., n.d.

106

**Farr, W.A.; McClellan, M.H. [N.d.]**. Size and age structure of trees in the old-growth forests of southeast Alaska. Manuscript in preparation.

- McClellan is the author of the station paper in which this footnote appears. For that reason, it seems unnecessary to add his address here when it will be on the inside front cover.
- If in a references section, text reference would be Farr and McClellan, n.d.

107

**Miller, R. [N.d.]**. Manuscript in preparation. On file with: Rick Miller, Eastern Oregon Agricultural Research Center, SR-1, 4.51, Highway 205, Burns, OR 97720.

- Document does not yet have a title.

## Manuscript Submitted to Outlet

See items 105–107.

## Manuscript Accepted by Outlet

See “In Press” item 41.

## Oral Presentation

108

**Sillars, A.L. 2002**. For better or worse: re-thinking the role of “misperception” and communication in close relationships and families. 17<sup>th</sup> annual B. Aubrey Fisher Memorial Lecture, University of Utah, Salt Lake City, UT 84112.

## Personal Communication

109

**Davidson, D. 1999**. Personal communication. Soil scientist, Chugach National Forest, 3301 C Street, Suite 300, Anchorage, AK 99503-3998.

- Show the person's title to establish credentials
- See item 15 for personal e-mail.

## Poster

**Eberhart, J.L.; Luoma, D.L.; Pilz, D.P. [et al.]. 1999.** Effects of harvest techniques on American matsutake (*Tricholoma magnivelare*) [Poster]. In: 9<sup>th</sup> international congress of mycology; 1999 August; Sydney, Australia.

110

- Posters aren't published, so there is no publication date or publisher. For that reason, the date and location of the meeting are included.

## Report or Data

- Usually a less formal document than other printed materials.
- Likely done for an agency by another agency or a contractor.
- Few copies made and those mostly for administrative use.
- Not in a library retrieval system, but usually retrievable from somebody's filing system or desk drawer.
- Order of parts slightly different from other citations.

**Garvey, T. 1996.** Unpublished data and map from Chichagof Island blowdown study. On file with: USDA Forest Service, Chugach National Forest, Chatham Area Office, 204 Siginaka Way, Sitka, AK 99835.

111

- The item shows a date even though it's unpublished.

**Gordon, J.C.; Gorman, B.T.; Wyatt, V. [et al.]. 1991.** Report of the Copper River Science Commission. 28 p. Unpublished report. On file with: USDA Forest Service, Pacific Northwest Research Station, Forestry Sciences Laboratory, 3200 SW Jefferson Way, Corvallis, OR 97331.

112

**Leukering, T.; Carter, M. 2000.** Monitoring Montana's birds: a plan for count-based monitoring. 16 p. Unpublished document. On file with: Colorado Bird Observatory, 13401 Piccadilly Road, Brighton, CO 80601.

113

**Blatner, K.S.; Carroll, M.S.; Daniels, S.E.; Walker, G.B. [N.d.].** An evaluation of the application of collaborative learning to the Wenatchee fire recovery planning effort. [Pullman, WA]: [Washington State University]; final report; cooperative agreement PNW-94-0640. 33 p. On file with:

114

- No date on the report.
- For reports, we're really talking more about where it was prepared than a true publisher. Here, that information was supplied so is in brackets.
- What the item is ("final report") is shown after the publisher and a semicolon.
- Don't use "No." before the agreement number. Most folks can see pretty well that a number follows.

115

- Text reference: Blatner and others, n.d. or Blatner et al., n.d.
  - If you know where it is on file, add that information.
- Garman, S.L.; Cole, E.K. 1999.** Vertebrate habitat relationships data bank (VHRDB). [Place of publication unknown]: [Publisher unknown]; final report; agreement H952-A1-0101-29. Submitted to: USGS Biological Resources Division, Forest and Rangeland Ecosystem Science Center, Corvallis, OR.
- The initials VHRDB are shown in parentheses because they are part of the title. If they had been added by the creator of the citation, they would be in brackets (see FEMAT citation—item 27).
  - Without the supplemental note showing where this was submitted, the reader wouldn't be able to find the item.
  - "USGS" is given without periods because that's how the name is shown on the original document.

## Appendix 2

### Color Selection

Color selection when creating graphics: Eight percent of males and 0.5 percent of females are red/green colorblind. This is an important consideration when designing graphics (graphs, charts, illustrations, maps, etc.) for print publication. If at all possible, limit your color choices to the following suggested color-safe palette:

	RGB	CMYK
Black	(0, 0, 0)	(0, 0, 0, 0)
Orange	(230, 159, 0)	(0, 50, 100, 0)
Sky blue	(86, 180, 233)	(80, 0, 0, 0)
Bluish green	(0, 158, 115)	(97, 0, 75, 0)
Yellow	(248, 248, 7)	(9, 0, 100, 0)
Blue	(0, 114, 178)	(100, 50, 0, 0)
Vermillion	(213, 94, 0)	(0, 80, 100, 0)
Reddish purple	(204, 121, 167)	(10, 70, 0, 0)

When graphing and charting data with many variables, do not rely solely upon color to differentiate variables. Use thick, patterned lines and a variety of graphic symbols, patterns, and shading.

# Index

- **Numbers that appear in bold** refer to the literature citation examples located in appendix 1.  
Note: Examples in appendix 1 are numbered consecutively with numbers located in outer margin.
- Numbers that appear in regular type refer to page numbers in the body of the text.

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