



***Symposium on Science and Stewardship to Protect and Sustain Wilderness Values
19-26 March, 2020 – Jaipur, India***

Author Guidelines

FROM: Robert Dvorak, Central Michigan University; Alan Watson, Aldo Leopold Wilderness Research Institute

How Will the Proceedings be Published?

Your paper, if accepted, will be published in a Proceedings by the Rocky Mountain Research Station, Forest Service, U.S. Department of Agriculture. It will be available for free in hardcopy (in limited numbers) and on the web for download. The sponsor for this Proceedings is the USDA Forest Service Office of International Programs (see *WILD10 Proceedings* at <http://wild10.org/wp-content/uploads/2015/07/WILD10-Science-and-Stewardship-Proceedings.pdf>). Please submit your paper in English. Our publisher does not have capacity to translate manuscripts. Papers in other languages, besides English, cannot be included in this Proceedings.

What is the Schedule for Papers?

We must have your completed manuscript by May 1, 2020. It is best if you submit it to the Proceedings Co-Editors in electronic format by that time, though you can also submit it on a USB storage device (flash drive) at the Congress. If you do that, it would be helpful to also include a hardcopy, in case there are problems reading the storage device. Because we want to publish the proceedings as soon as possible, we encourage you to submit your manuscript well before the deadline.

What is the Editorial Process for Symposium Papers?

If your organization provides editing services, please go through your normal procedures before submitting the paper, including technical and policy reviews. The proceedings compilers will edit all policy and position papers, and reviewers will provide peer reviews of all science papers to determine acceptance. Send your paper electronically or on flash drive, including the text file in Word and separate high resolution files (300 dpi at 5" x 7") for your figures (preferable .jpg, .tif, .eps, or .pdf format, no PowerPoint figures will be accepted) and a cover sheet with the name of a contact person with complete address including e-mail, to proceedings compilers:

bob@wild.org or to symposium@wild11.org.

You can also mail a flash drive to **WILD11**, c/o Aldo Leopold Wilderness Research Institute
790 E. Beckwith Avenue
Missoula, MT 59801 U.S.A.

We use desktop publishing software to prepare the proceedings. You can help us by following our recommended style. Please:

- Use a single space after periods (except in abbreviations such as d.b.h.).
- Use tabs to indent paragraphs
- Use MS Word table feature to create tables.
- If your program will not type italics, underline species names or other words that should be in italics. Example:

(Artemesia tridentata).

- Number pages.
- Do not divide words—allow them to wrap to the next line.
- Type all text, including headings, in the same typeface. First level headings should left aligned, bold, and all caps; second level headings should be left aligned, bold with initial word capitalized; third level headings should be left aligned and Italic.
- **Do not embed tables, photos, figures or graphics within the text.** Send them as separate files. Tables are best sent as a Microsoft Word file. Figures can be submitted as .TIF (preferred), .EPS, .PS, .JPG, .PDF, or other common graphic formats (no PPT files will be accepted). On a hard copy, place each table and each figure on a separate page at the end of the paper.

If papers require major adjustments, we will return them to the senior author for rewriting, retyping, or both. If minor adjustments are needed, we will make them before typesetting. Science authors will respond to reviews and we will send all authors page proofs for review by e-mail.

The Rocky Mountain Research Station does not provide reprints of proceedings papers. Each author will receive a copy of the complete proceedings, as well as access to an electronic copy. You may copy any of the papers in any quantity.

If your mailing address changes before proceedings publication, please send the new information to the Station address listed at the end of these guidelines.

What Are the Criteria for Symposium Papers?

Length—Limit oral and poster papers to no more than 20 double-spaced pages, including tabular material and references. This is about 5,000 words, or five to six pages in the final typeset publication. No paper is too short; we welcome papers of 2,000 to 5,000 words.

Typing Method—Nearly all word processor applications are acceptable, but Microsoft Word is preferred. If you use something other than Microsoft Word, please save your file as an .rtf so that it will be compatible with Word. If possible, for equations, use Equation Editor or MathType software with standard Adobe postscript fonts and MathType symbol Library for all symbols.

Double space all copy. References can be single spaced with an extra line between each reference. If submitting a hard copy, label your flash drive with your name and the version of the program you used and the computer file name for your manuscript.

Abstracts—After the paper's title and author's name, provide an informative abstract that emphasizes results and conclusions, not methods. Abstracts should be no more than 200 words long, about 20 typed lines. In deference to scientific style, do not use the first person in abstracts. We welcome you to use the first person in the body of your paper.

Symposium and Author Identification—Symposium and author identification should appear as separate, unnumbered footnotes at the bottom of the first manuscript page. Use this wording for the symposium identification:

In: Dvorak, Robert, Watson, Alan, Tin, Tina, Cao, Yue, Carver, Stephen, Tomar, Arindam comps. 2021. Science and stewardship to protect and sustain wilderness values: Eleventh World Wilderness Congress symposium; 2020 19-26 March, Jaipur, India. Proceedings RMRS-P-000. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station.

Example of author identification:

V. M. Kituku is a Riparian Ecologist, Idaho Power, P.O. Box 70, Boise, ID 83707 U.S.A. W. A. Laycock and J. Powell are Professors of Range Management, Department of Range Management, University of Wyoming, Laramie, WY 82071 e-mail: _____

FORMAT

The top of each paper and the heading levels following it should be formatted like this:

Chiricahua Leopard Frog Status in the Galiuro Mountains, Arizona, With a Monitoring Framework for the Species' Entire Range

Lawrence L. C. Jones, Wildlife Program, USDA Forest Service, Coronado National Forest, Tucson, AZ; and Michael J. Sredl, Arizona Game and Fish Department, Phoenix, AZ

[note: address, phone, email should be listed in the footnote, not here]

Abstract--The Chiricahua leopard frog (Rana chiricahuensis) was historically ...

FIRST-LEVEL HEADING (flush left, all caps, bold)

Second-Level Heading (flush left, initial caps, bold)

Third-level heading (flush left, first word cap, italics)

*Recommended: Use "Styles and Formatting" facility in Word for efficiency.

- a. Each paper should contain a separate Word file for each of the following elements in this order: Text, References, Appendices, Tables, endnotes, and Figure Captions.
- b. Text should be in Microsoft Word, 12 point, single-spaced. Text should be flush left with ragged right margin. Pages should be numbered. Use only one space after periods.
- c. Make sure each table and figure is referred to in text and matches the reference.
- d. Run the grammar and spell-check.
- e. Tables: Create tables in Microsoft Word using the table function, located within the Insert tab, or create them in Excel. Table captions go above the tables, figure captions go below the figures. Submit figure captions in a separate file.
- f. Figures: Please refer to the Figure Guidelines below.
- g. Authors are responsible for accuracy. Editors may not have time to correct style minutia.

FILE ORGANIZATION

Follow a consistent file-naming convention: Label each computer folder with the last name of the primary author. Label the text file within the folder "Smith.doc," the figures as "Smith F1.TIF," the tables as "Smith T1.doc," and so on. If needed, print out a fresh hardcopy and place in a physical file folder. Organize physical file folders to correspond to the order of the Table of Contents.

TABLES

Microsoft Word and Excel are preferred. Use the table function in Microsoft Word to create tables. Number tables consecutively and refer to each in the text. Put the table caption above the table. Begin each table caption like this: "Table 1--Table captions should be boldface." Table footnotes should start with the superscript "a" and should appear below the table. Example:

Table 2—First-year regeneration on the Mighty Duck Sale.

Site	Number plots	Aspen			ACS ^a density	Total density	Percent stocked
		Diameter	Height	Density			
		--- inches ---			--- k per acre ---		
1 ^b	138	— ^c	59	33.4	5.0	38.4	99.3
7 ^b	101	0.38	46	21.8	5.5	27.3	90.1
9	109	0.40	49	31.4	5.0	36.4	95.4
11	98	0.56	76	29.7	7.5	37.2	99.0
13	187	0.58	80	27.4	4.4	31.8	95.7
Mean	122	0.45	60	27.0	5.8	32.8	95.8
Cont.	43	0.35	45	38.2	3.1	41.3	97.7

^aAssociated commercial species.

^bSummer logged.

^cNot measured.

FIGURE GUIDELINES

Photographs and illustrations (charts, maps, drawings) are called “figures.” Refer to each in the text and number them. Put figure captions on a separate page at the end of the manuscript. Begin each figure caption like this: “Figure 1-- Figure captions should be boldface.” Avoid putting footnotes in a figure; include the information in the caption. Captions should include source and credit information: (photo: S. Bear, USFS). **Obtain written permission to use a figure not in the public domain.**

The use of color will be limited to complex illustrations and photo identification purposes.

1. Figures should be in their own individual computer files in TIF, EPS, or JPG format.
2. If a figure is composed of two or more images, submit each image as a separate file. That provides flexibility in sizing and placing the figure. You can submit a mockup of the complete figure.
3. Do NOT embed figures within Word files. Native JPG, TIF, and EPS only.
4. Do NOT submit PowerPoint files for print reproduction. You may submit photos in PowerPoint to show us how you want the photos to be arranged or labeled. But we need the native files, i.e., the original photos in the format in which they were captured (TIF, JPG). This **does not** include photos converted from PPT to JPG.
5. When you finalize a photo or drawing, please “save as” or convert the images to one of the following formats.

Note the resolution requirements:

- Vector drawings: EPS. Embed the font or save the text as “graphics.”
- Photographs/graphics: TIFF. Use a minimum of 300 dpi.
- Bitmapped line drawings: TIFF. Scan line art at a minimum of 600 dpi.
-

Photos: High-resolution TIFF photos (preferably 300 pixels per inch) are the best, although we will use JPGs. Keep in mind that saving a file at a higher resolution does not make it any better. Photo quality is determined by how the photo was captured originally: quality of equipment, pixel setting, and photographer skill. Scan in color photos at a resolution of 300 dpi as TIF files into PhotoShop. Publishing Services will then scale and add any labels during layout.

How to assess photos for print. Open the file. Click “Image” and then “Image Size” (in PhotoShop) or “File” and then “Properties” (in Microsoft File Explorer). The Resolution box should read **300 ppi (pixels per inch)** at a minimum, and the Size box should contain the dimensions of **5x7 inches at a minimum**. If either of these numbers is smaller, your photo will not reproduce well in print because there simply are not enough pixels per inch to give a sharp image. The photo might look fine on the computer screen, but that’s because computer screens are not capable of exhibiting more than 72 dpi.

Typing a higher pixel count into the Resolution box will not improve the image. Reducing the dimensions in the Size box will result in a higher concentration of pixels, making the image appear sharper.

If using Excel to create charts, include the Excel file or save the chart as a PDF and also submit the Excel file. Remember, any changes that you make to the figure will need to be done in the original file and then resubmitted.

Maps: Create maps in black and white if possible. If sufficient detail cannot be shown in black and white they can be run in color. Maps should show scale, north-arrow direction, location of plots, and geographic locations. Format or export GIS figures as encapsulated postscript files (.EPS) or computer graphics metafiles (.CGM). ArcView is capable of this. Color separations for the sharpest reproduction quality are generated directly from the computer files. Submit hard-copy maps for layout placement.

Illustrations: We accept .GIF, .CDR, .JPG, .TIF, and .EPS files. **We will not use illustrations embedded in PowerPoint.** Illustration labels should be in a sans serif font, such as Helvetica, in upper and lower case letters (do not use all caps). If possible, scale individual illustrations to fit a 3.5-inch column or a 7-inch maximum page width. Make sure the lines and labels are large enough to be legible after illustrations are reduced to fit the column or page width. Indicate the figure number on the page, preferably in the lower right corner.

Multiple shades of gray do not print well. Use patterns to define areas in graphics and maps. Do not use background shades or an outside border.

Alternative Text: If you are interested in providing alternative text for web accessibility, please visit the following website for suggestions:

<https://webaim.org/techniques/alttext/>

COPYRIGHT AND PERMISSION

If you're borrowing photos from a non-government cooperator or private source, you must obtain written permission. Don't assume that photos you pull off the web are in the public domain. If you want to reprint figures that you borrow from copyrighted publications, obtain permission from the publisher first and include documentation of permission with your manuscript.

Obtain written permission to publish photos of non-government people. Don't photograph people with "advertisements" on their clothes; this may be construed as endorsement.

STYLE RULES

Units of Measure—You may use English or metric units, but be consistent throughout the manuscript. Equivalents are not required but are helpful to many readers. In text, put the equivalents in parentheses immediately after the units. For example: A sheet of ½ inch (1.27-cm) plywood was fitted. Or: The study area size was 3 ha (7.4 acres).

Numbers from zero through nine are spelled out unless they accompany a unit of measure. The numerical form is always used for dates, expressions of time, page numbers, decimal quantities, numerical designations, or dial positions; when expressing a ratio; and for numbers 10 and higher (except at the beginning of a sentence).

Examples of GPO style changes we have made routinely are:

1-10	to	1 to 10	sq. ft	to	ft ²
%	to	percent	meters	to	m
Figure	to	figure	i.e.	to	in other words,
Table	to	table	e.g.	to	for example
1900's	to	1900s	et al.	to	and others
in., ft.	to	inch, ft			

REFERENCES

In text, use the author-date method when citing a reference. For example, "More rapid runoff may result in increased peak flows (Brown 1980). Later experiments by Miller (1980) showed . . ." If several references are listed as support for a statement, list the names alphabetically, separating each with a semicolon: Adams 1980; Endres 1972; Peterson 1974.

The reference list (or Literature Cited list) should list each reference with a space between it, no indents. Make sure that the style is consistent (ANSI is preferred but not necessary; examples are given below) and that there is enough information within each reference to enable the reader to find it through a library.

Reference to unpublished data and personal communications should be done as follows:

Personal Communication

In text: (Schuster, personal communication).

In Reference section: Schuster, Ervin G. 1996. [Letter to D. Louise Kingsbury]. June 10. 2 leaves. On file at: U.S. Department of Agriculture, Forest Service, Intermountain Research Station, Forestry Sciences Laboratory, Missoula, MT; RWU 4802 files.

Verbal Communication

Show location and affiliation of person being cited.

In Reference section: Ferguson, Dennis E. 1996. [Personal communication]. February 15. Moscow, ID: U.S. Department of Agriculture, Forest Service, Intermountain Research Station, Forestry Sciences Laboratory.

Unpublished Paper/Data

In text: (Logan, unpublished paper) or (Feast and Garton, unpublished data).

In Reference section: Logan, Jesse. 1996. Problem analysis: mountain pine beetle resistance in Northern Rocky Mountain stands. Unpublished paper on file at: U.S. Department of Agriculture, Forest Service, Intermountain Research Station, Forestry Sciences Laboratory, Logan, UT. 32 p.

Personal Observation

In text: (Lynn Ryder, personal observation of landmarks along the Overland Tail, September, 1996).

The Forest Service uses the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. Following are examples:

Gutierrez, Ralph J.; Carey, Andrew B., tech eds. 1985. Ecology and management of the spotted owl in the Pacific Northwest. Proceedings of a symposium; 1984 June 19-23; Arcata, CA. Gen. Tech. Rep. PNW-185. Portland, OR: U.S. Department of Agriculture, Forest Service, Pacific Northwest Forest and Range Experiment Station. 119 p.

Strunk, William J.; White, E.B. 1971. The elements of style. 2nd ed. New York: Macmillan. 78 p.

Uresk, Daniel W. 1990. Using multivariate techniques to quantitatively estimate ecological stages in a mixed grass prairie. *Journal of Range Management*. 43(4): 282-285.

Van Haverbeke, David F. 1986. Genetic variation in ponderosa pine: a 15-year test of provenances in the Great Plains. Res. Pap. RM-265. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Forest and Range Experiment Station. 16 p.

For electronic publications, add the medium such as Online after the year of publication. At the end, tell where the source is available and the access date:

Bosselman, F. 1994. Four land ethics: order, reform, responsibility, opportunity. *Environmental Law*. [Online]. 24 (1): 12 p. Available: Mead Lexis/LAWREV/ENVLAW [June 12, 1995].

Sternberg, M.L.A. 1994. The American sign language dictionary. [CD-ROM]. Available: HarperCollins [May 27, 1995].

QUESTIONS?

Patricia Cohn, Station Editor

Email: patricia.cohn@usda.gov

Phone: 970-498-1388