

# TENTH AMERICAN WOODCOCK SYMPOSIUM GUIDELINES FOR AUTHORS

## PUBLICATION POLICY

Conference and symposium proceedings provide avenues for communicating scientific and management information to natural resource professionals. One important advantage of conference proceedings is that they contain, in 1 volume, a large amount of information on a single concept or topic.

Publication will be accepted based on the merits and scientific value of each paper.

## Format

Authors should use Times New Roman font with a font size of 10 or 12. Manuscripts should be double spaced and left margin justified. Left, right, top and bottom margins should be 3 cm (1 3/16 inches). Manuscripts should follow the format of a scientific paper (e.g., The Journal of Wildlife Management (Ratti and Smith 1998)). Do not staple manuscript pages together.

Ratti, J.T. and L.M. Smith. 1998. Manuscript guidelines for the *Journal of Wildlife Management*. *Journal of Wildlife Management* 62:1-36.

**Use the enclosed paper from Ninth American Woodcock Symposium proceedings as a format guide.**

**Title:** Keep as short as possible, but make sure it adequately describes the paper.

**Author(s):** Self-explanatory. List multiple authors as appropriate. Make sure all co-authors have the opportunity to comment on drafts and revisions.

**Address:** Provide address for the location and institution where the work was conducted. Use a footnote to identify new address of author if different from where work was conducted.

**Abstract:** Summarize the significant findings and management implications of the study. Many people will only read the abstract of your paper. Therefore, tell people why your study was significant in the first sentence of the abstract.

**Key Words:** Provide 6 to 12 key words for indexing services. These will probably not appear on the published manuscript, but still provide them.

**Introduction:** Keep as short as possible. A good introduction should be  $\leq 6$  paragraphs, with the final paragraph stating

- 1) The purpose of the study (i.e., why it was conducted,
- 2) The objectives of the paper (i.e., specific hypotheses being tested or phenomena being described).

**Methods:** Describe the techniques (and places, such as study area), used to gather and analyze information. Specific details of software, GIS, data sources, statistical analysis, etc., all belong here.

## Instructions for Authors - Tenth American Woodcock Symposium

- Results:** Describe significant findings, observations, etc., of the study.
- Discussion:** Describe how your results compare and contrast with previous, related studies and research. Do not repeat results! Rather, synthesize how your results support, refute, or question previous work that is germane to your paper. Also, include information on management implications.
- Acknowledgements:** List people and organizations who helped with the study.
- Literature Cited:** Follow the format in the enclosed paper. Note the differences among symposia citations, proceeding citations, and journal article citations. **Make sure that all citations in the text and all text citations are included in the literature cited. Style guidelines for literature citations are given below.**
- Appendices:** Appendices should be avoided. However, appendices can provide a place to outline complex statistical analyses, list matrices of raw data, or explain information that is important for historical purposes, but not for readers who want to understand the main point of the study.
- Tables:** Make each table heading “stand alone”. Make sure the reader can understand the information in a table without referring to the text. Use who, what, when, and where as a guide. Make tables, where possible, narrow and deep, rather than wide. This gives the typesetter the greatest amount of flexibility when setting up text in a 2-column format.
- Figures:** Make each figure heading “stand alone”, just like table headings. Label figure(s) with multiple panels (graphs) A, B, C, etc. to avoid repeating headings.
- Photos:** Follow table and figure heading directions. Keep photos to a minimum. Use only high contrast black and white prints. ***Do not submit color slides!*** Get the print made first!

## SECTION HEADINGS

Section headings are very useful way to organize a paper and keep a reader interested. Use the following format.

- First order: **METHODS**
- Second order: Study Area
- Third order: *Characteristic vegetation*
- Second order: Data Collection
- Third order: *Methods of vegetation sampling*

## Instructions for Authors - Tenth American Woodcock Symposium

Second order: Data Analysis

Third order: Univariate analyses

Third order: Multivariate analyses

### PEER REVIEW

#### Before Submittal

Before you submit your paper for publication, make sure that at least two colleagues review and comment on it. This not only helps catch typos and awkward sentences, but also gives you an approximation of how you communicate your study findings. Acknowledge the initial reviewers in the acknowledgements section.

#### At Submittal

When you submit your manuscript, please include a transmittal letter stating that the manuscript is being exclusively submitted to the Tenth American Woodcock proceedings. *Also, identify (names and addresses) of at least two qualified scientists or managers who can provide a review of the paper.* We may solicit comments from one or both of these people, and at least one other reviewer.

#### After Submittal

After reviewer comments are returned, you will receive an e-mail or letter notifying you whether the manuscript is accepted for publication in the proceedings. This e-mail or letter will include a deadline for revisions to be returned to the editor.

*The ability of authors, editors, and reviewers to meet deadlines is critical for timely publication of a high quality proceeding.*

### STYLE RULES

#### CITATIONS

NOTE: This symbol (\*) indicates a space. Do not include this symbol in submitted manuscripts. Use *Italics* where needed if possible in manuscripts. Underlining can also be used in manuscripts to indicate words to be printed in italics.

#### Title Page Citation

Citation: \*\*Chadwick,\*Steven\*B.\*and\*Valerie\*R.\*Tuovila.\*\*2005.\*\*Computer visualization of land use change to communicate American woodcock habitat relationships.\*\*Pages 000-000\*in\*C. Al Stewart,\*ed.\*\*Proceedings of the Tenth American Woodcock Symposium, Michigan Department of Natural Resources, Lansing, MI.

## Instructions for Authors - Tenth American Woodcock Symposium

Put the title citation directly below your abstract. This is the only citation where first names are written. Use initials in all other citations.

The purpose of this citation is to include a complete bibliographic reference on the manuscript that will “stand alone” on reprints or Xeroxed copies of your paper. This citation format should not be confused with the condensed format (i.e., Kremetz, D.G.. 2000. Habitat Management for Wintering American Woodcock in the Southeastern United States. Proceedings of the American Woodcock Symposium 9:50-54) for serial conference proceedings listed in the literature cited section.

### Examples Within Text Citations

(Smith 1990)	One reference, one author
(Smith and Brown 1990)	One reference, two authors
(Brown et al. 1990)	One reference, more than 2 authors
(Smith 1993, Brown 1995)	References are listed in chronological order
(Smith <i>This</i> volume)	Reference to a paper in this proceeding
(Green <i>In press</i> )	Reference to a forthcoming paper in the literature. If year of publication is known, then use the year not <i>In press</i> .
Jones (1975:345)	Reference to an exact page so that the reader can locate a specific point, formula, or other highly specialized aspect of the citation.

### Literature Cited Section

Note different types of references and appropriate corresponding formats.

#### ***Book Chapter or one-time Conference Proceedings Chapter or Paper***

Stevenson,\*J.\*C.,\*L.\*G.\*Ward,\*and\*M.\*S.\*Kearney.\*\*Vertical accretion in marshes with varying rates of sea level rise.\*\*Pages 241-259\*in\*D.\*S.\* Wolfe,\*ed.\*\*Estuarine variability.\*\*Academic Press,\*New York.

#### **Government Document or Technical Report**

Wade,\*D.\*J,\*Ewel,\*and\*R.\*Hoffstetter.\*\*1980.\*\*Fire in south Florida ecosystems.\*\*General Technical Report SE-17,\*U.S. Department of Agriculture,\*Forest Service,\*Southeastern Forest Experiment Station,\*Ashville,\*North Carolina.

#### **Scientific Journal Article**

McCaffrey,\*R.\*J.,\*and\*J.\*Thompson.\*\*1980.\*\*A record of the accumulation of sediment and trace metals in a Connecticut salt marsh.\*\*Advances in Geophysics\*\*22:165-236.

## Instructions for Authors - Tenth American Woodcock Symposium

### Serial Conference Proceedings

Farrar,\*R.\*M.\*\*1993.\*\*Growth and yield in naturally regenerated longleaf pine stands.\*\*Tall Timbers Fire Ecology Conference Proceedings\*\*18:311-335.

### Thesis or Dissertation

Hawkes,\*B.\*C.\*\*1993.\*\*Factors that influence peat consumption under dependent burning conditions: a laboratory study.\*\*Dissertation.\*\* University of Montana,\*Missoula.

### Whole Book

Carrey,\*J.,\*C.\*Conley,\*and\*A.\*Barton.\*\*1979.\*\*Snake river of hells canyon.\*\*Backeddy Books,\*Cambridge,\*Idaho.

### In Press Publications

If year of publication is known (i.e., you've seen page proofs that are complete with volume, date, and pages), but the article or book has not appeared, use appropriate citation, but put (In press) at the end of the citation in parentheses.

If year of publication is not known (i.e., you know the article has been accepted, but have not seen proofs that are complete with volume, date, and pages), substitute (In press) for the date (both in text and in literature cited) and use 00:000-000 to substitute for volume and page numbers.

### Unpublished Reports and Manuscripts

Many such reports and titles can and should be used to support key points requiring a citation. The critical issue is to direct the reader to where they can find the source. For example: Smith,\*J.\*G.\*\*1996.\*\* Summary of prescribed fire applications in Leon County, \*FL:\*1995. Unpublished report on file, \*Division of Forestry,\* Tallahassee.

### Additional Style Rules for Citations

- 1) Do not use issue numbers in journal citations.
- 2) Do not repeat the state name at the end of a book or thesis citation if the state has already been clearly identified within the citation.
- 3) Use "et al." Instead "and others." Remember, no period after et, period after al.
- 4) Do not include page number for complete number of pages in a book, thesis, or dissertation.
- 5) Underline only words that are to appear in italics when printed, such as scientific names, or the word in that links a chapter citation with the title of the entire book.
- 6) When 2 or more authors occur in a reference, place a comma before the conjunction 'and' when listing the authors' names.

## Instructions for Authors - Tenth American Woodcock Symposium

### ABBREVIATIONS

Write complete words for the following:

- 1) Edition.
- 2) Page(s).
- 3) Percent when it is the first word in the sentence or when a fact is described in the text (“The percent ground cover was..”)
- 4) Names of places when used in the text.
- 5) Thesis, Dissertation (leave out master’s or doctoral).
- 6) University.
- 7) Versus.

Use these abbreviations.

- 1) Co. for company.
- 2) Ed. or Eds. for editor(s).
- 3) Location Codes for Government Documents (SE-69, PNW-229).
- 4) Inc. for incorporated.
- 5) No. for number.
- 6) Place Names: Use standard postal abbreviations for state names example: VA) and DC when used in citations. Include period punctuation in U.S.
- 7) Use % when it immediately follows a numerical value, except at the beginning of a sentence.
- 8) For Federal agencies: abbreviate U.S., but write out complete word for agencies (example: U.S. Department of Agriculture).
- 9) For State agencies: Write out complete name (example: Oklahoma Department of Wildlife Conservation).

### ADDITIONAL STYLE RULES

#### Numbers

- 1) Use a numeral or numerals:
  - For any number that immediately precedes a standard unit of measure (3 g, 15 m) or amount of time (6 days, 5 years).
  - For a percentage (5% or 15%).
  - For a number implying arithmetical manipulation ( $18 \times 3 = 54$ ).
  
  - For numbers grouped for comparison (45, 16, and 32 m, respectively).
  - For a date (6 September 1999).
  - For an expression of time (0945).
  
  - In a series containing some numbers of 11 or more and some less than 10, use numerals for all (5 apples, 7 pears, and 17 plums).

#### Spelling

Spell “acknowledgment” this way. Do not spell it “acknowledgement”.

## Instructions for Authors - Tenth American Woodcock Symposium

### Underlining

The following words must be underlined or written in italics:

- 1) Citation at the beginning of the title page citation.
- 2) In, In press, and This volume when used in citations.
- 3) Scientific names.

### Capitalization

- 1) Scientific names: Capitalize genus, use lower case for specific epithet. (*Colinus virginianus*).
- 2) Common names of plants and animals: use lower case, except when an organisms' name includes a proper noun. Example: northern bobwhite, loblolly pine, Douglas fir, Bachman's sparrow.
- 3) Literature Cited: Capitalize only surnames, the first word of the article's title, proper nouns within a title, title of a book or journal, place names, and names of publishers.

### Tables

Put each table on a separate page and attach to the manuscript after the literature cited section.

### Figure

Provide a high quality, camera-ready figure for each illustration. Figures can be from a laser printer (use the highest quality white bond paper) or photographic paper (black lines on white background). Identify the number of each figure in pencil. Place figure caption on separate page(s), and attach captions and figures to manuscript after the tables.

### Appendix or Appendices

Use an appendix for tabular data and information that will be of interest to the reader, provide a complete background for a particular manuscript, but are not critical to the central thesis of the paper. Appendices of papers in the symposium proceedings can be useful places to archive data, such as land use trends over time, that would otherwise remain in files (or gray literature) and thus have limited access.

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Directory: H:\woodcock-symposium  
Template: C:\Program Files\Microsoft Office\Templates\Normal.dot  
Title: NINTH NATIONAL WILD TURKEY SYMPOSIUM  
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Last Saved By: State of Michigan  
Total Editing Time: 120 Minutes  
Last Printed On: 06/07/2005 1:45 PM  
As of Last Complete Printing  
Number of Pages: 7  
Number of Words: 2,038 (approx.)  
Number of Characters: 11,618 (approx.)