

Editorial Notes to Authors
Revised 2/14/03, post symposium

Manuscripts **MUST** adhere to JWM Guidelines (with some exceptions - see below) or they will not be published in the proceedings, and we (editors) are not going to do that work for you. We will help you with tense, grammar, sentence structure, eliminating superfluous wording, etc. However, it is vital if you have a lot of grammatical editing on your manuscript, that you reread the JWM guidance posted on our website on this topic; see JWM Guidelines pages 6-8 and 25-27. We are also responsible, as are you, to ensure your methods and results support the conclusion(s) presented in your discussion. That is, we, and you, want to be sure that the manuscript presents “sound science”.

The publishing cost negotiated with Hancock House assumes they receive “completed manuscripts,” i.e., manuscripts requiring no editing. We are paying for layout, design, printing and binding, not editing. Therefore, it is imperative that they receive “copy” ready manuscripts. Once they complete the layout we, and each of you, will receive galley proofs for a final review. The final retail price of ~\$60.00 is very reasonable for a 900+ page book with 2 8-page color inserts. In comparison, Symposium III proceedings (552 pages with 6 1-page color inserts) originally retailed for ~\$55.00. One of the primary reasons for the good price is the fact that we (editors and you) are responsible for producing well-written, standardized (i.e., JWM format) manuscripts. Please help us and do your part; ultimately, it is your name on the manuscript. And to that end, below is a list of editorial items that you are to follow as you complete your final post-symposium drafts (**Due March 3rd, 2003**, *if you will be revising*).

In all cases, when items listed below are inconsistent with JWM Guidelines, the list overrides JWM Guidelines.

In all cases, when items listed below disagree with edits you have already received from Sue or I, the list overrides our previous edits.

Unless noted otherwise, all items on the list refer to all manuscripts/authors, i.e., papers and research notes.

- (1) Poster Authors Only: As you know, what started out as “poster abstracts” has morphed into “research notes” (maximum of 500 words with an option for up to 3 Figures or Tables or any combination thereof). Therefore, **DO NOT** submit your manuscripts in the abstract format. Instead, submit your manuscript as a paper, **without** an abstract, using first-level headings only (see JWM page 6).
- (2) It became clear as we edited papers (and this will also now apply to research notes), that the standard JWM 8 major section format (see JWM pages 6-7), i.e., introduction (gets no heading), STUDY AREA, METHODS, RESULTS, DISCUSSION, etc. is not appropriate for manuscripts presenting population status/trend information, habitat/population management history or programs, policy (e.g., safe harbor) or program development, etc. These manuscripts are not “scientific studies,” hence the difficult “fit.” Therefore, we have decided that they should not use the METHODS, RESULTS,

DISCUSSION section headings. Of course, introduction, STUDY AREA, MANAGEMENT IMPLICATIONS, ACKNOWLEDGMENTS, AND LITERATURE CITED are fine. However, we do need headings (up to 3 levels for papers and 1 level for research notes - see above) for major sections of manuscripts dealing with these subjects, i.e., status, management, etc. As appropriate, we recommend the following and any others (1-3 words) that clearly state what the section is covering; POPULATION MONITORING, TRANSLOCATIONS, POPULATION STATUS, CAVITY MANAGEMENT, REPRODUCTION, FORAGING HABITAT MANAGEMENT, CLUSTER HABITAT MANAGEMENT, POPULATION TREND, SAFE HARBOR HISTORY, SAFE HARBOR SUCCESS, HABITAT RESTORATION, ETC. We recommend using the Table of Contents from the July 2000 version of the Draft Recovery Plan revision for other appropriate categories.

- (3) We are going to use Metric units in the text and in Tables and Figures (e.g. 45 trees/ha). Use a '/' not 'per' before units; put spaces between numbers and units as shown above; do not use periods after units except at the end of a sentence.
- (4) Using Numbers - Follow JWM Guidelines exactly (see JWM page 8); edit your manuscripts carefully to ensure compliance with this issue.
- (5) Citing literature in text - Follow JWM Guidelines **exactly** (see JWM pages 11-12); edit your manuscripts carefully to ensure compliance. For example, for personal communication and unpublished data, we need a first initial for the name and their affiliation (e.g., S. Loeb, U.S. Forest Service, unpublished data); very few, if any, authors included affiliations in first drafts. And personal communication and unpublished data are **not** abbreviated; although in my editing I abbreviated them in many of your manuscripts.
- (6) Cite the following documents for their first use exactly as presented below:

Technical/Agency Draft Revised Recovery Plan for the Red-cockaded Woodpecker (*Picoides Borealis*) (Draft Recovery Plan) (U.S. Fish and Wildlife Service 2000).

Note: the Draft Recovery Plan will likely not be completed (i.e., final approval) by the time your final manuscripts are due (March 1, 2003). Therefore we only have the option to cite it as above.

After first reference use Draft Recovery Plan in text and cite as (U.S. Fish and Wildlife Service 2000).

Final Environmental Impact Statement for the Management of the Red-cockaded Woodpecker and its Habitat on National Forests in the Southern Region (FEIS) (U.S. Forest Service 1995).

After first reference use FEIS in text and cite as (U.S. Forest Service 1995).

Management Guidelines for the Red-cockaded Woodpecker on Army Installations (Army Guidelines) (U.S. Army 1996).

After first reference use Army Guidelines in text and cite as (U.S. Army 1996).

Endangered Species Act of 1973, as amended (ESA) (U.S. Fish and Wildlife Service 1973).

After first reference use ESA in text and cite as (U.S. Fish and Wildlife Service 1973).

Use the same style for other agency-type documents. For example, for;

Fort Benning Integrated Natural Resource Management Plan, use INRMP in text after first reference and cite as (Fort Benning 2000).

Daniel Boone National Forest Land and Resource Management Plan, use LRMP in text after first reference and cite as (Daniel Boone National Forest 1996)

Fort Gordon Endangered Species Management Plan, use ESMP in text after first use and cite as (Fort Gordon 2001)

- (7) Spell out, and capitalize first letter of, Figure and Table in text
- (8) PAPER Authors Only - **Do not** use citations in your abstracts.
- (9) Follow JWM Guidelines exactly for abbreviations and acronyms (see JWM page 9). For example, do not start sentences with acronyms; acronyms used in the abstract (paper authors only as research notes will not have abstracts, see above) should not be reestablished in the text.
- (10) There were numerous problems with spacing after periods in many manuscripts; our publisher requires one (1) space after periods; i.e., hit the space bar once after typing the period. Please do a through check for this throughout your manuscript.
- (11) Use the following names and “abbreviations” in () for first use of agency, property, and/or population names in text; for subsequent use, use the abbreviation. Follow this name/abbreviation style and format for all agencies, properties and populations.

Some Examples - Agencies/Organizations

U.S. Fish and Wildlife Service (USFWS)

U.S. Forest Service (USFS)

U.S. Army (Army)

Department of Defense (DoD)

Florida Division of Forestry (FDF)

Georgia Department of Natural Resources (GDNR)

The Nature Conservancy (TNC)

Some Examples - Properties and/or Populations

Wakulla Ranger District (WRD)

Daniel Boone National Forest (DBNF)

Brosnan Forest (BF)

St. Marks National Wildlife Refuge (SMNWR)

Sandhills Game Lands (SGL)

Goethe State Forest (GSF)

Palmetto-Peartree Preserve (PPP)

Do not use these abbreviations when citing references in text; spell out citation as in (6) above.

- (12) Use U.S. Geological Survey (USGS) for first use when discussing placing federal bands on birds; for subsequent use, use USGS. Bands are no longer USFWS bands which is what most authors used in text.
- (13) In the text and Literature Cited section, cite papers to be published in the Symposium IV Proceedings the same as other published manuscripts using 2003 as the anticipated publication year (see JWM pg. 12).
- (14) Literature Cited Section - **THIS IS VERY IMPORTANT** - Two issues:

First - ALL citations for red-cockaded woodpeckers **MUST** follow our online bibliography **EXACTLY**. The bibliography is offered in MS Word and PDF format; it is a relatively simple process to cut and paste citations into your document. If you do not want to cut and paste, then print a hard copy and re-type the citations exactly as they appear in the bibliography. Our online bibliography follows the original Ratti and Ratti (1988) JWM format. However, because our bibliography was built following older JWM guidelines we are going to use those older Literature Cited JWM guidelines for the Proceedings. For non-red-cockaded woodpecker citations, not in our bibliography, follow our bibliography style when you type them. If you have any questions about this issue call me. There should be no capitalizations in titles besides first words and proper names. Consistency will be easily achieved by simply using/following our online bibliography. Please double space the Literature Cited section.

Second - **DOUBLE** check all citations in your text against the Literature Cited section. That is, make sure all references cited in text are in Literature Cited and cited properly; e.g., make sure Walters et al. 1995 in text does not appear as Walters 1995 in Literature Cited. And ensure that you do not have references in Literature Cited that are not in the manuscript.

I have had 2 recent conversations with Hancock House Publishing (HHP) staff. The following items (#15 - #29) relate to those discussions and provide further clarification on various issues.

Please follow all guidance provided below. It supersedes JWM guidance if there is a difference.

- (15) We will be providing all manuscripts to HHP in MS Word, which is what many of you use. If your manuscript is in WordPerfect please convert it if you can; if you cannot we will do so.
- (16) Paragraph Indentation: In program formats use a global first line indent. If you choose to indent each paragraph individually, use the Indent key, i.e., hit it once. DO NOT use the tab key OR space bar for indenting paragraphs.
- (17) Number ALL pages of your manuscript (including first page, Figures and Tables) in upper right corner.
- (18) HHP uses Times New Roman 11 point font; we have used 12 point, please change to 11.
- (19) Delete corresponding author, Running Head (RH), and date information on first page.

The following items (#19 - #28) refer to Figures and Tables; #29 is submission requirements.

- (20) Use **Arial** font for ALL portions (e.g., titles, captions, texts and numbers) of Figures and Tables; font size may vary as appropriate, i.e., 8 to 16 should be appropriate for most Figures and Tables.
- (21) Use black and white ONLY; NO color, including maps.
- (22) HHP WILL NOT print Figures and Tables vertically, i.e., so one would have to turn the book to view them. Therefore, all Figures and Tables must be oriented horizontally and be either 1 column (3.5 in) or 2 columns (7.0 in) wide.
- (23) HHP plans to import tables and figures from digital files. The publishing software they use can only import the following image formats: .pax, .gif, .wmf (windows metafile), .tif, .eps, mac.pct, .ct, .jpg, .sct. If you did your figures and tables in Microsoft Powerpoint, then you can 'Save As' a tif or jpg directly. If you did your chart or table in excel or word, you can move it to powerpoint and then export to a .tif or .jpg. To do this (1) open powerpoint to a blank presentation, (2) from the **insert** menu choose **object**, (3) then choose **create from file**, (4) browse to the location of your table or figure and select it (tables embedded in a word document should be moved to another file containing just the table), then press ok. The document you selected will be brought into powerpoint. It can then be 'Saved As' a tif or jpg (we recommend .tif). This worked reliably for us using Office 2000 products. Please use this method, or any other method you prefer (share with us if you know another way) to convert your tables and figure to one of the image formats mentioned above. Another method might be scanning your table or figure to a .tif or .bmp (bitmap) file. The publisher indicated when scanning to a bitmap, use a resolution of 800-1200 dpi. And, finally, the publisher did say that they can scan and reproduce the images if necessary. However, it is important that they receive a clean copy of original tables and figures, each on its own page (see #25)—on high quality

paper. HHP recommends black, white, and shades of gray for figures; line drawings are preferred. They suggest referring to figures published recently in JWM as a guide for the types of figures that reproduce best.

- (24) If you are supplying Figures and Tables in “Adobe Illustrator” files convert to Version 8.0; HHP does not have any later Versions of Adobe Illustrator.
- (25) Each Figure and Table **MUST** be on its own page. Include titles for Figures and Tables on the page with the Figure or Table (Note: this is different from JWM which asks for Figure titles on a separate page). Figure titles go below the Figure; Table titles go above the Table. Review JWM pages 16 - 20 for guidance on Figure and Table content, design, layout. Figures and Tables must be concise, clear and easily interpreted.
- (26) Within your 2 final manuscripts (that you will provide by March 3rd, 2003 - see #29 below), write with a PENCIL on the right hand margin where you prefer Figures and Tables to be inserted. Simply write “Figure 1,” “Table 1,” etc. in the appropriate place. This will help with copy layout.
- (27) PHOTOS - Printing and inserting black and white photos in the book costs the same as text, therefore their use is encouraged. Actual black and white photos or color photos are acceptable; color photos will be converted to black and white by HHP. **ONLY** slides and prints will be accepted; **NO** digital photos. **Original** photos are essentially mandatory to ensure a quality reproduction in the book. All photos **must** be accompanied by the photographer’s (or if in the public domain, the agency’s) name and if copyrighted, supplied with permission to publish. HHP will not publish photos without this information.
- (28) **COLOR PHOTOS** - We will have two 8-page color photo inserts in the proceedings; typically, 2 - 4 photos per page is preferred by HHP. Therefore, we have numerous opportunities to feature high quality images of RCWs, habitat, management activities, “tools”, associated ecosystem flora and fauna, etc. The Fish and Wildlife Service will likely contract with some professional photographers for some images. However, our hope is that most color photos will be submitted by conference attendees and authors. You are encouraged to submit high quality photos related to RCW recovery for potential publication in the proceedings.
- (29) Mail 2 copies of your final, post-symposium manuscript to the Clemson Field Office by March 3, 2003 on regular copy paper. **DO NOT** staple your manuscripts. Please ship the copies unfolded. Use ACCO black binder clips, **NOT** paper clips or clamps; thank you. Remember, each Figure and Table must be on a separate page (see #25 above). **DO NOT** send electronic files of your manuscripts at this time.