

## Design and Submission Guidelines For Summary Articles

### Design Guidelines

The Conference Presentation Summary captures the breadth of ideas presented at the national conference. Your article is an important contribution to the growing literature on these topics. To expedite the publication of the summary please follow these guidelines carefully:

- ◆ Summary articles are due to Kate Cantrell, American Forests no later than **July 1, 2008**.
- ◆ Do not submit your conference presentation notes or written speech.
- ◆ Write for a general audience in a clear, simple, lively style. Avoid scientific jargon.
- ◆ Follow formatting as listed below.
- ◆ Submissions that do not conform to these Guidelines can not be published.

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#### Length:

500 - 2000 words.

#### Title:

Create a descriptive and provocative nine word (maximum) title.

#### Author line:

List Name, Company/Institution, City, State.

Type each author from a different department or company on a separate line.

#### Example:

Donald L. Ham, Christopher Post, and Donald Lipscomb, Department of Forestry, Clemson University, Clemson, SC

Donald Vanblaricom, Strom Thurmond Institute, Clemson University, Clemson, SC

David Hargett, Pinnacle Consulting Group, Greenville, SC

#### Abstract:

In full sentences, succinctly describe the main thesis of the paper in 30 words (maximum).

#### Body of the Paper:

- ◆ Indicate new paragraphs by skipping one line between the end of the previous paragraph and the beginning of the new one.
- ◆ Do bold, underline, or italicize on the digital submission to indicate style intent.
- ◆ To list items (e.g., names, addresses, or anything that will be put in columns other than a table), type one line after another with a return after each line, flush left. Do not put

a space between items listed. Indicate lists on your printed copy.

- ◆ Do not center, tabset, or indent material such as quotes, paragraphs, headings, or titles. Mark sections to be centered or indented on the hard copy.
- ◆ Do put quotation marks around article titles, speech titles, or quotations. Italicize book titles.
- ◆ Superscripts and subscripts: Use as you do for your word processing program. For example,  $E=MC^2$ .

#### Footnotes:

- ◆ If you include footnotes, list by number at the end of the paper.
- ◆ Include references in total word count.

#### References:

- ◆ Required when publications are cited in the body of the text.
- ◆ List references at the end of the article after the footnotes if you have them. Include references in total word count.
- ◆ Single space between lines throughout the article. Put only one (1) space between sentences.

#### Example:

Burban, L.L. and Macie, E. 2001. The Community Future Forum: What Did We Find? St. Paul, MN: USDA Forest Service Northeastern Area State and Private Forestry.

Chavez, D.J. 2000. Invite, Include, Involve!. In Diversity and Recreation Professions: Organizational Perspectives, eds. M.T. Allison and I.E. Schneider. State College, PA: Venture Publishing.

Elmendorf, W.F and A.E. Luloff, 2001. Using Qualitative Data Collection Methods When Planning for Community Forests. J. of Arboriculture 27:139-151.

Hester, R. 1985. 12 Steps to Community Development. Landscape Architecture Jan.-Feb.:78-85.

### **Illustrations, Figures, Tables, and Photographs:**

- ◆ Graphics that do not adhere to the following guidelines cannot be used in the publication.
- ◆ Graphics or tables in Word or Excel will not be accepted.
- ◆ If using graphics, decrease the text word count to achieve the same space as a maximum 2000 word length article.
- ◆ Label illustrations, figures, table, and photo captions sequentially. e.g. Figure 1, Illustration 3, Table 2. etc. Do not refer to these in the text with words like "above" or "at right."
- ◆ Graphics will be printed in grayscale rather than in color. Create graphics using shades of gray to ensure that the information is displayed as it is intended. If graphics are submitted in color, slight color variations used to discern information may be indistinguishable when printed.
- ◆ All illustrations, figures, tables, and photographs must be supplied separately to be considered for use. Label with its corresponding reference name (i.e. figure1.tif). If illustrations and/or photographs are inserted into your document without being supplied separately, they will not be used in the final printing.

### Illustrations

- ◆ Submit illustrations, figures, graphs or charts in one of the following formats, listed from most to least desirable:
- ◆ Adobe Illustrator (.ai). Break down fonts into outlines in Illustrator before submitting
- ◆ EPS (.eps) format with a minimum 300dpi (dots per inch) resolution at the final size.
- ◆ TIFF (.tif, .tiff) formats with a minimum 300dpi resolution at the final size.

### Photographs

- ◆ Only high resolution images from digital cameras or other devices may be submitted. These devices typically generate JPEG files (.jpg, .jpeg), but may not be of sufficient resolution. If photographs are not of sufficient resolution they will not be included. Submit in one of the following formats:
- ◆ Adobe Photoshop (.eps), or TIFF (.tif, .tiff) formats at a resolution of 300 dpi (dots per inch) or higher.
- ◆ Do not insert photos into Microsoft Word or Microsoft Excel.

### Tables

- ◆ Arrange title and column headings for easy comprehension; readers should not have to refer to the text to understand the table.
- ◆ Type each table on a separate page and title at the top.

## Submission Guidelines

### Digital copy:

- ◆ Send a digital version via e-mail, as an email attachment in Microsoft Word. E-mail to: [kcantrell@amfor.org](mailto:kcantrell@amfor.org).
- ◆ Or mail on a CD along with your hard copy manuscript in Microsoft Word.
- ◆ Or upload via our FTP site (instructions upon request).
- ◆ No typewriter-produced or handwritten text or notes will be accepted for publication.

### Hard copy:

- ◆ Mail a hard copy along with a digital copy.
- ◆ Do not type formatting instructions on your digital copy.

Mail your summary article by **July 1, 2008** to:

Kate Cantrell  
2008 National Conference on Urban Ecosystems  
American Forests  
P.O. Box 2000  
Washington, DC 20013

(202) 737-1944 ext. 238  
[kcantrell@amfor.org](mailto:kcantrell@amfor.org)