

FORSTARCHIV

Guide to Authors

The managing editor and the Schlütersche Verlagsgesellschaft (<http://www.schluetersche.de>) will do everything to get your article corrected and published as quickly and accurately as possible. In order to do this we need your help. If you follow the guidelines for publication, you will avoid that your contribution cannot be accepted because of formal defaults or the publication will be delayed because of requests of the editor.

1 Basic guidelines for publication

The *Forstarchiv* publishes scientific papers in German or English on any aspect of forest and wood research in various form:

standard paper (full research paper): original scientific paper with previously unpublished results

review article: critical synthesis of information on an important topic

comment: readers critical and constructive comments on a paper published in the *Forstarchiv*

book review: a critical review of a reference book including summary and assessment for the target group

The papers are published in PDF format *online* (URL address: <http://www.forstarchiv.de>) and will be printed as well .

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2 Submission of manuscripts

The original manuscript following the instructions to authors and an electronic copy on CD-ROM or e-mail should be submitted to the managing editor

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The Managing Editor maintains the right to make minor corrections in the manuscript; essential alterations require the authors consent. Every manuscript will be assessed by at least two anonymous referees (**peer review**) with respect to form and content. The final decision to accept or reject a manuscript is made by the managing editor. The Managing Editor will inform authors on acceptance, revision, or rejection of manuscripts. Revised manuscripts should be submitted to the managing editor after including the recommended corrections within 2 months or else the manuscript will be sent out again for review.

The corresponding author receives the **proof** of his article in PDF format for correction. The proof stage is not the time to make extensive corrections, additions, or deletions. In case the author intends to make such alterations the author has to contact the managing editor first. The proof in PDF format including the author corrections must be returned online (e-mail) to the managing editor within 5 working days. Otherwise the manuscript will be published without author corrections.

3 Manuscript preparation

3.1 Size

Contributions should be clear and brief and not exceed 20 pages (including tables and illustrations). Contributions with more pages should only be submitted after prior consultation with the Managing Editor.

Manuscripts should be written one-sided by use of a standard text programme on a PC (Microsoft Word, WordPerfect, Wordstar, rtf-format; type size 12 of any proportional font, 1½ space, margins of at least 3 cm, up to 35 lines on each page with up to 80 signs (including blanks)). Syllabification or manual separation of words should be avoided.

3.2 Form

Every page should be provided with a head note including the name(s) of the author(s) and the page number. A manuscript should have the following structure:

- Title
- Name(s) of the author(s)
- Address(es) of the author(s), possibly of institution
- Abstract
- Key words
- Main text – in case of the presentation of research results subdivided into introduction, material and methods, results, discussion
- Acknowledgement
- References
- List of captions for illustrations
- Tables with titles
- Illustrations

For book reviews and comments a differing structure is useful. Lines should be numbered. On the left margin the author should mark the position where illustrations and tables should be inserted into the text. Authors, whose mother tongue is not English, should give the English texts to a native speaker for correction.

3.3 Title and authors

The title should be brief and precise. Subtitles should be avoided.

First name and name of the author should be given completely and should be placed after the title of the article as well as their titles and addresses (including telephone and fax number, e-mail address). In case of several authors one of the authors should be named as the author responsible for correspondence.

3.4 Abstract

The abstract should not exceed 5% of the main text (max. 400 words). It should represent essential contents of all topics including introduction, material and methods, results and discussion.

3.5 Key words

Six to 8 key words, which are not present in the title, should be provided.

3.6 Units, abbreviations and nomenclature

Physical, chemical and technical units as well as symbols of formulas should be used according to the International System of Units (SI).

Scientific names of species, symbols of formula and technical dimensions should be written in italics. Mathematical functions and operators as well as units should be placed upright. There has to be a blank between the number and the unit as well as in case of temperatures.

Example: 3 cm, 21 °C

In case of combined units exponents should be used, signs of multiplication should be avoided.

Example: m³ ha⁻¹ (cubic meters per hectare),
kg ha⁻¹ a⁻¹ (kilograms per hectare and year)

Words have always to be written in full length. Numbers bigger than two have to be written in figures. Spelling should follow that of The Oxford English Dictionary (Oxford University Press, Oxford).

3.7 Citations

Citations in the text should be verified with the names of the authors and the year of publication. Both are to be put in parentheses. There is no comma before the year.

Example:

Some authors (Spurr and Barnes 1985, Ellenberg et al. 1986) indicate that...

If there are three or more authors, the citation should give the name of the first author followed by et al. (however, in the reference list all authors have to be listed).

Example: Collet et al. (2001)

If there are several authors to be cited in the text they have to be listed in chronological order. If there are several publications of one author of the same year they have to be marked with a suffix (a, b etc.) placed to the year.

Example: Smith (1979a, b)

If the authors are mentioned within the context only the year is to be given in parentheses.

Example: Kimmins (1997)

3.8 Footnotes

If possible footnotes should be avoided. In most cases it is possible to insert the information in the text. If footnotes are unavoidable they should be cited with superscript numbers (1, 2, 3, ...), which are separated from the first letter by a blank (without full stop or parentheses).

3.9 Reference list

Die im Text zitierte Literatur ist im Literaturverzeichnis in der reference list all citations of the text should be listed. Any further references should not be listed. References must be listed in alphabetical order according to the name of the first author. References with the same first author are listed in the following order: papers with one author only are listed first in chronological order, beginning with the earliest paper, papers with dual authorship follow and are listed in alphabetical order by the last name of the second author and papers with three or more authors appear after the dual-authored papers.

Journal Articles should be cited as follows:

Name of the author - first letter of prename(s) (the same in case of co-authors). Year of publication. Title (English translation of foreign titles (not French) in square parentheses). Name of the journal, volume, page numbers (language).

Example:

Thysell D.R., Carey A.B. 2001. Manipulation of density of *Pseudotsuga menziesii* canopies: preliminary effects on understory vegetation. Can. J. For. Res. 31, 1513-1525

Papers in **compilations** (books, conference proceedings) should be cited as follows:

Author (see Journal). Year of publication. Title of the article. In: Editors (eds.) Title of the book. Place of publication, page numbers (of the article).

Example:

Grace J. 1997. Plant water relations. In: Crawley M.J. (ed.) Plant ecology. 2nd ed. Oxford, 28-50

Books should be cited as follows:

Author (see Journal). Year of publication. Title. Place of publication (without publisher).

Example:

Kimmins J.P. 1997. Forest Ecology. 2nd ed. Upper Saddle River, New Jersey

The titles of the journals always should be abbreviated in the reference list. In case the abbreviation is not known the title of the journal should be cited in full length.

3.10 Tables

Tables are systematic and compact presentations of data. The lay-out should be as discreet as possible in order to avoid distraction from the contents. Therefore they should be structured only with absolutely necessary lines. Vertical lines and frames should not be used. All abbreviations and symbols in the table should be explained in a legend. Each table should have an Arabic number according to their sequence in the text. Each table should have a brief title as a heading.

3.11 Illustrations

Submitting in an electronic form helps us to produce your illustrations and pictures to the best possible standards. Correct formats are TIFF, EPS and PDF. MS Office files (Excel, Powerpoint, Word) and Adobe files (Illustrator, Photoshop) are also accepted. All illustrations are provided as separate files and as hardcopy on separate sheets.

Illustrations should be designed according to the limitations set by the size and lay-out of the journal. Illustrations which are planned to fit into one column can fill an area of max. 8.5 x 23 cm and an area of max. 17.5 x 23 cm to fit into two columns. In designing illustrations authors should keep in mind the necessity of reduction. Make sure that after reduction letters, numbers and symbols should be at least 2 mm in height (font size 8 pt.).

Make sure to provide illustrations of high quality (contrast, cleanness). Lines of drawings should be sufficiently thick, made in black on high-quality white paper and show bright and clean outlines. Outline drawings should not be mixed with half tone (photo, shades of grey). Patterns with coarse hatching or dots are possible. Illustrations with x- and y-axis should have no frame. Axes should be provided with numbers, unit (e.g. mm) and size (e.g. length). Axes should be uniformly scaled in case of several similar diagrams.

Each illustration should have a caption. The captions to all illustrations should be typed on a separate sheet of the manuscript. They should be numbered with Arabic numbers ending with a full stop according to their sequence in the text. The caption should represent the meaning of the illustration exactly and should not be repeated in the illustration. Explanations of all abbreviations and symbols of the illustration should be given in the legend.