

	<b>IAWF Second Human Dimensions of Wildland Fire: Guidelines for Proceedings Contributors</b>
Introduction:	<p>If there is sufficient interest we are planning on publishing an electronic proceedings for the conference. The proceedings will be posted on the web at <a href="http://www.treesearch.fs.fed.us">www.treesearch.fs.fed.us</a> and <a href="http://www.iawfonline.org">www.iawfonline.org</a>. Only papers that were presented by paid conference registrants are eligible to be included in the proceedings. All submitted papers MUST be pre-reviewed before submission. This is in accordance with Forest Service policy. Details on this process are given in the “<i>Instructions for Pre-Review of Proceedings Paper Submissions.</i>”</p>
Date Due:	<p>All papers intended for the proceedings must be pre-reviewed <b>AND</b> submitted by <b>July 31, 2010</b>. Please make every effort to comply with this date. If you would like to submit a paper but cannot meet this deadline please contact Mikel Robinson and we will see if your needs can be accommodated. Early submission of papers is appreciated and encouraged.</p>
General Information:	<p>Authors are encouraged to minimize background/literature review portions of papers -- and concentrate using their 'space and words' on findings, results and conclusion. In other words, focus on what you found, not how you got there. Use figures and charts to enhance explanation of findings, and consider omitting tables or figures that are not directly connected to the main points of the paper.</p> <p><b>Tables and citations must be formatted using the preferred Forest Service style. See the attached document for an example of the proper format for headings and citations. Please submit your manuscript typed in 11-point Times New Roman font with single-spacing and one-inch margins.</b></p>
Paper Length:	<p>The total length of your paper, <u>including</u> graphs, charts, tables, references, or other graphics, is restricted to ten (9) pages (again, single-spaced in 11-point Times New Roman font) OR 4,500 words, whichever is less. The paper must adhere to this length restriction or it will not be included in the proceedings.</p>
Format:	<p>Please submit your paper as a Microsoft Word document. If necessary, anything that can be opened in a MS Word-IBM platform is acceptable. Identify your file using the last name of the primary author, for example: “confer.doc” or “wickham.doc.”</p>
Graphs, Charts, Tables, Images:	<p>All graphics – photos, maps and charts – should be submitted in digital format, using the native files. For instance, jpg or tiff for photos or maps; Excel files for charts or graphs. <b>For best image reproduction in final format, do not embed your images in the Word document.</b></p> <p>Label these files using 1<sup>st</sup> author last name, and corresponding location in text, for instance Smith Fig 1.jpg.</p> <p>Use the table-making utility in your word processing software instead of creating tables with tabs and spaces. <b>Tables can be embedded in text.</b></p> <p><b>Images should be included as separate files</b>, created in the native program, with an identification corresponding to the primary author’s name (e.g. watts.jpeg or watts.bmp). Use corresponding notations in the text indicating approximate placement for graphs, charts, tables, and images. <b>DO NOT IMBED IMAGES IN THE MANUSCRIPT FILE</b> or in a separate MS Word file if they were not created in Word. The proceedings will be in color so color graphics and photos are OK. <b>Target resolution for images is 150 dpi</b> for a standard 4” X 6” photo. Anything less will result in poor quality images.</p>
E-mail To:	<p>Submit your manuscript, a completed <i>Pre-Review Form</i>, and any associated files as e-mail attachments to <a href="mailto:mikel.robinson@umontana.edu">mikel.robinson@umontana.edu</a>. <b>A submission confirmation will be sent to you via return email. If you do not receive a confirmation e-mail within a week of your submission, please contact Mikel Robinson at <a href="mailto:mikel.robinson@umontana.edu">mikel.robinson@umontana.edu</a>.</b></p>

## Instructions for Pre-Review of Proceedings Paper Submissions

Introduction	Proceedings papers require TWO pre-reviews in order to qualify for publication. Pre-reviews help us comply with Forest Service policy governing Forest Service publications and are required in order for the proceedings to be published by the Forest Service
When should the pre-review be completed?	After all authors have completed writing the paper (which includes all analysis, editing and proofing)
Who should be a reviewer?	For university faculty and students: reviewers can be other faculty, other conference attendees, more senior graduate students, agency clients.  For government researchers and managers: reviewers can be university contacts, other conference attendees, colleagues.
Who should <u>not</u> be a reviewer?	Authors on the paper <u>as well as students that have equal or fewer years of school experience.</u>
Are the reviews blind and do they constitute a refereed publication?	No. The pre-reviews are not blind and they do not make the paper a refereed publication. The proceedings are not refereed.
What should reviewer's comment on?	The quality of the research and writing. For example, reviewers should comment on whether the literature review and problem statement/research objectives are adequate, the methods are clearly but briefly explained, the data are properly analyzed and/or presented, and the discussion of conclusions drawn from the research are appropriate and sufficient. The quality of the writing is also very important – this includes correct grammar, appropriate development of ideas and arguments, coherent and well-supported data analysis, and readability.
Final step	Submit the final paper and Pre-review Form to Mikel Robinson <b>by July 31, 2010</b> . <i>Sample of properly completed Pre-Review Form</i> ” is included at the end of this document also attached
Acceptance of papers for the Proceedings	Please be advised that papers may be rejected for publication if they do not meet Forest Service standards for the quality of the research, research analysis, and writing. Note, however, that the proceedings editor will work with authors whose papers require extensive edits to meet these standards.

***Pre-Review Form***

**Submit electronically WITH final paper  
to Mikel Robinson ([mikel.robinson@umontana.edu](mailto:mikel.robinson@umontana.edu))**

Author(s): \_\_\_\_\_

Paper title: \_\_\_\_\_

Completed by author(s) after two pre-reviews are completed.

<b><i>Summarize Reviewers' comments</i></b>	<b><i>Author(s) actions toward reviewer's comments</i></b>
<b>Reviewer #1 comments</b>	
<b>Reviewer #2 comments</b>	

**Sample of properly completed Pre-Review Form**

**Pre-Review Form**

**Submit electronically WITH final paper to [mikel.robinson@umontana.edu](mailto:mikel.robinson@umontana.edu)**

Author(s): E. G. Example

Paper title: How to Address Reviewer Comments

Completed by author(s) after two pre-reviews are completed.

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<b><i>Summarize Reviewers' comments</i></b>	<b><i>Author(s) actions toward reviewer's comments</i></b>
<b>Reviewer #1 comments</b>	
Reorganize introduction. Make capitalization of Forest more consistent, add a figure to show the difference between "interface area" and "intermix area." Add more substance to the discussion section. The implications of demographic changes on recreation and access merit more discussion. A few typos need to be corrected throughout as noted on the hard copy.	The introduction was reorganized to improve the flow of the paper. Changed Forest to forest except in the phrase "National Forest." A figure and additional sentence were added to clarify the difference between interface and intermix areas. Because the research is in its initial stages, only data from other literature was included to discuss the implications of demographic changes on recreation and access. Typos were corrected.
<b>Reviewer #2 comments</b>	
<ol style="list-style-type: none"><li>1. Change the title to more accurately reflect subject matter.</li><li>2. The abstract needs more "meat"; include less intro and more methods and conclusions.</li><li>3. The Jacobs (2005) citation in the Intro section is not in the references list at the end of the paper.</li><li>4. Need to make a more detailed argument about the cons of increased recreation in National Forests.</li><li>5. A figure would be helpful in understanding the methods. Also, the Results section merits the inclusion of a histogram or graph to help readers visualize what the results actually mean.</li><li>6. Attempt to draw more management implications and call for research in your conclusion, if possible. This will allow an easy feed-in to future papers.</li></ol>	<ol style="list-style-type: none"><li>1. The title needs to remain the same for this publication as this was the title of the related presentation at NERR.</li><li>2. Removed one sentence from the abstract that described background research and added two short sentences summarizing the results and conclusions.</li><li>3. Added Jacobs citation to the references.</li><li>4. I expanded the section on how demographic changes are influencing recreation on National Forests and how this impacts the Forests.</li><li>5. I added a figure to clarify the Methods and a bar graph in the Results section.</li><li>6. I also added more discussion of the management implications of demographic changes and increased recreation on National Forests. The results section now includes a call for future research.</li></ol>

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# Instructions for and sample of proper formatting for the IAWF Proceedings

TITLE SHOULD BE IN ALL CAPS, TIMES NEW ROMAN, 11-POINT FONT  
<3 spaces>

## Primary Author

Provide full contact information for primary author only

<1 space>

## Secondary author

Only provide affiliation of secondary author

<1 space>

## Additional authors

Only provide affiliation of additional authors

<1 space>

## Abstract

Abstract should be in 11-point Times New Roman font. The abstract should be no longer than 200 words in length. The title for the abstract should be flush left and in 11-point font.

<1 space>

## 1.0 Introduction: Headings

Section headings should be in 11-point Times New Roman font using upper and lower case lettering. The body of the paper should be written in 11-point Times New Roman font and single-spaced.

## 2.0 Tables, Graphs, Figures, and Images

Use the **notation below** to indicate the approximate location of the graphics in the text. Do not imbed the graphics directly in the text. Remember, that the exact location of the graphics might be different from your desired location due to space restrictions. Please include tables and figures created in the word processing program at the end of the document with appropriate titles. Do not fear! The editor will do everything possible to place your graphics in the preferred locations.

*Sample Notation: <Insert Table 1 here>*

## 3.0 Paragraph Breaks

Do not indent paragraphs. Indicate paragraph breaks using a single space.

## 4.0 Citations

Citations should follow the NRS Bibliographic style. See examples for different types of publication below.

## Correct Style for NRS Publication Bibliography

### Journal Articles:

Alexander, Susan J.; Pilz, David; Weber, Nancy S.; Brown, Ed; Rockwell, Victoria A.  
2002. Mushrooms, trees, and money: value estimates of commercial mushrooms and timber in the Pacific northwest. *Environmental Management*. 30:129-141.

### Some journals have both volume numbers and issue numbers. They would look like this:

Alexander, Susan J.; Pilz, David; Weber, Nancy S.; Brown, Ed; Rockwell, Victoria A.  
2002. Mushrooms, trees, and money: value estimates of commercial mushrooms and timber in the Pacific Northwest. *Environmental Management*. 30(8):129-141.

### Or this:

Alexander, Susan J.; Pilz, David; Weber, Nancy S.; Brown, Ed; Rockwell, Victoria A.  
2002. Mushrooms, trees, and money: value estimates of commercial mushrooms and timber in the Pacific Northwest. *Environmental Management*. 30(August):129-141.

*The volume number is critical to being able to locate the journal.*

### Book Chapter or portion:

Alexander, Susan J.; Weigand, James F.; Blatner, Keith A. 2002. Non timber forest product commerce. In: Jones, Eric T.; McLain, Rebecca J.; Weigand, James F., eds. *Non timber forest products in the United States*. Lawrence, KS: University Press of Kansas: 115-150.

### Whole Book:

Berkes, Fikret. 1999. *Sacred ecology: traditional ecological knowledge and resource management*. Ann Arbor, MI: Braun-Brumfield. 250 p.  
*Need the total no. of pages.*

### Proceedings (which happen to be a station pub):

Emery, Marla R. 2001. Non-timber forest products and livelihoods in Michigan's upper peninsula. In: Davidson-Hunt, Iain; Duchesne, Luc C.; Zasada, John C., eds. *Forest communities in the third millennium: linking research, business and policy toward a sustainable non-timber forest product sector: proceedings of the meeting; 1999 October 1-4; Kenora, ON*. Gen. Tech. Rep. NC-271. St. Paul, MN: U.S. Department of Agriculture, Forest Service, North Central Research Station: 23-30.

**Proceedings (in which citation is an abstract):**

Keena, Melody; Major, Walter, III. 2001. Anoplophora glabripennis (Coleoptera:Cerambycidae) flight propensity in the laboratory. In: Fosbroke, Sandra L.; Gottschalk, Kurt W., eds. Proceedings U.S. Department of Agriculture interagency research forum on gypsy moth and other invasive species 2001. Gen. Tech. Rep. NE-285. Newtown Square, PA: U.S. Department of Agriculture, Forest Service, Northeastern Research Station: 81. Abstract.

*If the article you are citing is within a proceedings and is only 1 or 2 pages, chances are it's an abstract.*

*If the Emery publication above were not a station pub, you would still list the publisher, like this:*

**Proceedings, not a station pub:**

Emery, Marla R. 2001a. Non-timber forest products and livelihoods in Michigan's upper peninsula. In: Davidson-Hunt, Iain; Duchesne, Luc C.; Zasada, John C., eds. Forest communities in the third millennium: linking research, business and policy toward a sustainable non-timber forest product sector: proceedings of the meeting; 1999 October 1-4; Kenora, ON. Cleveland, OH: Cuyahoga Press: 23-30.

**Station Pub – Not a proceedings:**

Everett, Yvonne. 1997. A guide to selected non-timber forest products of the Hayfork adaptive management area, Shasta-Trinity and Six Rivers National Forests, California. Gen. Tech. Rep. PSW-162. Albany, CA: U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station. 100 p.

*List total no. of pages for publication*

*Station headquarters location at the time of publication is used.*

**Another Organization that has a numbered series:**

Luppold, William; Prestemon, Jeffrey; Schuler, Albert. 2002. Changing markets for hardwood round wood. In: Zhang, Daowek; Mehmood, Sayeed A.R., eds. Forest law and economics; 2001 March 27-28; Atlanta, GA. South. For. Econ. Workers Publ. 31-01. Auburn, AL: Auburn University: 96-100.

**Corporate author:**

Forest Service. 2001. National strategy for special forest products. FS-713. Washington, DC: U.S. Department of Agriculture, Forest Service. 15 p.

**Thesis or Dissertation:**

Emery, Marla R. 1998. Invisible Livelihoods: Non-timber forest products in Michigan's Upper Peninsula. New Brunswick, NJ: Rutgers University. 150 p. Ph.D. dissertation.

Blackwell, Kyle A. 2000. Hardwood sawmill performance comparison, Lexington, KY: University of Kentucky. 131 p. M.S. thesis.

### **Abstract, poster abstract, or poster presentation:**

Rice, Patricia; Bumgardner, Matthew S.; West, Cynthia D.; Rice, Robert W. 2001. **Grading standards for character-marked maple: perspectives of primary and secondary manufacturers.** In: 55<sup>th</sup> annual meeting of the Forest Products Society; 2001 July 24-27; Baltimore, MD. Madison, WI: Forest Products Society: 21. Abstract.

*Use the same format for a poster abstract and/or poster presentation; just change the last part of the entry.*

### **Article or publication available only on CD-ROM**

Yaussy, Daniel A.; Hix, David M.; Long, Robert P.; Goebel, Charles P., eds. 2004. **Proceedings, 14<sup>th</sup> central hardwood forest conference;** 2004 March 16-19; Wooster, OH. Gen. Tach. Rep. NE-316. Newtown Square, PA: US. Department of Agriculture, Forest Service, Northeastern Research Station. 539 p. [CD-ROM].

*May be unnumbered pages, in which case, omit that portion of citation.*

### **NA publication**

Morin, Randall S.; Liebhold, Andrew M.; Gottschalk, Kurt W.; Twardus, David B.; Acciavetti, Robert E.; Horsley, Stephen B. 2001. **Forest health conditions on the Allegheny National Forest (1989-1999): analysis of forest health monitoring surveys.** NA-TP-04-01. Newtown Square, PA: U.S. Department of Agriculture, Forest Service, Northeastern Area, State and Private Forestry. 68 p.

### **Online only publication**

Wilson, Frances. 2001. **Numerical bimodality of the gypsy moth.** Bethesda, MD: Entomological Society of America. Available at <http://www.esa.org/gpmoth/index/html>. (Accessed December 15, 2001).

*The accessed date is important because information on web sites change frequently, and sometimes disappears altogether.*

### **Homepage**

U.S. Department of Agriculture, Forest Service. 1998. **Urban national forests.** Available at <http://www.fs.fed.us/recreation/permits/urban>. (Accessed Aug. 31, 2006).