

***Tree Planters' Notes* - Guidelines for Authors**

Editorial Policy

Tree Planters' Notes (TPN) is a journal dedicated to technology transfer and publication of information relating to nursery production and outplanting of trees and shrubs for reforestation, restoration, and conservation. TPN welcomes manuscripts on any subject within the scope of the journal. Examples of past issues can be viewed at the Reforestation, Nurseries, and Genetics Resources website:
<http://rngr.net/publications/tpn>

Submitting Articles

Send electronic files by e-mail or traditional mail to:

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Include a cover letter with the mailing address, email address, and telephone number of the corresponding author. Please label all CDs carefully with name(s) of author(s) and file(s). The editor will notify you of receipt of the manuscript. Revisions should be returned to the editor at the above address in a timely manner. Page proofs sent after acceptance and layout must be proofread carefully and returned promptly to the address that accompanies the proofs.

Format

Text: Manuscripts must be in Word, Word Perfect, or Rich Text format and must be IBM-PC compatible. All text except tables and figure captions should be double-spaced. Refrain from special formatting. Please do not embed photos, maps, charts, graphs, or figures into the manuscript text.

After the manuscript title, list the complete name(s), title(s), affiliation(s), and address (es) of the author(s). Include a brief abstract (150 words or less) followed by the text, references, figure captions, and tables. Total length of the paper should not exceed 6000 words.

Tables: Include tables at the end of the manuscript. Tables should be logical and understandable without reading the text.

Illustrations: Figures, charts, maps, graphs, and photos must be submitted separately; do not embed in the text. Digital photos must be at least 300 dpi, with a minimum output of 5x7. Submit each illustration as a separate file using a standard format such as JPEG, TIFF, or EPS. Clearly label all photos and

illustrations (figure 1, 2, 3, etc.). At the end of the manuscript, include clear, thorough figure and photo captions labeled in the same way as the corresponding material (figure 1, 2, 3 etc.). Captions should make photos and illustrations understandable without reading the text. For figures, indicate the source and citation. For photos, indicate the name and affiliation of the photographer and the year the photo was taken.

Style

TPN uses the spelling, capitalization, hyphenation, and other styles recommended in the United States Government Printing Office Style Manual, as required by the U.S. Department of Agriculture. Authors should use the U.S. system of weight and measure, with equivalent values in the metric system. Try to keep titles concise and descriptive; subheadings and bulleted material are useful and help readability. As a general rule of clear writing, use the active voice (e.g., write “Nursery managers know...” and not, “It is known...”). Note: modern, proportionate fonts no longer require double spacing after each sentence.

- Use numerals when referring to money, time, and measurement and for all numbers above 10.
- Abbreviate all units, except those with no numerical value (for example, “results are provided in parts per million” in contrast to “only 0.05 ppm was effective”).
- Provide both English and metric units for all values.
- Nomenclature — Use common names of organisms, if available, in the title, abstract, and text. At first mention in the abstract and in the text, provide the scientific name with authority in parentheses, e.g. white pine (*Pinus strobus* L.) The taxonomic standard for USDA publications is the Integrated Taxonomic Information System online database (<http://www.itis.gov>).

References

List citations in the text by date, oldest first, then alphabetically by author (for example, Roberts 1982; Jones 1994, 1999; Smith and Jones 2001; Roberts 2004; Smith 2004; Smith and others 2010).

- In the references section, list references alphabetically by author, then by date, with oldest first. When there are multiple articles by the same author, list first those articles with one author only, oldest first; then list articles with two authors, and so on, alphabetically by second author, oldest first.
- For journal articles, use the full journal name, rather than the abbreviated version.
- For meeting proceedings, follow the date and location of the meeting with the city of publication and publishing body. If the proceedings are a part of a Government publication series, put that information after the publishing body.
- For online resources, provide the URL and the month accessed.

Examples:

Journal article: Graham, J.S.; Joyner, P.A. 2011. Tree planting in Alaska. *Tree Planters' Notes*. 54(2): 4-11.

Entire book: Pallardy, S.G. 2008. *Physiology of Woody Plants*. 3rd ed. Burlington, MA: Academic Press. 454 p.

Chapter in book: Goorahoo, D.; Sharma, F.C.; Adhikari, D.D.; Benes S.E. 2011. Soil-water-plant relations. In: Stetson, L.E.; Mecham, B.Q., editors. Irrigation. 6th ed. Falls Church, VA: Irrigation Association: 23-73. Chapter 3.

Article in proceedings: Dumroese, R.K.; Jacobs, D.F.; Davis, A.S.; Pinto, J.R.; Landis, T.D. 2007. An introduction to subirrigation in forest and conservation nurseries and some preliminary results of demonstrations. In: Riley, L.E.; Dumroese, R.K.; Landis, T.D., technical coordinators. National proceedings, forest and conservation nursery associations—2006. Proceedings RMRS-P-50. Fort Collins, CO: U.S. Department of Agriculture, Forest Service, Rocky Mountain Research Station. 20–26.

Thesis or dissertation: Akgul, A. 2004. Performance of slash pine (*Pinus elliotti* engelm) containerized rooted cuttings and bare-root seedlings established on five planting dates in the flatlands of western Louisiana. College Station, TX: Texas A&M University. 91 p. Ph.D. dissertation.

Online resource: Bardon, R.E.; Megalos, M.A.; New, B.; Brogan, S., eds. 2010. North Carolina's forest resources assessment: a statewide analysis of the past, current and projected future conditions of North Carolina's forest resources. Raleigh: North Carolina Division of Forest Resources. 489 p. <http://www.ncforestassessment.com>. (January 2011).

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