

FIA RESOURCE UPDATE (RU) PROCESS

Using MS Publisher® Template

Writing/Create Tables & Graphs ⇒ Reviewer process ⇒ Statistical check process
⇒ Editing (technical edit, style edit) ⇒ Layout/Proofing ⇒ Web Publishing

Author prepares the RU using the following guidelines:

STARTING in FIA

- FIA State RUs will have 4 topics: (1) Overview, (2) Forest Area, (3) Volume, Biomass, and Trends, and (4) Author's Choice (**Note:** Topics 1-3 **cannot** be renamed)
- Author **writes** text, creates tables, graphs, and maps following the FIA RU process guide
- Send packaged manuscript (text, tables, graphs, and maps) out for **review** (SRS requires a minimum of 2 reviews)
- Reviews come back, author addresses any questions/comments back with the reviewers and make any changes
- Author gives all files to FIA Pub Management for **Stat Check**, any discrepancies are marked for author to approve/reject
- Author makes any corrections/changes
- Author attaches all files: text, tables, graphs, maps, and photos with captions; copies of your reviews and your comments as to how you answered any of the reviewers questions or comments; a filled out Manuscript approval form (SRS-FS-1600-4a (6/98; revised 1/13)) (requires Program Manager signature) in an email and send to Assistant Director for Science Delivery in Asheville for **Tech Edit/Styling**
- After Tech Edit/Styling, Styling Editor will send RU back to author for changes
- Author corresponds back to Styling Editor in Asheville that they have accepted/rejected the changes the editor recommends
- Author prepares **Layout** (see **LAYOUT**, pg 6 of this guide) using the RU FIA Template in MS Publisher to insert text, tables, graphs, maps, and/or photos (see relevant guidelines below to help with the process)
- Author gives copy to FIA Pub Management to **Proof** (see **PROOFING**, pg 9 of this guide), changes are marked and a number is assigned by FIA Pub Mgt., author makes changes, saves as a .pdf
- Author sends .pdf to the SRS Web master (see **WEB PUBLISHING**, pg 9 of this guide)

Each RU will go through the SRS edit process: (1) technical edit, and (2) style to GPO guidelines. The following format is used to edit documents:

TEXT

- Submit text in a Microsoft **WORD**® document
- Each page should have a header with author's name and page numbers at the top of page
- Pages should be formatted as full page (not columns), and text is single-spaced
- Text font is **Times New Roman** and **10 pt**
- All punctuation followed by one space (periods, colons, etc.)
- Use the author-date method to refer to literature in the text. Use "and others" instead of "et al"
- **Do not** embed figures/maps/photos into the text document
- Abbreviate figures parenthetically (fig. 2)
- Acknowledgments is a primary heading and is always plural
- Scientific names of trees and plants are in parentheses and italics (*Pinus taeda*)

LITERATURE CITED

- Arrange citations in alphabetical order
- Type each literature citation as a separate paragraph
- Do not indent. Use hard carriage returns at the end of each citation
- For four or more authors, use "and others" after the third author (if only four authors, use all four names)
- Include date accessed for online publications [Date accessed: April 2,2014]
- MS Word® automatically underlines URLs; remove hyperlink function from URLs

Table Format Guidelines

Follow the guidelines below for formatting the table. It is the responsibility of the author(s) to ensure data is represented accurately. Please refer to the Authors Guide (www.srs.fs.usda.gov/author/authors_guide.pdf) for specific guidance on units of measure (English v. metric) and table footnotes and source notes.

SHADING: if you want to shade every other row, select entire table (including header row); select “Format as table” from the STYLES section of the **HOME** tab; choose “Table Style Light 1” (which should be the first option from the dropdown box); be sure “My table has headers” is selected and click OK.

Table 1—Specifications for styling a table for submission to SRS Technical Publications Group

Category	Element	Specs
Font	Title	Arial (or Helvetica), 9pt, bold, one blank line below
	Header row	Arial (or Helvetica), 9pt
	Table text	Arial (or Helvetica), 9pt
	Footnotes, source notes, etc. ^a	Arial (or Helvetica), 8pt
	Units of measure	<i>Arial (or Helvetica), 8pt, italic</i>
Rules ^b	Header row	0.5 width, black, above and below
	Bottom row	0.5 width, black, below
Alignment	Title	Flush left
	Table text, left column	Flush left, indent text that wraps to next line
	Table text, other columns	Align as necessary to best present the data
	Units of measure	Center among columns using same unit

^a Footnotes, source notes, etc. are placed here (below bottom rule).

^b Rules are the solid black lines that define a row (or set of rows).

Sample table formatted correctly:

Header row rules are 0.5 width, black.

Table title is 9pt, bold, Arial (or Helvetica) with no period and a line space between title and table. Em dash between table # and title.

Units of measure are 8pt, italic, Arial (or Helvetica); centered among columns and below the Header row rule. Use dashes to span columns. NOTE: if preferred, you may leave unit of measure abbreviated and/or in parentheses below the column header.

Table 2—Sample table to show formatting preferences

Variable	Column 1	Column 2	Column 3	Column 4	Column 5	-2LL	AIC (unit)
	----- unit of measure ^a -----						unit
ATC	2.5346	0.0294	168.82	-0.0134	32.6940	5,484.1	5,498.1
MTC	1.5314	0.0230	120.83	-0.0130	32.5538	4,736.4	4,750.4
ATMS ^c a	3.8348	-0.0048	177.02	-0.0131	34.6174	5,536.6	5,550.6

Note: *P*-values for all parameters were <0.0001 except for those noted.
^a Parameter estimates are not significant at $\alpha = 0.05$.

Left column is aligned flush left; indent any text that is wrapped to next line.

Footnotes, source notes are 8pt Arial (or Helvetica), flush left, one blank line space after bottom rule.

Bottom rule is 0.5 width, black.

Save the table (do not make in a workbook of multiple sheets), you need these to be individual files for inserting into you Publisher file of Layout.

Adding a table to the FIA RU template in MS Publisher®

- Open the template
- Select the INSERT tab
- Select OBJECT from the TEXT section of the INSERT tab
- Choose the “Create from file” radio button
- Click the BROWSE button
- Find your table and click the OPEN button

Publisher will place the table within an object box in the template. You can click on the box and move it to the correct position.

If necessary, you can edit the table directly from **Publisher**. Simply place your cursor on top of the table and double-click. Make your edits, then click your cursor outside of the table object box.

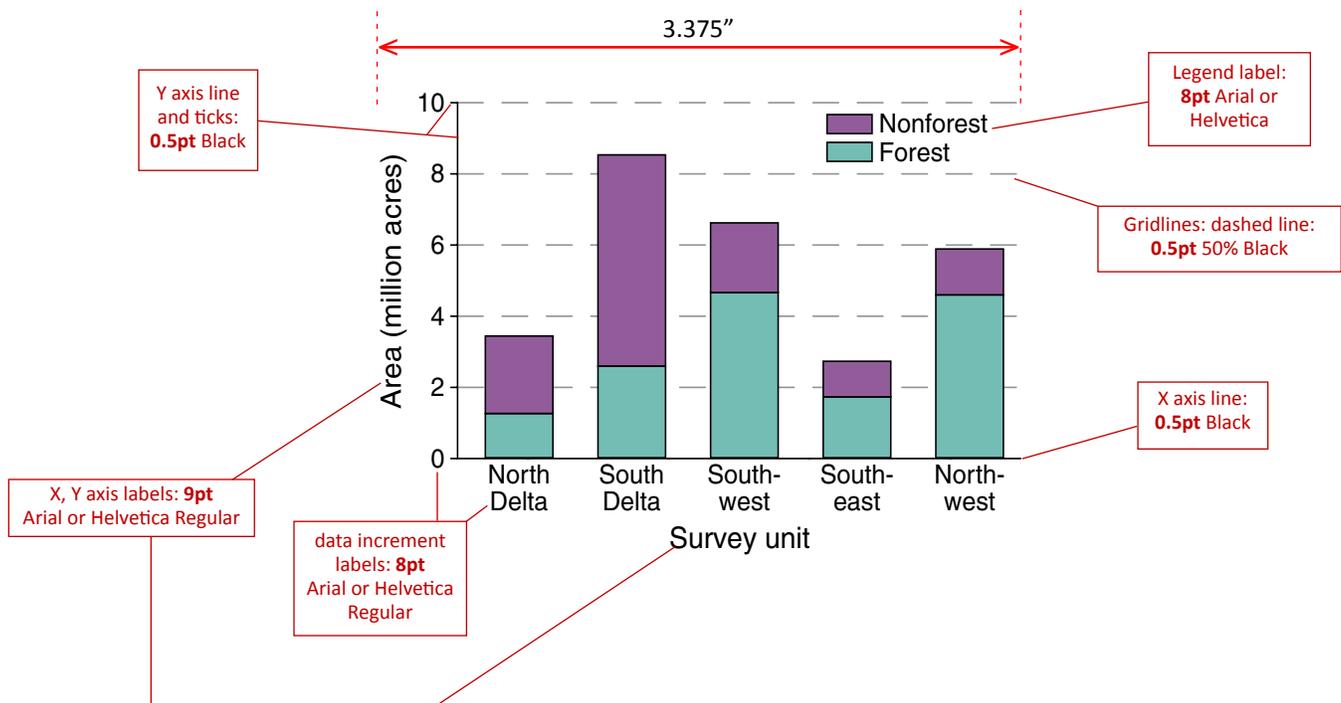
Graph/Map Format Guidelines

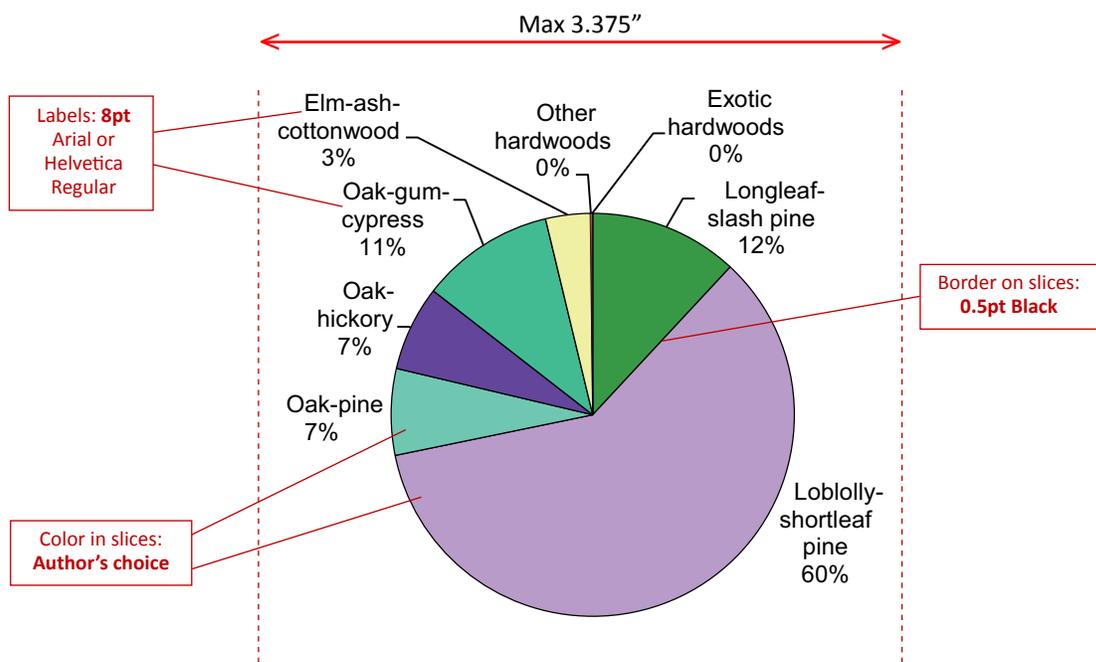
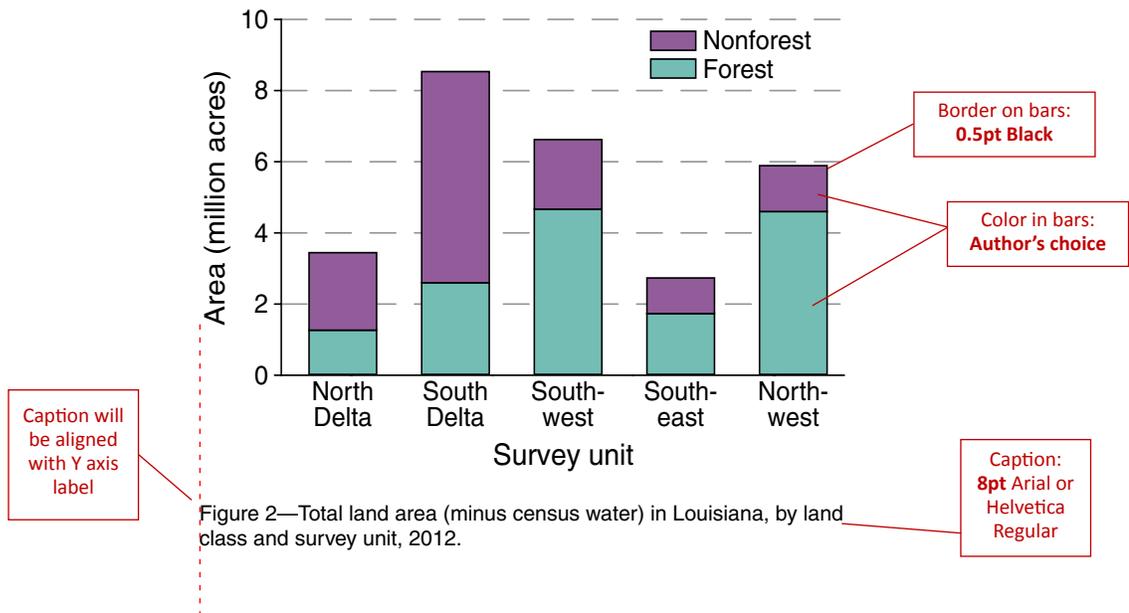
Follow the guidelines below for formatting graphs/maps. It is the responsibility of the author(s) to ensure data is represented accurately.

Graphs: (Option 1, using *Excel*):

Data in spreadsheet. Highlight cells. Click “Insert”, Chart options (choices are in drop down arrow).

With chart built, while selected (white box), right click to gain access to additional formatting (see the following examples with settings for bar and pie charts).





Save the graph (do not include data cells, do not create a multiple sheet workbook), you need these to be individual files for inserting into your Publisher file of Layout.

Adding an Excel Chart (Bar or Pie) to the FIA RU template in MS Publisher®

- Open the template
- Select the INSERT tab
- Select OBJECT from the TEXT section of the INSERT tab
- Choose the “Create from file” radio button
- Click the BROWSE button
- Find your graph and click the OPEN button

Publisher will place the graph within an object box in the template. You can click on the box and move it to the correct position.

If necessary, you can edit the graph directly from **Publisher**. Simply place your cursor on top of the graph and double-click. Make your edits, then click your cursor outside of the graph object box.

Graphs: (Option 2, using--SigmaPlot®)

Note: The size of chart, fonts, line weights, colors, captions, labels are the same, however to create using Sigma, the setting of some of these attributes are different, and below you will find the steps to help:

- If using the stand-alone version of Sigma, set your default graph size, font, and line weight by going to “Options” (click on the “Σ” in the top left corner, the Options button is at the bottom).
 - Click on the “Graph” tab.
 - Under “Size and position”, set size to “Height - 1.8 inches”, “Width – 2.9 inches”. This will result in a bar graph that is approximately column-sized (3.375”) after x- and y-axis labels.
 - Set “Font” to “Arial”.
 - In the box under “Settings for” click on “Lines”, under “Thickness” at the bottom, set to “0.007 inches (0.5 pt.)”.
- To change graph size on the graph page, select the entire graph by clicking somewhere in the middle.
 - Click on “Size and position” in the “Page objects” task pane and set size in the “Object properties” task pane under the “Page objects” task pane.
 - You can tighten the graph up a little by selecting the axis labels and nudging them toward the graph.
 - For some reason the “Size and position” property isn’t available with pie charts. They have to be resized manually by dragging the corners of the “box” when the entire graph is selected (click outside the edge of the pie to get sizing “handles”). Turning on the “Rulers” and “grid” (under “rulers”) options on the “Graph page” tab will help when manually resizing a graph.
- Change tick length by clicking on the axis, select “Ticks” under the appropriate axis in the task pane, then “Major ticks”. Set tick length to 0.03 inches in the “Object properties” task pane.
- To change line weight on the graph page: select the entire graph, click on “Line weight” on the top menu bar of the “Graph page” tab and select “½ pt.” from the drop-down menu.
- To add grid lines: scroll to bottom of the menu in the “Page objects” task pane, click on “Grid Lines”, select the appropriate axis, select “Major grid lines”.
 - In the “Object properties” task pane, select “Medium dash” for line type and “Dk gray” for line color. (set to 0.007 inches)
- For column-size graphs, use **Arial; 8 pt. for tick labels** and **9 pt. for axis labels**.
 - Select the entire graph and set font type and size in the menu bar at the top of the “Graph page” tab.
 - Select any labels that you might want to change and set font type and size in the menu bar. They can also be changed in the “Object properties” task pane or by right-clicking on the label.
 - Pie chart slice labels have to be added manually using text boxes (click on “T” on the “Graph page” menu bar).
- **To export graph:** select graph and objects on the Sigma graph page that you want to show in the Publisher document (if you don’t select the graph, it exports the entire page as an 8.5” X 11” picture). If the graph is selected, it will automatically export the legend and other associated graph features even if they don’t appear to be selected.
 - Select the “Home” tab in SigmaPlot®, then click on “Graph” in the top menu bar.
 - Select “Export” from the drop-down menu – after adding file name, select “PNG” as the file type. In the Export dialogue box, change “Final figure dpi” to 300 - then click “Save”.
- For placement of PNG into Publisher, Select Insert tab, Choose Picture Icon, Select File when list pops up, Click Insert, you will be able to move to location on page

Maps:

- Author can create maps in software of their choice.
- Whenever possible, maps should fit within a single column of the two-column format. If you group multiple maps together in one figure, make sure they will be large enough to read well in one column width.
- Line weights: (State border) **1.0 pt Black**; (county border) **0.5 pt Black**
- Colors in map (Author’s choice)
- Fonts in Legend: (Legend Title) **9 pt Black**, Arial or Helvetica; (value labels) **8 pt Black**, Arial or Helvetica
- Export your Map to save as a **PNG** file type. Option should be set for dpi at 300 for the best resolution (any thing less will produce a fuzzy image).
- For placement of a map in the Layout, use **Insert**, picture, and choose your .png file. You should be able to move the map around on the page for exact location you need it.

LAYOUT

There are four pages, and the arrangement will be as follows:

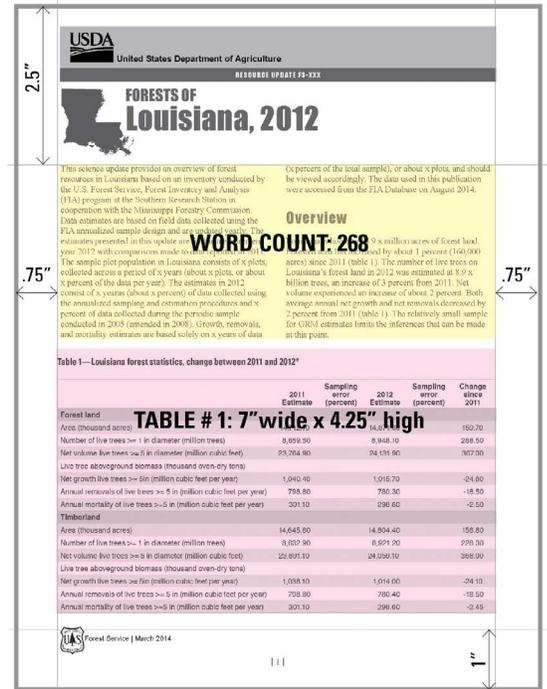
PAGE 1

Title: "Forests of (STATE name), (YEAR)" (Click on "view" to go to *Master Page*, that is where you will make this change; Close *Master Page* when completed).

Primary heading: OVERVIEW

Text (see yellow block): One introductory paragraph and one OVERVIEW paragraph with ~268 words total; both paragraphs must fit between title and table 1. (Note: there is no heading for the introductory paragraph.)

Table 1 (see pink block): This table is required; it must provide data on changes in forest statistics (but it is the author's choice which year of data they wish to compare with the current year's data). It is placed after the text at the bottom of the page.



Example of page 1 layout.

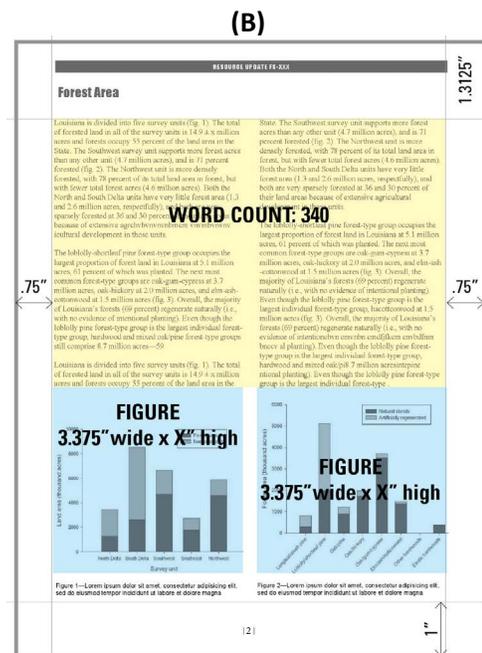
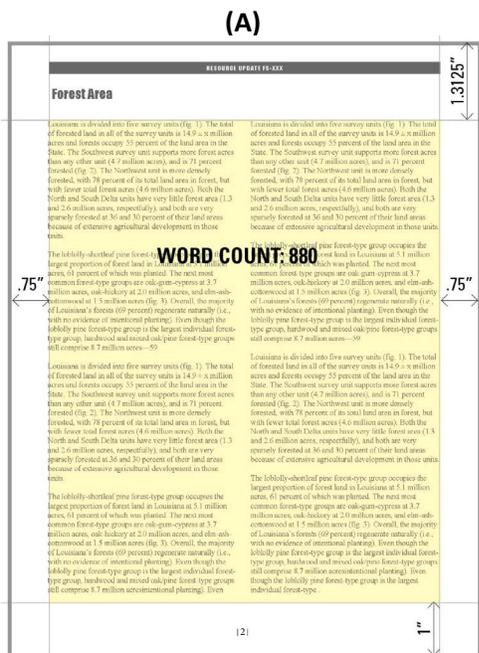
PAGES 2 AND 3

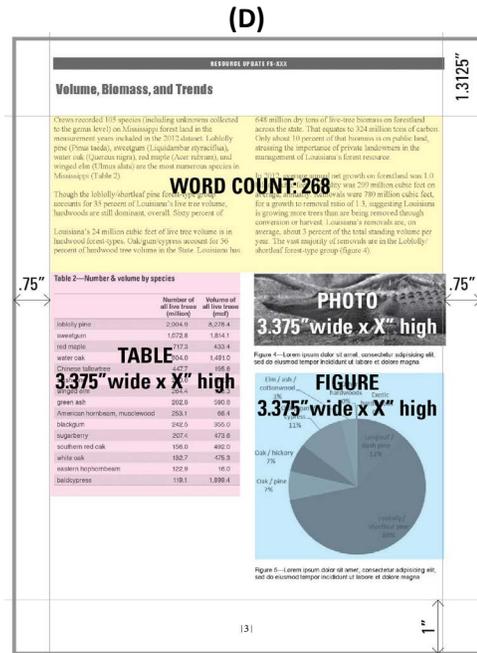
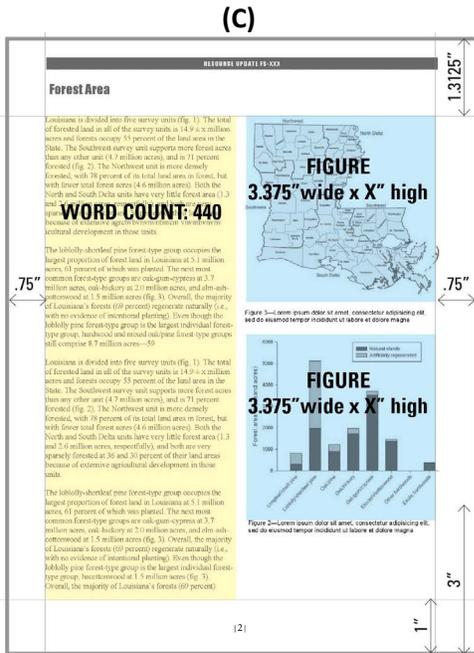
Page 2 Primary heading: FOREST AREA

Page 3 Primary heading: VOLUME, BIOMASS, AND TRENDS

Text (see yellow blocks): Author's choice. If entire page is text, the word count is ~880 (see example A). If author chooses to insert two graphic elements (tables, figures, photos), then the word count is ~340 if placed side-by-side on bottom (see example B), or ~440 if both placed in one column (see example C). Example D illustrates an option for multiple graphic elements and less text (same amount as p. 1).

Graphic elements (see blue, pink, and gray blocks): Author's choice. Each element should be 3.375" wide x ~3" height. Each blue/pink block below represents a graphic element that is ~3" tall (or ~145 words). If your graphic element is >3 inches in height, you will have less space for words.





Examples of possible page 2 and page 3 layouts. Note that the blue/pink/gray blocks can be any combination of figure(s), table(s), or photo(s). In example (B), author could use the two blue blocks for one graphic element that spans both columns (or 7 inches).

PAGE 4

Primary heading: (Author's choice)

Text: Author's choice. One paragraph with ~145 words.

Literature Cited (or References): Use this block to provide any citations/references necessary. If this block is not used, author may fill it with text or a graphic element.

Graphic elements: Author's choice. Each element should be 3.375" width x ~3" height.

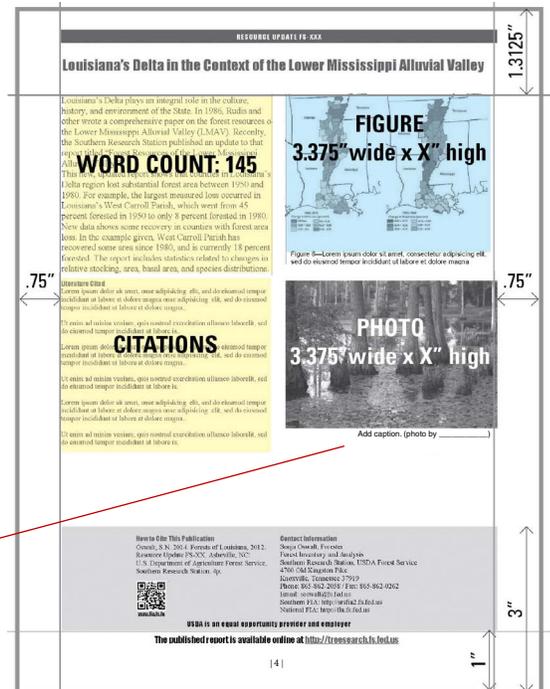
PHOTOS (optional)

Author's choice.....

If you use photos, you must have a caption and credits, in Arial or Helvetica **7pt**, should be just below photo.

Reminder: Scientific names of trees and plants are in parentheses and italics (*Pinus taeda*) if used in caption.

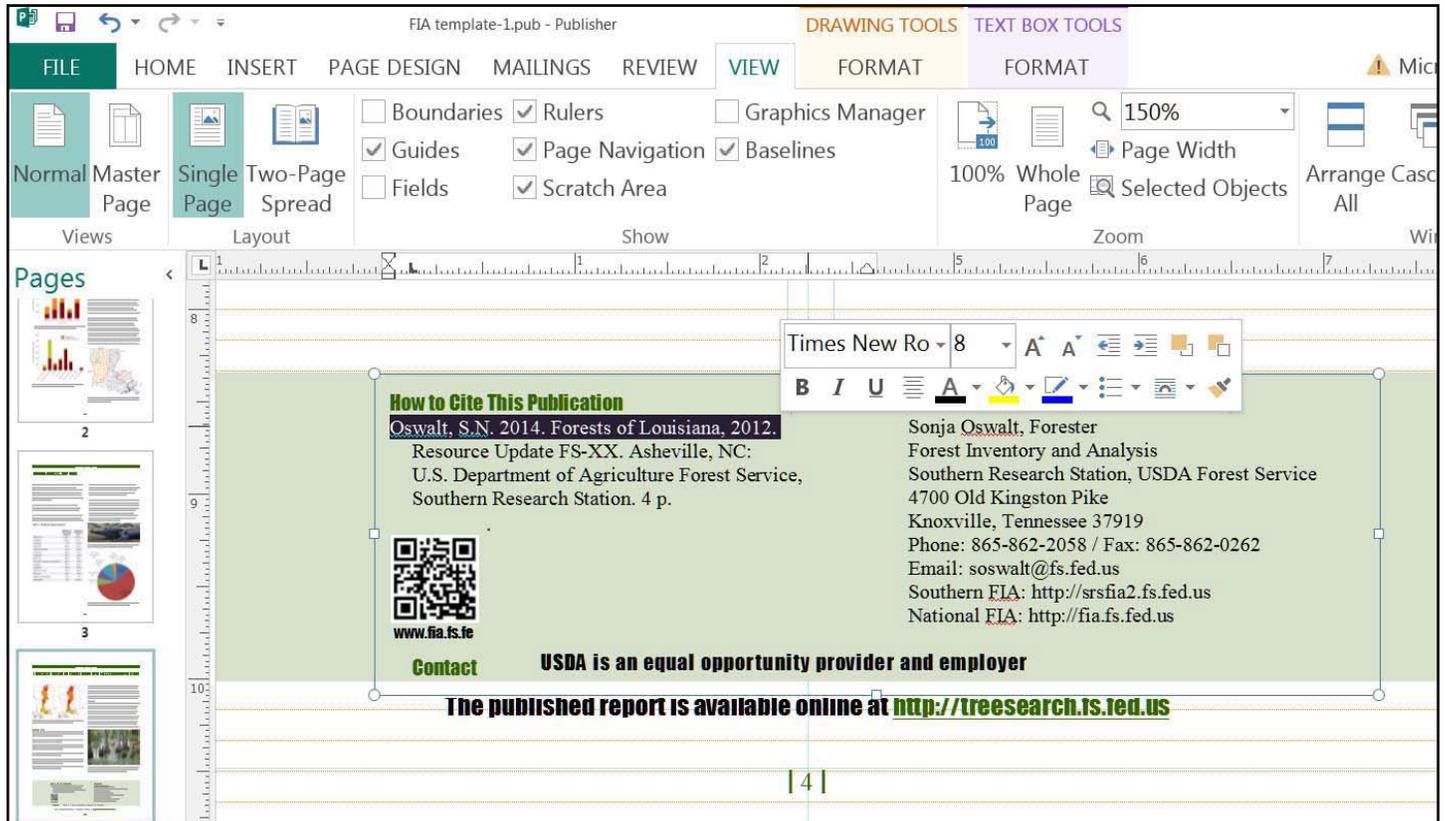
Photo border: 0.5pt Black



Example of page 4 layout.

How to Cite This Publication and Contact Information: (Editing)

In the RU, you will replace the placeholder text with your own information. Drag your cursor over the information you want to replace and retype over it. (see example below).



In the same box at the bottom of the last page is a place to enter citing information, the format for this is:

How to Cite This Publication

Last Name, First Initial, Middle Initial. Year. Publication Title, 2012.
 Resource Update FS-XX. Asheville, NC:
 U.S. Department of Agriculture Forest Service,
 Southern Research Station. 4 p.

It will end up looking something like this:

How to Cite This Publication

Oswalt, S.N. 2014. Forests of Louisiana, 2012.
 Resource Update FS-5. Asheville, NC:
 U.S. Department of Agriculture Forest Service,
 Southern Research Station. 4 p.

The authorship and address information is located in the boxes at the bottom of the last page (most States will have a co-author which is a State partner.)

The format for entering the text should be:

Author Name, Title
Forest Inventory and Analysis
Southern Research Station, USDA Forest Service
4700 Old Kingston Pike
Knoxville, TN 37919
Telephone: XXX-XXX-XXXX / Fax: XXX-XXX-XXXX
Email: Author Name@fs.fed.us
Southern FIA: <http://srsfia2.fs.fed.us>
National FIA: <http://fia.fs.fed.us>

Co-Author Name, Title
Co-Author Company/Agency
1234 Main Street
City, TN 37919
Telephone: XXX-XXX-XXXX / Fax: XXX-XXX-XXXX
Email: Co-Author Name@fs.fed.us
www.co-author's Web address

PROOFING

- Print and proof your work, maybe hand off to another analyst or co-worker to review/critique.
- Make any changes, print a new copy, and give to the Pub Management Group to “**Proof**” and assign the **FS #**. They will mark (pen & ink) any changes necessary and return to you.
- Make your changes and add the FS #
- Make your final pdf. (Save as RU-FS-# (xx) (State abbv. letters) (e.g., **RU-FS-5 (LA).pdf**)

WEB PUBLISHING

Authors will email pdf of the Resource Update directly to FS-pubsque@fs.fed.us to be placed on the Web as an electronic pub. Include in your email the following statement (this replaces the “Stamp Proof”):

”I have verified all the information in this pdf, “*Forests of ‘Your State Name’, 20xx*”, and it is ready to be published to the Web”. /s/ *Author’s Name*

The publication should appear in Treearch in about 3 days.

Errata: If an error is discovered, the Assistant Director for Science Delivery should be contacted; and she/he will coordinate documentation for the Web. An example of an erratum is as follows:

Errata:

An error occurred during the preparation of a content table within RU-FS-XX, *Title of Publication*.
To correct this error, the content table on page xx of this publication was replaced on (date inserted).