

AUTHORS CHECKLIST

For Preparing and Submitting Manuscripts for SRS Publication

Please reference the SRS Authors Guide for complete instructions on manuscript preparation.

CHECKLIST FOR SUBMITTING MANUSCRIPT

- Manuscript Approval Sheet [Form SRS-FS-1600-4a(6/98)] is completed.
- Publication Distribution form [SRS-FS-1600-5a (3/97)] is completed.
- Letters of permission to use copyrighted material are included, if necessary.
- Reviewers' copies and letters of reconciliation for all reviewers are included.
- Text is provided in hard copy and electronic format; it includes tables of contents, lit cited, and figure captions.
- Figures and tables are provided in hard copy and electronic format, with each as a separate e-file.
- Photographs (hard copy and e-file), with photo credits and captions for each, and within-text placement information.

MANUSCRIPT TEXT

- All pages have a header (right justified) with senior author's last name and page number.
- **Do not** imbed figures, tables, photos, etc., in the text.
- **Do not** underline URLs; remove hyperlink function from URLs.
- **Do not** use software to generate table of contents, footnotes, or index.
- Provide a table of contents for longer manuscripts, but **do not** include page numbers with it.
- Scientific names of trees, plants, and other organisms are included in parentheses and *italics* after first use only.
- There is a citation for every reference and a reference for every citation (in text, tables, and figure captions).
- Include author(s) information (i.e., working title, affiliation, and address) on the cover page.
- Units of measure (English, metric, or both) should be tailored to the audience; see *Authors Guide* for specifications.
- Use Microsoft equation editor or MathType[®] for mathematical equations.
- Font and paragraph styles (use Heading 4 only if necessary):
 - **HEADING 1** (use **Arial (or Helvetica) 12 pt. bold, CAPS**; start text on next line, flush left)
 - **Heading 2** (use **Arial (or Helvetica) 10 pt. bold**; start text on next line, flush left)
 - **Heading 3**—Text follows. (use **Times New Roman 10 pt. bold** followed by an em dash)
 - **Heading 4**—Text follows. (use **Times New Roman 10 pt. bold, italic** followed by an em dash)
 - Text is double-spaced. (use **Times New Roman 10 pt.** for text, double-spaced, flush left)

TABLES AND TABULATIONS

- Do not imbed tables in the text—submit them as separate files and name them sequentially (e.g., table1.doc, table2.doc)
- Submit hard copy and electronic copy (in MS Word or Excel) of all tables.
- Keep tables to a reasonable size. Typical widths are 3⁻³/₈, 5-½, and 7-¼ inches.
- Type of 9 pt. Arial (or Helvetica) is recommended, but use no smaller than 8 pt.
- Tables are single-spaced.
- Avoid using spaces or empty columns to separate or line up data—use the MS Word table function or tabs.
- See *Guidelines for Tables* in the *Authors Guide* for complete specifications.

GRAPHICS—“Graphics” include all figures (maps, charts, and graphs), drawings, proposed cover art, and agency logos.

- Do not imbed graphics in the text—submit them as separate files and name them sequentially (e.g., fig1.xls, fig2.ai)
- Captions are included after the text, single-spaced, and on a separate page.
- Submit hard copy and electronic copy of all graphics.
- Use Arial (or Helvetica) type font for labels within graphics.
- Send files in their native format, if possible. Best file formats: *.eps, *.ai, and *.xls.
- Graphics should be no smaller than 300 dpi and 3⁻³/₈ inches wide.
- See *Guidelines for Graphics* in the *Authors Guide* for complete specifications.

PHOTOGRAPHS—Photos should be 2000x3000 pixel dimension; at least 300 dpi at the desired placement size.

LITERATURE CITED

- Cite references within text alphabetically: (Harris 1980, Stern and Walls 1996a) or (Jones, in press; Mills 1988).
- If citation is for a Web site, please include the date the info was accessed [e.g., (Date accessed: June 7, 2013)].
- Follow ANSI for styling citations; see *Guidelines for Citations* and *Authors Guide* for specifications and examples.