

## INSTRUCTIONS FOR PREPARING PAPERS FOR BIG-EARED BAT PROCEEDINGS

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The proceedings will be published by the Southern Research Station as a General Technical Report. An example of a recent General Technical Report can be found at [http://www.srs.fs.usda.gov/pubs/gtr/gtr\\_srs101.pdf](http://www.srs.fs.usda.gov/pubs/gtr/gtr_srs101.pdf). The hardcopy publication will be black and white, although the online publication may include color. Authors of presented papers can submit a paper for possible inclusion in the proceedings. Poster abstracts will also be published.

Manuscripts must be submitted as an original paper in hard copy and electronic format by **March 11, 2010**. The goal of the Editorial Committee is to have a final product by April, 2011. Thus, manuscripts submitted after the deadline will not be considered for inclusion in the proceedings. There will be no exceptions. Manuscripts should be in MS Word. If the author does not have access to MS Word, please indicate the type of software used.

The Southern Research Station and the Editorial Committee have adopted the following instructions to help authors prepare their manuscripts. If authors fail to follow these instructions, the manuscript will be returned to the authors for corrections. Authors will still be required to adhere to the attached timeline to prevent publication delay. When preparing the manuscript, the author **must** eliminate all control characters (e.g., **do not use bold, italic, or underlined fonts; tabs at the beginning of paragraphs; headers and footers; centered text; graphic lines; etc. unless instructed to do so**). For special formatting, authors should mark the appropriate text on the paper copy with a highlighter and describe the commands desired in the margin. The main exception to this rule is Latin names. **Please use italics for all Latin names and number all pages.**

**All text in the manuscripts should be double-spaced and in single-column format using 10-point Times New Roman or Times font, and tables should be in 10-point Times New Roman or Times font.** Use 1-inch margins. Use only one space after all punctuation (periods, colons, etc.). **Use a sans serif font (Helvetica or Arial) for all graphics.** The page limit for manuscripts is 12 typeset pages, including tables and figures. This limit equates to approximately 20 single-spaced pages (including tables and figures). Authors should not make policy statements (e.g., “The USFWS should list Rafinesque’s big-eared bats as endangered”). However, management implications and recommendations should be made if appropriate.

When typing the manuscript, follow these guidelines:

1. Before beginning to type, set your word processor's default values to the following specifications: all four page margins, 1 inch; double-spaced 10-point Times New Roman or Times font; all text left justified, ragged right; and no hyphenation. This will help reduce the number of control characters in the file.

2. PAPER TITLE. Type the title in all uppercase letters, centered. If the title is longer than one line, allow it to wrap to the next line. Do not use a carriage return.

3. AUTHORS' NAMES. Leave one blank line below the title, and type the full name of the authors, centered, using initial capitals.

4. AUTHOR IDENTIFICATION. Leave one blank line below the authors' names and type flush left the author's name, job title, the organization, city, State, and zip code. Text should be left justified, ragged right. If more than one author is at the same address, do not repeat the address. The layout person will move author identifications to the proper footnote.

5. ABSTRACT. Leave one blank line below the author identification and type flush left the word "Abstract" followed by two dashes. Begin the text immediately after the dashes (no spaces). At the end of each line, allow the word processor to wrap to the next line. Do not hyphenate words at the end of lines. Limit the abstract to approximately 250 words. All text should be left justified, ragged right.

6. Leave one blank line below the abstract and type flush left in all uppercase letters the word INTRODUCTION. On the next line (no blank line), begin typing the text at the left margin. Text should be left justified. Use the word wrap feature at the end of each line and do not hyphenate words at the end of lines.

7. Left justify all paragraphs, no paragraph indentions. Skip one line between each paragraph.

8. HEADINGS. All section headings should be typed in the following format:

#### FIRST-DEGREE HEADINGS

First-degree headings should be left justified using uppercased letters with a blank line preceding the heading. Text should begin on the line immediately below the heading.

#### Second-Degree Headings

Second-degree headings should be left justified, using initial capitals for major words with a blank line between the second-degree heading and the preceding paragraph. Text should begin on the line immediately below the heading. Do not leave a blank line between first-degree heading and second-degree heading.

Third-degree headings--Third-degree headings should be left justified using lowercased letters, except for an initial capital on the first word. The last word should be followed by two dashes. Text begins immediately after the dashes with no spaces.

An example:

#### METHODS

Habitat Analyses

Roost tree habitat--Plots were established around each roost tree...

Foraging habitat--Random plots were sampled....

9. TABLES AND FIGURES. Place all tables and figure captions at the end of the manuscript. **Typeset the tables in 10-point Times New Roman or Times font.** On the manuscript's paper copy, mark the first reference to each table and figure with a highlighter. See numbers 18 and 19 for more detailed instructions on tables and figures.

10. ACKNOWLEDGMENTS. This section, if needed, should be placed after the conclusions section under the first-degree heading, ACKNOWLEDGMENTS.

11. LITERATURE CITED. Arrange citations in alphabetical order. Type each literature citation as a separate paragraph, allowing the word processor to wrap at the end of each line. Do not indent. Hard carriage returns should only be used at the end of each citation. Separate each citation with one blank line. This section should be titled LITERATURE CITED. Follow the American National Standards Institute (ANSI Z39.29-1977) style for citing bibliographic references. [http://www.srs.fs.usda.gov/working/author/guidelines\\_for\\_citations.pdf](http://www.srs.fs.usda.gov/working/author/guidelines_for_citations.pdf).

Use the author-date method to refer to literature in the text; for example, "Over one-half of bats worldwide use vegetation for roosting (Kunz and Lumsden 2003)" or "A study by Miller (1980) showed . . . ." If several references are listed together, list them **alphabetically** (Adams and Smith 1980, Endres 1972, Peterson 1974). Use a comma, not a semi-colon, between listings. If a manuscript has three or more authors, list the first author followed by "and others" (e.g., Clark and others 1986). Do not use "et al."

With one exception, only published material should be included in the literature cited section. Manuscripts accepted for publication may be included. The notation "In press" appears in the same position as the publication date; for example: Haywood, J.D. [In press].

12. FOOTNOTES. **FOOTNOTES SHOULD ONLY BE USED IF ABSOLUTELY NECESSARY.** Footnotes should be numbered consecutively throughout the manuscript and placed after the literature cited section. Mark the reference to the footnote on the paper copy with a highlighter. The layout person will place each footnote at the appropriate location. This section should be titled FOOTNOTES.

13. PERSONAL COMMUNICATIONS. Reference to personal communications and unpublished data should be avoided. If it must be done, do so parenthetically in the text; for example: (Personal communication. John Doe. 1991. Silviculturist, Kisatchie National Forest, 2500 Shreveport Highway, Pineville, LA 71360). A complete address must be given as a means of contact.

14. NUMBERS AND UNITS OF MEASUREMENT. Throughout the manuscript, spell out numbers at the beginning of a sentence, whole numbers from one through nine unless associated with a unit of measurement or money (7 m, 2 inches, 3 percent, \$3), fractions standing alone or followed by "of a" or "of an," and preceding a unit modifier that contains a figure (ten 3-m logs). Use numerals when 2 or more numbers appear in a sentence and 1 of them is 10 or more. Note that metric units are abbreviated (7 m, 9 cm, 2 L, 3 mL), and English units are spelled out (2 inches, 3 feet, 4 square feet).

Do not use "%" in the text, write out the word "percent" instead. The "%" sign can be used in the tables, however. Write out units of measurement when used alone in the text, units are usually abbreviated in tables. **Do not mix metric and English units in the text.** Use metric units unless English units are more appropriate.

15. STATE ABBREVIATIONS. States should be abbreviated when mentioned with the name of a town or county and spelled out when standing alone. Use the U.S. Postal Service two-letter State abbreviations.

16. NOMENCLATURE. Scientific names set off in parentheses should follow the first mention of each common name in the abstract and again in the body of the manuscript. The authority is not necessary but if used should be consistent throughout. The genus, species, and variety names should be italicized. Do **not** underline the names. Common names or scientific names without the authority can be used thereafter. If the number of species is large, a list of common and scientific names can be included in an appendix following the literature cited section.

17. EQUATIONS. Equations should be broken out of the text, numbered at the right margin, with a blank line above and below the equation. Use Microsoft equation editor or MathType software programs, if possible.

18. TABLES. Tables should be mentioned in the text and numbered consecutively throughout the manuscript. Never place tables in the text of your manuscript. Place all tables at the end of the manuscript following the literature cited section and/or appendices. Avoid large tables (over one-half page). Landscape orientation of tables must be avoided (no tables over 8 ½ inches wide). We will insert the tables into the text using the electronic copy.

Keep tables simple. Create tables using the Microsoft Word table function or tab settings, if necessary. If using tab settings, **DO NOT USE THE SPACE BAR TO ALIGN COLUMNS**. Tables are very difficult to reformat and often must be rekeyed if the space bar is used to align columns, thus creating time delays and errors. Columns are easily aligned if you use the appropriate tab style (decimal tab, right-aligned tab, or left-aligned tab).

Each table should have a complete title. In the title, insert two dashes after the table number; for example: Table 1--Mean live crown ratios for loblolly pine . . . . Do not place a period after the title.

All columns must have headings. Initial cap the first word of all information in columns (headings and text in columns). See Tables 1 and 2 as examples. Use lowercase letters for footnotes in each table beginning with “a.” (See attached table examples for proper formatting).

19. FIGURES. Do not submit color figures. They will be printed in black and white only in the hardcopy publication. Color illustrations and maps can be included in the online versions. Illustrations, such as charts, maps, drawings, and photographs are figures. Number them in the order mentioned in the text. The number of variables in maps (e.g., GIS landscape maps) should be minimized (<9) to assure they are readable. **SUBMIT ONE ORIGINAL PAPER COPY AND AN ELECTRONIC COPY OF EACH FIGURE ACCORDING TO DIRECTIONS PROVIDED BELOW**. Figure captions should be placed at the end of the manuscript, not on the figure, and titled **FIGURE CAPTIONS**. Avoid footnotes in figures; include the information in the caption. In the caption, insert two dashes after the figure number (Figure 1--) and end the caption with a period.

The paper copy of the figure must be a high-quality black and white original. (Please do not send photocopies of figures.) On each paper copy, identify the figure number and the title of the manuscript in an inconspicuous place on the page. Digital graphics can be submitted in either Windows or MAC format.

Graphic illustrations (drawings) should be created in Adobe Illustrator, Macromedia Freehand, or a similar vector-based illustration program. Charts and graphs should be created in Adobe Illustrator, Macromedia Freehand, Sigma Plot, or Excel. DO NOT CREATE FIGURES IN MICROSOFT WORD or POWERPOINT. Maps and graphs produced in ArcView/ArcInfo and Sigma Plot should be saved or exported in .eps format (but not .eps printer format). Submit all figures in both the original file format and saved or exported in an editable (if option available) .eps format. **Never “place” figures in the text of your manuscript.** All figures should be 100 percent of the final image size. (See the next paragraph for size constraints.) Clearly label each CD with the software package used and its version.

The proceedings will be printed in two-column format. Many figures can fit into a single column, but they must not exceed 3-3/8 inches wide by 8-1/2 inches high. Figures that need to be printed full-page width must not exceed 7-1/8 inches wide by 8-1/2 inches high. Landscape orientation of figures should be avoided but, if necessary, should not exceed 8-1/2 inches wide by 7-1/8 inches high.

Photographs submitted electronically should be scanned at 100 percent of the final image size and saved as high-resolution (300 dpi) .tif files. Photographs from digital cameras should be a minimum of 6-megapixel camera resolution.

Table 1—Sample of SRS data table (dummy data)

Species	Life zone	Area <i>acres</i>	Height		
			Actual	Median <i>feet</i>	Mean
<b>Hardwood</b>					
Big-leaf mahogany	Tropical dry and moist	.20	00.1 – 112.5	7 million fibers	Trace – .32
	Tropical moist	31.12	1,000,000 – 0.01	None	18.4 – 550
	Premontane rain	—	155	1.3	0.1 > 38.5
	Tropical dry	<u>100.05</u>	> 60	.004	Average daily
Total		131.37			
Total species		131.37			

— = Not applicable.

Table 2—Sample of SRS data table with metric units (dummy data)

Forest type	Land area		Range	Location
	<i>km<sup>2</sup></i>	%	<i>hours</i>	
Orey <sup>a</sup>	450	1.3	1,050	Streams and river in Wyoming and Montana
Orey + other species	170	0.5	300	
Cativo <sup>b</sup>	300	0.8	—	
Cativo + other species	195	0.5	0.03	Newfoundland, Canada
Mixed forests	17 880	50.4	—	
Mangroves	1 760	5	100	NG
Protection forests	14 740	41.5	3	NR
Total	35 497	100.0		

— = Not applicable; NG = not given; NR = no reports found.

<sup>a</sup> *Campnosperma panamensis*.

<sup>b</sup> *Priora copaifera*.

Source: Harcourt and Sayer (1996), INRENARE (1990).