

The Art and Science of Sustainable Resource Management Planning
Science Forum

September 27 & 28, 2006

Guidelines for Popular Summary Authors

All presenters of oral or poster presentations at the Science Forum must submit a **1500-1700 word** popular summary by **August 1, 2006** to chris.hollstedt@forrex.org. The popular summary is intended to briefly communicate the key concepts, methods, results, and conclusions of presentations. A package containing all popular summaries will be distributed to attendees at the Science Forum and will be included in a subsequent issue of the *BC Journal of Ecosystems and Management (JEM)*. All summaries must be written in English and follow the format described below. Authors are strongly encouraged to electronically spell check and grammar check their popular summaries and have them edited by a colleague familiar with the topic prior to submission.

General Guidelines

Authors may submit their manuscript electronically as a virus-free email attachment. Please use a compressed format (.zip, .sit, or .sea compression) to reduce the size of large files. Text (including tables) should be provided in Microsoft Word. Please italicize all text that should appear in italics.

If figures form a part of the manuscript, please submit these as separate high-resolution JPEG or TIFF files, noting their desired position in the text with an appropriate caption. Do not embed figures with the text in the Word files.

If tables form a part of the manuscript, group these at the end of the document, noting their desired position in the text with an appropriate caption. All figures and tables should be referred to at least once in the text.

The word limit for popular summaries is 1500-1700 words, including abstract.

Formatting Guidelines (please see sample attached)

Title: The title of the document should convey the content of the document in as few words as possible. (Title of paper, 18 point, bold)

Author documentation: Include the names of all authors, along with their job titles and institutional affiliations, mailing address, city, postal code, and email address. Please list the primary author's contact information first. (Authors' names, 14 point, bold)

Abstract: The abstract should appear at the beginning of the manuscript and contain 150 words or less. It should provide a description of the summary's main topic and purpose as well as an overview of its contents.

Keywords: Submit up to 10 words that describe the paper's topic. A mix of general and specific terms will help readers conducting keyword searches.

Headings and subheadings: These should cover all the major concepts in the manuscript and indicate the relationship between the sections. Try to use no more than needed (i.e., 1 LEVEL ONE; 1.1 Level Two; 1.1.1 Level Three).

- First order heads should be 12-point bold text, ALL CAPS
- Second order heads should be 12-point, bold
- *Third order heads should be 12-point text, italic*
- Copy should be 11-point, first paragraph after each heading should be flush left, no indent.
- For examples, see attached mock-up

Acronyms: Make sure all acronyms are spelled out at first reference. This will save our editors time tracking you down to find out what your acronym means.

Graphics: Provide graphics in their original format. What does this mean? For example, if you created a chart in Microsoft Excel and then inserted it into a Microsoft Word document, please make sure you send us the original Excel file, along with the Word document. However, if your graphics were created in a graphics design program such as Adobe Illustrator, Corel Draw or Freehand, please make sure you send us that file and that is of high-quality resolution (300 dpi) We also need you to save it in a format our programs will recognize:

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References: Use the author-date system when citing published works or acknowledging unpublished material in the text. List these references alphabetically at the end of the manuscript. Try to keep explanatory footnotes to a minimum. For examples of bibliographic citation style, refer to the B.C. Ministry of Forests' Forest Science Program Style Guide and Author Manual, available on-line at: <http://www.for.gov.bc.ca/hfd/pubs/Docs/Mr/Mr041.htm>

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Publication: Depending on the results of the review process, a final decision will be made on the acceptance or rejection of the manuscript. If a paper has been accepted for the Forum, it will be included in the resulting proceedings publication. A copyright release will be required for all accepted papers. Authors will have the opportunity to approve the final proofs of their publications.

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Joe Who, Data Engineer, Whocomputing Inc. (Authors names, 14 point, bold.
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*Correspondence to: **Joe Who**, 55 Who Lane, Whotown, BC V2H 1M0
Email: joe.who@who.net