

## Author Instructions

Poster or oral presenters at the “Sudden Oak Death Seventh Science and Management Symposium - Healthy Plants in a World with *Phytophthora*” are encouraged to publish their work in the conference proceedings. The proceedings will be published (online only) by the USDA-Forest Service Pacific Southwest Research Station (PSW).

Manuscripts can be submitted as an abstract, extended abstract, or full paper.

- Abstracts should be less than 500 words and contain no tables or figures. (A bit longer is acceptable.)
- Extended abstracts should be no more than 3 pages in length and can contain figures and tables.
- A full paper should be no longer than 12 pages including references, figures, and tables.
- Please include color photos for papers or extended abstract.

All submissions must follow the PSW guidelines for format, style, citations, tables, and figures. [See below](#) as well as the [PSW Authors Guide \(Nov. 2013\)](#) and these examples ([sample paper 1](#), [sample paper 2](#)).

Please submitted materials to Janice Alexander (jalexander@ucanr.edu) by July 31, 2019. If we do not hear from you, your abstract (submitted in reply to the request for presentations) will be included in the proceedings.

### General Instructions for Proceedings Papers

All manuscripts must conform to the following guidelines. There are additional guidelines specific to extended abstracts and to full manuscripts:

- Paper size: Letter (8.5 inches by 11 inches or 22 cm x 28 cm)
- Margins: 1 inch (2.5 cm) on all four sides
- Text Font:
  - Main Heading – Arial 18, bold, and centered
  - Author names – Arial 12, bold, and centered, with affiliations noted as footnotes on the first page (see sample paper) and capitalize first letter in each word (i.e., see example below). Authors' affiliation should be listed in Times New Roman 9 font and should include agency and location/address; corresponding author email should also be noted here
  - “Abstract” word – Arial 11, bold, and centered
  - Abstract body – Times New Roman 10, left justified, single spaced, 1 line between paragraphs, no indenting
  - Headings – Arial 14, bold, initial caps, left justified, 1 line space before text
  - Paper body – Times New Roman 11, left justified, single space, 1 line between paragraphs, no indenting
  - Subheading 1 – Arial 14, NOT bold, initial caps, left justified, no space between subheading 1 and text below
  - Additional Subheadings (beyond Subheading 1) – Arial 11, bold, initial caps, left justified, no space between subheading and text below

- Figures and Captions – Arial 10, no indentation, solid dash after Figure # and before caption, period at end of caption
- Tables – Arial 10, no indentation, no grid lines inside table, bold headings, initial cap first word in headings then lowercase; table information NOT bold
- Citing Literature – Should be noted under “Literature Cited” heading; font is Times New Roman 10; author names and year should be bold, remainder of text should not be bold; each citation should have a period at the end of it; there should be a line space between each citation
- Acknowledgment text – Times New Roman 10, left justified
- All measurement units should be metric with English equivalents in parentheses.

### **Additional Guidelines for Extended Abstracts**

- Body of abstract should be single spaced, left justified (aligned on left and ragged right side), and have full margins throughout. Do not indent first lines of paragraphs.
- Length: The maximum length for an extended abstract is 3 single-space pages. Authors are encouraged to include critical tables and figures along with literature citations in the extended abstracts, but brief abstracts are acceptable.
- Do not insert page numbers.

### **Additional Guidelines for Full Papers**

- A brief abstract (500 words maximum) should be included with the manuscript. It should start immediately after the authors name and have "Abstract:" at the beginning.
- Body of manuscript should be single spaced and left justified (aligned on left and ragged right side). Do not indent first lines of paragraphs.  
The format for papers is flexible, but if possible, manuscripts should include the "standard" sections of a scientific paper (e.g. Abstract, Introduction, Methods and Materials, Results, Discussion, and Literature Cited).  
[Some sections can be combined (e.g. Results and Discussion).]
- Length: The maximum length for a manuscript is 12 single-space pages including all text, figures, tables, and literature citations.
- Do not insert page numbers.
- Tables and Figures should be embedded in the text.
- Follow the literature citation convention of the "[PSW Authors Guide \(Nov. 2013\)](#)" for citation format.
- If you are citing another paper from this proceedings, then in the text use (author, title of paper, this proceedings)
- Use the common Latin terms (such as *et al.* rather than ‘and others’) in the text.

[Sample paper 1](#) [Sample paper 2](#) [Example abstract page](#)

Submissions must follow the PSW guidelines for format, style, citations, tables, and figures. For more instructions, please consult the PSW Authors Guide.

**QUESTIONS?** Contact Susan Frankel at [sfrankel@fs.fed.us](mailto:sfrankel@fs.fed.us).