

AUTHORS CHECKLIST

For Preparing and Submitting Manuscripts for SRS Publication

SUBMISSION PACKAGE BY FOLDER

- **Records**
 - Manuscript approval form ([FS-1600-1](#)) is complete with all appropriate signatures
 - Two completed [technical review forms](#), one completed [policy review form](#), and one completed [statistical review form](#) (if requested by the Designated Responsible Official)
 - [Photo](#), [non-Forest Service author](#), and/or copyright releases, if applicable
- **Text**
 - Main text double spaced, author(s) affiliation info (i.e., position title, affiliation, and address), abstract (~200 words), 5–7 keywords, key messages (3–5 bullet points highlighting the most salient points: what was done, how it was done, and why it is important), table of contents (for long publications), literature citations
 - Appendices, including text, tables, figures, captions, alt text, literature citations
- **Tables**
 - Tables, named sequentially (if Excel file, titles needed in a MS Word file)
- **Figures**
 - Figures, named sequentially
 - Figure captions and alt text
- **Photos**
 - Photos, named sequentially; cover photos/art
 - Photo captions, alt text, and credits (and permission for non-public domain photos)

MANUSCRIPT MAIN TEXT

- Highlight first mention of tables and figures in text (e.g., **table 1** or **fig. 2**)
- Use common names when available; insert scientific names in parentheses and *italics* after first use only
- Check that there is a citation for every reference and a reference for every citation (in text, tables, figure captions)
- Use MS Word EQUATION function (inside INSERT menu) for mathematical equations
- Use MS Word styles function to apply headings 1, 2, and 3 styles appropriately
- Check all hyperlinks

LITERATURE CITED

- Cite references within text alphabetically (not chronologically): (Harris 1980, Stern and Walls 1996a, Zak et al. 1970) or (Jones, in press; Mills 1988)
- If citation is for a website, include the date the info was accessed: [Date accessed: 7 June 2013]
- Example:

Klooster, W.S.; Herms, D.A.; Knight, K.S. [et al.]. 2014.</