

# 12<sup>TH</sup> INTERNATIONAL RIGHTS-OF-WAY SYMPOSIUM PROCEEDINGS

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## INSTRUCTIONS TO AUTHORS

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Schedule Commitment -- All authors agree to the following schedule:

**August 15<sup>th</sup> 2018** – Submit first draft / pre-conference abstract using the format listed below

**September 18, 2018** – First Review complete. Submit draft manuscript revisions using the format listed and according to the instructions provided herein.

**September 24-26, 2018** – Presentations

**Review Policy and Procedures** -- All manuscripts are subjected to peer review by two or more authorities. Recommendations from reviewers will be returned to authors for revisions. Final manuscripts will be submitted to UAA for copy editing and layout.

**Manuscript Format** -- Manuscripts will be published in English as on-line proceedings **only**. Please submit all manuscripts in MS Word via the CATALYST Software System. The body of the text may be divided up to three levels of subheadings. The "styles" buttons have been formatted for your convenience. Simply choose the text you want to format and then select the style. You will see this in CATALYST when you load your paper. Final manuscripts are to be written for a scientific research audience. Please refrain from advertising companies, schools or products. The guideline on the word count is recommended but not limited to, articles consistent with those found in scientific journals. It is anticipated that most papers will be 5000 words or less.

Authors must use the formatted template/instructions provided in CATALYST and to see samples of past proceedings, please click [here](#). You will see the template once you log into CATALYST to upload your paper.

**Title** -- Keep the title brief but informative. Titles may be abbreviated for use in marketing materials.

**Authors** -- List the presenter(s) and other collaborators, as applicable, below the title. Please provide first and last name (middle initial optional) of collaborators. Do not include titles.

**Abstract** -- Include an abstract in the paper. The abstract should be located in the beginning, beneath the title and author(s). The abstract should not include lengthy procedures of the experiment but should provide a concise summary of the **results**, not exceeding **200 words** and include a brief statement of **objective(s)**.

**Key Words** -- Include key terms to be used for indexing. Key terms should be in alphabetical order.

**Text Organization** -- **Introductory** statements should be included to provide background information and to state the objective(s) of the paper. The body of the text may be divided with up to three levels of subheadings. Footnotes are not permitted, except in tables. First-level subheads should include:

INTRODUCTION -- Include a more detailed statement of objective(s)

METHODS -- or other heading(s) appropriate for your paper

RESULTS -- or other heading(s) appropriate for your paper

DISCUSSION -- results & discussion could be in the same section

CONCLUSIONS -- do not repeat discussion

ACKNOWLEDGMENTS

REFERENCES -- make note of the citation convention below

AUTHOR PROFILE -- names with title, education, major contribution in past, present duties and activities. Provide is not to exceed 150 words per author. Long profiles will be edited.

**Names and Terms** -- Scientific names are to be italicized. First use of a common name in the abstract and in the body of the text should be followed by the scientific name in parentheses (e.g., moose (*Alces alces*) are feeding in ROWs). Use authorities as part of the scientific name of a species only in taxonomic works or when confusion is likely.

**Units of Measurement** -- Units of measurement should be **metric**. If you need to include British units, place them in parentheses after the metrics. For example: 300 km (200 mi) pipeline.

**Tables & Figures** -- Keep tables to a minimum. Do not use ditto marks in tables or figures. Figures or photographs may be provided as black-and-white or as color graphics. Captions should adequately describe content so that tables/figures are understandable when considered apart from the text. Tables must be submitted as text in MS Word and Figures/Photos are to be embed graphics in the manuscript file; so as to ensure proper placement of the image. Then, please load a high-resolution digital images (300-dpi tif or high-quality jpg files at printable size) in the upload field provided in CATALYST. File names must include author name, figure number and manuscript identifier.

**References** -- List references at the end of the article in alphabetical order by name of author. Use References Cited or References as appropriate.

**References in the text** -- should be written as follows: (Smith 1988) for a single author, (Smith and Anderson 1998) for two authors, or (Smith et al. 1988) for three or more authors. When citing multiple sources for one point or fact, arrange the references chronologically, from earliest to latest: (Smith **1988**, Jones **1990**, Brown et al. **1998**).

Examples of commonly used literature citations are given below.

#### Periodical

Green, J.W. 1997. "Herbicides to Control Tree Roots." *Journal of Arboriculture* 23(3):169–172. (single author)

Green, J.W., and S.M. Zorn. 1997. "Herbicides to Control Tree Roots." *Journal of Arboriculture* 23(3):169–172 (two authors)

Green, J.W., P. H. Low, and S.M. Zorn. 1997. "Herbicides to Control Tree Roots." *Journal of Arboriculture* 23(3):169–172. (3 or more authors)

#### Book

Howard, R.G. 1992. *Integrated Management of Tree Pests*. Englewood Cliffs, NJ: Prentice Hall, 674 pp.

#### Book chapter

Hepple, W.R. 1991. "Physiology of Chemical Movement in Trees." In *Systemic Chemical Treatments in Tree Culture*, edited by Smith, K.B., and M.E. Brown, pp. 1–10. New York: Wiley.

#### Bulletin or report

Morris, M.S. 1988. *Biology and Control of Tree Pests*. Bulletin 267 of the Connecticut Agricultural Experiment Station. New Haven, CT. 23 pp.

#### Online article

Green, J.W. 2002. *Organic Farming*. Available at [http://www.ec-europa.eu/agriculture/organic/organic-farming/what-organic\\_en](http://www.ec-europa.eu/agriculture/organic/organic-farming/what-organic_en) (accessed August 2011).

## Warnings & Tips to assist authors to facilitate the editing process

1. Make sure to state your **objective(s)** clearly. (Use a short form in the **Abstract** and greater detail in the **Introduction**. (Examples: the objective is to review IV or the objective is to test the hypothesis that)
2. Manuscript (text) -- Use short sentences, avoid run-on sentences (e.g., long sentence with a hidden verb) and **double read** your manuscript before submission. You may want to read your manuscript out loud it may help to identify rough spots.
3. Check headings carefully for proper spelling and font.
4. Metrics first      500 km (300 mi)                      2 km (6000 ft)
5. The word “data” is always plural data are; data were collected
6. Citations
  - a) Literature cited can be very long you may have to limit yourself to the most relevant titles.
  - b) Literature Cited – see the punctuation in the 3 examples below:

Mutrie, D. 1990. Proceedings... Single author  
Burt, G. G., and T. T. Burt. 2001. Pipelines and ..... two authors  
Salmon, J. J., R. R. Trout, and N. N. Pike. 2009. Fishing in ROWs ..... Multiple authors

## Additional Tips

Acceptable: Rights-of-way, rights-of-way, ROWs/ROW. DO NOT use rights-of-ways

500 kV – 500 (space) kV (no space between kV); 33 km (space) power line or powerline.

Lupus (*Lupus*) in italics

No italics for et al.; i.e.; e.g.; and double check punctuation.

Remain constant through text when making a reference to a figure. Example: birds (Fig. 2) or (Figure 2) are perched on wire.

May/June use caps; winter/summer do not use caps unless it is used at a beginning of a sentence.

## **REMINDERS:**

The more edits needed to the manuscripts, the longer it takes to publish the “Proceedings”. The editing is done by volunteer Steering Committee Members on their own time.

The due date for the submission of finalized draft manuscripts is **November 2<sup>nd</sup> 2018**. If authors have questions about their manuscript, bring your manuscript and questions to the symposium where a Steering Committee Member will be available to provide feedback. All authors must return a signed copy of the ROW Author Agreement no later than November 2<sup>nd</sup> 2018 to have their manuscript published in the proceedings.

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