

IUFRO 3.08 Small-scale Forestry, IUFRO 6.12 Analysis and Evaluation of Forest Policies and Programmes and IUFRO Task Force on 'Traditional Forest Knowledge'

**Small-scale Rural Forest Use and Management:
Global Policies versus Local Knowledge
22-29 June 2008**

Formatting guidelines for submitted papers to be considered for Special Issues of Small-scale Forestry

All papers to be submitted no later than 31 MARCH 2008.

- Full papers should not exceed 6000-8000 words (about 15-18 pages) in length. SSF also publishes 'shorter papers' and these should not exceed 3000 words.
- Objectives of the study are to be clearly identified.
- Full postal address of all authors plus other contact details must be provided.
- The document is to be delivered in MSWord format.
- Font to be Times New Roman, 12 Point.
- All graphs should be in electronic format, with data available in case they need to be regenerated to improve quality for printing.
- All photographs should be provided in hard copy or else scanned at a resolution of 300 dpi.
- All references must be complete – including authors, date of publication, full title of article and journal/publisher, city of publication for books and reports, issue as well as volume number for journal items, and access date for web references.
- Permission to use material from a source other than the author or the publisher must be sought and obtained in writing, and acknowledged in the paper by the author.

General Style Notes

Abbreviations

Where acronyms or abbreviations are to be used, write the full title out the first time it appears, followed by the acronym or abbreviation in brackets. Thereafter the abbreviation can be used on its own, e.g. Irish Timber Growers' Association (ITGA).

Graphs

All graph axes must be labelled, with the name of the variable and the units of measurement.

Genus and Species Names

Genus and species names must be written in italics, e.g. *Pinus patula*, or *P. patula*.

References

Include the date when referring to the article in the text (e.g. MacLennan 2002). Where the reference is made up of three or more authors, cite the first surname and then use the *et al.* (e.g. Brown *et al.* 2002). In the reference list, please supply the names of all authors, the full names of journals, proceedings and books, and make sure the reference is complete.

Spacing

Between sentences: Leave only one space between sentences.

Between paragraphs: Leave a single line space between paragraphs.

Table and Figure Captions

The word TABLE, FIGURE, PLATE must be in capitals in the caption. All tables/figures/plates must be referred to in the text, before they appear. The number of the item coincides with where it is referred to in the text (i.e. the first reference to a table in the text must be to Table 1, not to Table 3).

General Notes

An abstract is required setting out the findings of the study, and three or four keywords (or phrases) should be provided. The research methods section should provide enough detail for a reader to clearly understand the method. A conclusions section, and where possible policy implications should be reported.