

Instructions to Authors for Submitting Journal Articles

General Scope

Arboriculture & Urban Forestry is a refereed, international journal that publishes high quality research results on scientific and cultural aspects of selection, establishment, culture, and maintenance of individual trees, as well as on the structure, function, and management of forests in and around human settlements. The journal welcomes reports of original research, reviews, and analyses that advance the professions of arboriculture and urban forestry. Subjects appropriate for submission include: tree biology, entomology, pathology, horticulture, biomechanics, risk management, soil science, urban forest benefits and management, and utility forestry.

To be considered for publication, manuscripts must make a significant contribution to the advancement of knowledge in arboriculture and urban forestry and have broad applicability and interest to an international audience. Contributions will be considered in the following categories.

1. *Original Research*: Original fundamental or applied research that contributes to the scientific foundations that support the disciplines of arboriculture and urban forestry;
2. *Reviews*: These include literature reviews or syntheses of previous work that identify trends, designate areas for new work, and/or compare competing theories.
3. *Empirical Analyses*: Appropriate for analysis of procedures, equipment, or management systems that will lead to the improvement of best management practices.
4. *Short Communications*: Appropriate for original research investigations that report preliminary or novel results on limited data sets. They are subject to the same review policies as research articles.
5. *Commentaries*: These short opinion pieces are evaluated for content by the Editors and may be sent to outside reviewers. Submit directly to the Editor-in-Chief, Jason C. Grabosky (grabosky@AESOP.Rutgers.edu).
6. *Letters*: Letters should directly address ideas or facts presented in the Journal and should be submitted directly to the Editor-in-Chief.

Review Policy and Procedures. Acceptance for publication is based on both editorial criteria and peer review. Manuscripts are evaluated for appropriateness of content, contribution, applicability, methodology, and accuracy and clarity of presentation. Manuscripts submitted for publication are reviewed by an Associate Editor who solicits at least two additional peer reviews.

Recommendations from reviewers will be provided to the author. Some revision is usually necessary after the reviews, and final acceptance generally depends on satisfactory revision. The final decision on acceptance is made by the Editor-in-Chief.

A completed Conflict of Interest form must be on file prior to a(n) reviewed/accepted manuscript appearing in the journal.

Submission of Manuscripts

To submit a paper, go to <http://mc.manuscriptcentral.com/auf>. A manuscript number will be assigned to each new or resubmitted manuscript; refer to this number in all subsequent correspondence. If you need to create an account, click on "Create Account" and follow the instructions. For technical assistance anywhere in the system, click "Find Help Now" on the upper right-hand corner of the screen. You may also call Aaron Bynum, *AUF* Administrator at (217) 355-9411 (Monday–Friday 8 a.m. to 5:00 p.m. U.S. Central Time).

Copyright. Submission of a manuscript implies that the work has not been previously published in a refereed journal and must not be under consideration for publication elsewhere. Manuscripts should be substantially different from previously published conference proceedings, industry oriented publications, and locally published progress or extension reports. All articles published in this journal are protected by copyright, which covers the exclusive rights to reproduce and distribute the article, as well as all translation rights. No material published in this journal may be reproduced without first obtaining written permission from the International Society of Arboriculture.

Preparation of Manuscripts

The 20,000+ members of the International Society of Arboriculture have access to *Arboriculture & Urban Forestry* whose purpose is to educate and inform practitioners, researchers, policy specialists, and other professionals and to advance the profession.

Accordingly, contributors are strongly encouraged to write in a readable style and include management implications of their research. Contributions from both members and nonmembers are welcome.

Before submission, manuscripts must be reviewed by two colleagues and revised appropriately. All manuscripts must be submitted in standard English. When English is not the primary language of the author(s), they should obtain editorial assistance before submitting the manuscript.

Authors are encouraged to read the guidelines below carefully and consult recent issues of the journal. Submissions that do not follow the guidelines may be returned for correction.

Manuscript Format. *Arboriculture & Urban Forestry* follows the Council of Science Editors (CSE) style manual. Manuscripts will be printed in English with French, German, and Spanish abstracts provided by the ISA staff editor. Please submit all manuscripts as a Microsoft Word file. Double-space all text, number pages, and use an easily readable font (at least 11 pt). All manuscripts are submitted via the online system (<http://mc.manuscriptcentral.com/auf>).

Title. The title of the paper should be a precise and concise description of the work performed and results obtained.

Byline. *Arboriculture & Urban Forestry* has a double-blind review process. Reviewers do not know the author names, and the authors do not know the reviewer names. Please prepare your manuscript with author information (e.g., byline, addresses/affiliations). That information will be blacked out prior to the review process. Any identifying information in tables, figures, headers, or footers will also be blacked out.

Abstract. The abstract should include a justification for the study, objectives, and a concise summary of significant data, major findings, and conclusions, not exceeding 250 words. The abstract should be able to stand by itself, without reference to the main text. Statements requiring the support of literature citations should not be included.

Key Words. Include additional key terms to be used for indexing that are not already present in the title or abstract. Include scientific names (without the name of the authority) and common names of plant species and names of chemicals. Key words should be in alphabetical order.

Names and Terms. Scientific names are to be italicized. The scientific name should be shown in parentheses for all plants, insects, pathogens, etc. at first listing. Use authorities as part of the scientific name of a species only in taxonomic works or when confusion is likely. Both the common/commercial and chemical name of pesticides and herbicides may be given when first mentioned in a manuscript. All subsequent references to a pesticide or herbicide should use its chemical name (e.g., glyphosate, paclobutrazol, or imidacloprid). In addition, manufacturer information (product name, manufacturer, and city and country) should be included with the first mention of commercially available products (e.g., sensors, probes) used in the study.

Units of Measurement. All units of measurement are to be SI (International System of Units).

Text Organization. The body of the text may be divided with up to three levels of subheadings. Footnotes are *not* permitted, except in tables. For research papers, the text should normally be organized into five sections:

The INTRODUCTION explains why the research was conducted in the context of the current literature, and includes specific objectives of the study.

The MATERIALS AND METHODS describe the technical and experimental methods so that the work may be replicable. Well-known tests or procedures should be cited but not described in detail. When specific equipment is mentioned in the text, include the model number followed by the name and location (model; city, state, country) of the manufacturer in parentheses. The statistical procedures used to analyze data should be clearly stated.

The RESULTS and DISCUSSION sections report and interpret, respectively, the outcome of the study. The discussion should compare and explain any differences in the results within the experiment or those contrary to previous studies. Practical applications of the study and areas for future research should also be included in the discussion. Speculation must be firmly founded in observation and related literature, limitations of the study should be clearly stated. Close the discussion with a brief, pertinent conclusion or interpretive statement. Results and discussion can be separate or combined.

LITERATURE CITED Citations in the manuscript body follow a simple Name–Year style convention; this applies to single author, two author, or three-plus authored compositions.

Compositions with three or more authors must use "et al." formatting without the comma. Compositions without an author, typically produced or edited by committee, may use "Anonymous" where appropriate. Authors must check the original source to avoid the possibility of copying an error. List references at the end of the article in alphabetical order by name of author.

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). Publications by the same author(s) in the same year should be listed as 2006a, 2006b, etc. Papers or manuscripts submitted to a publisher may not be used in literature citations unless the work has been accepted for publication, in which case the work may be cited as "(In press.)" Unpublished work, or information received personally should be noted in the text [e.g., "(E.D. Brown, unpublished data)" or "(J.B. Smith, personal communication)"].

Examples of commonly used literature citations are given below. Spell out all publication titles. Issue numbers are only necessary if the publication's pages are renumbered from 1 with each issue within a volume.

Periodical. Green, J.W., and S.M. Zorn. 1997. Herbicides to control tree roots. *Journal of Arboriculture* 23:169–172.

Book. Howard, R.G. 1992. *Integrated Management of Tree Pests*. Prentice Hall, Englewood Cliffs, New Jersey, U.S. 674 pp.

Book chapter or Proceedings. Hepple, W.R. 1991. Physiology of chemical movement in trees. pp. 1–10. In: K.B. Smith and M.E. Brown (Eds.). *Systemic Chemical Treatments in Tree Culture*. Wiley, New York, New York, U.S.

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

Thesis/dissertation. Korol, R.L. 1985. The soil and water regime of uneven-age interior Douglas-fir (*Pseudotsuga menziesii* var. *glauca*). M.Sc. thesis, Univ. of British Columbia, Vancouver, B.C., Canada. 164 p.

Web publications. USDA Forest Service. 2002. The process predicament: How statutory, regulatory, and administrative factors affect national forest management. Accessed 04/15/2002. <www.fs.fed.us/publications.html>

Acknowledgments should be placed after the main text and before the Literature Cited.

Tables and Figures must be cited in numerical order in the text. Tables and figures should not be imbedded in the manuscript, but rather uploaded as separate files or placed at the end. Place each table and figure on a separate page with its table or figure number at the top. Place table titles and figure captions together at the end of the manuscript. Do not use ditto marks in tables or figures. Captions should adequately describe content so that tables and figures are understandable when considered apart from the text. Data should not be duplicated in tables and figures. Figures or photographs do not need to be sized for the page. High-resolution digital images are required for figures. Tables must be submitted as text.

Procedure after Submission

After submission, the corresponding author will receive a confirmation via e-mail. Authors can also log onto Manuscript Central any time to check the status of a manuscript. The Editor will inform the corresponding author via e-mail once a decision is made. When an article has been accepted without further revisions, authors have an opportunity to review a galley proof before publication. Manuscripts are edited for grammar and conciseness. Changes may be required to achieve uniformity of style, clarity of presentation, and economy of words.

Color Fee: Color illustrations can be printed for an additional fee. The fee is USD \$500.