

# ARBORIST NEWS

## Author Guidelines for Submitting Articles to *Arborist News*

### **General Scope**

*Arborist News* is the International Society of Arboriculture's flagship publication, providing readers with the latest in arboricultural news and education. Regular feature articles address the needs of practicing arborists, experienced researchers, and green-industry contributors around the globe. The newsletter is published bimonthly and is published for and distributed solely to the membership of the International Society of Arboriculture.

To be considered for publication, articles must address a topic relevant to the arboricultural industry. Contributions will be considered in the following categories.

**Feature Articles.** Feature articles make up the main contents of the newsletter and can cover any topic relevant to arboriculture. They should be between 1,500 and 3,000 words and include 3 to 5 images. Articles longer than 5,000 words will not be considered for publication in the newsletter. Word counts include elements such as tables and references.

**Continuing Education Articles.** The Continuing Education section of *Arborist News* provides an article related to one of the subject domains of arborist certification (Tree ID and Selection, Tree Biology, Soil Science, Water Management, Nutrition and Fertilization, Installation and Establishment, Pruning, Tree Support and Lightning Protection, People and Ecology, Diagnosis and Plant Disorders, Plant Health Care, Tree Assessment and Risk Management, Trees and Construction, Urban Forestry, Tree Worker Safety, and Climbing and Working in Trees) and a 20-question Continuing Education quiz equal to 1 hour of continuing education credit. Continuing Education articles are between 2,000 and 3,000 words and include 3 to 5 images. Articles longer than 5,000 words will not be accepted. Continuing Education articles must include 3 to 4 learning objectives and a 20-question quiz, which should be provided by the author after technical review.

**Climbers' Corner.** These short articles discuss topics specifically relevant to tree workers and climbers, from issues related to production arboriculture to recaps of climbing competitions. Climbers' Corner articles should be 1,000 to 1,500 words and contain 2 to 3 images.

**Simply Safe.** These short articles provide timely, applicable information regarding safety for tree workers and other arboriculture professionals. Simply Safe articles are designed to be shareable, such as at a crew safety briefing, and should promote a culture of safety in the industry. They should be 1,000 to 1,500 words and contain 2 to 3 images.

# ARBORIST NEWS

**Letters to the Editor.** *Arborist News* welcomes letters that address the content of articles, raise legitimate concerns about issues in arboriculture, or might otherwise be of interest to the readership. If a letter discusses a published article, the author of that feature will be invited to submit an accompanying response. *Arborist News* reserves the right to edit Letters to the Editor for brevity and clarity. Letters to the Editor must not exceed 1,000 words in length and should not include tables or figures.

**Book Reviews.** Book reviews are short descriptions of published works that are relevant to the *Arborist News* readership. Submitted reviews must include the cover image of the book and the book's full citation. Reviews should be between 500 and 800 words in length and focus on the book's contents, relevance, novelty, and style.

All manuscripts must be submitted by email (editor@isa-arbor.com) to be considered.

## ***Review Policy and Procedures***

Acceptance for publication is based on both editorial criteria and technical review. Manuscripts are evaluated for appropriateness of content, applicability, accuracy, and clarity of presentation. All submitted articles are subject to review by members of the *Arborist News* editorial board and/or external subject matter experts.

Recommendations from reviewers will be provided to the authors by the Managing Editor. In some cases, a revised version of the article may be subject to a second round of review. Publication is contingent upon satisfactory revisions being made to the article based on editorial board feedback. All articles will be edited for brevity, clarity, and editorial style.

## ***Submission of Articles***

**Originality.** Article submissions imply author's consent for publication in *Arborist News*. Submissions must contain original work. If the article has been previously published, a short statement of the submission's publication history and any relevant permissions for use of the content must be supplied at the time of submission.

**Copyright.** *Arborist News* is copyrighted by the International Society of Arboriculture, but not all individual articles are copyrighted. In most cases, authors of articles retain the right to reuse their content elsewhere with *Arborist News* cited as the original publication.

## ***Preparation of Manuscripts***

*Arborist News* follows the Chicago Manual of Style. Contributors are strongly encouraged to write in a readable style. Articles must be submitted in English. Authors who do not write with ease in English (for example if their primary language is not English) should obtain editorial assistance before submitting their manuscripts. Contributions from both ISA members and nonmembers are welcome.

# ARBORIST NEWS

## Manuscript Format.

- Submit text files as .DOC or .DOCX file formats only. Other file formats are not permitted.
- Use standard 11-point font size.

## Manuscript Organization.

The main article file should be presented in the following order:

- Manuscript title
- Author full names (complete with middle names or initials and academic titles)
- Manuscript text
- Literature cited
- A brief (2 to 3 sentence) author byline

## Tables and Figures.

- Figures should not be embedded in the manuscript. Figures must be provided separately in .TIFF, .EPS, .PPT, .PPTX, .JPG, or .PDF file format. File types such as .PNG, .GIF, and .DOC are not permitted.
- Tables must be submitted in .DOC, .DOCX, or .XLSX format.
- Figures must have a minimum resolution of 300 dpi. Line-art images, such as graphs and charts, should be submitted at 1200 dpi to ensure clarity in print.
- .PPT and .PPTX files should only be used for figures created in Microsoft PowerPoint.
- Images depicting arborists at work must never exhibit poor safety practices (e.g., lack of necessary PPE, etc.). Photos that show individuals other than the author(s) must be accompanied by written permission from those photographed approving the use of their likeness in the newsletter.
- Captions for figures should adequately describe the content of the image and include a credit line: "Photograph/Image courtesy of [image owner]."
- Obtain written permission to reproduce previously published figures and tables. Written permissions must be sent to the Editorial Office upon submission.

**Literature Cited.** All references in *Arborist News* follow the Council of Science Editors (CSE) manual of style. Citations 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,

# ARBORIST NEWS

e.g., "(ED Brown, unpublished data)" or "(JB Smith, personal communication)". 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 full references at the end of the article in alphabetical order by name of author.

Examples of commonly used literature citations are given below.

## **Periodical.**

Author(s). Date. Article title. *Journal title*. Volume(issue):pages. DOI

Meise CJ, Johnson DL, Stehlik LL, Manderson J, Shaheen P. 2003. Growth rates of juvenile Winter Flounder under varying environmental conditions. *Trans Am Fish Soc.* 132(2):225-345. [https://doi.org/10.1577/1548-8659\(2003\)132<0335:GROJWF>2.0.CO;2](https://doi.org/10.1577/1548-8659(2003)132<0335:GROJWF>2.0.CO;2)

## **Book.**

Author(s). Date. *Title*. Edition. City of publication (State Abbreviation and/or Country): Publisher. Extent.

McCormac JS, Kennedy G. 2004. *Birds of Ohio*. Auburn (WA, USA): Lone Pine. 182 p.

## **Book chapter.**

Author(s). Date. Chapter title. In: editor(s). *Book title*. Edition. City of publication (State Abbreviation and/or Country): Publisher. Pages of chapter or book part.

McDaniel TK, Valdivia RH. 2005. New tools for virulence gene discovery. In: Cossart P, Boquet P, Normark S, Rappuoli R, editors. *Cellular microbiology*. 2nd Ed. Washington (DC, USA): ASM Press. p. 473-488.

## **Proceedings.**

Author(s). Date. Title of paper. In: editor(s). *Title of book*. Number and name of conference; date of conference; place of conference. Place of publication: Publisher. Location. Page numbers.

Coder KD. 1998. Root growth control: managing perceptions and realities. In: Neely D and Watson G, editors. *The Landscape Below Ground II: Proceedings of an International Workshop on Tree Root Development in Urban Soils*. Champaign (IL, USA): International Society of Arboriculture. p. 51-81.

## **Bulletin or report.**

# ARBORIST·NEWS

Author(s). Date. Title of report. Edition. City of publication (State Abbreviation and/or Country): Publisher. Report No. Extent. URL

Ford PL, Fagerlund RA, Duszynski DW, Polechla PJ. 2004. Fleas and lice of mammals in New Mexico. Fort Collins (CO, USA): USDA Forest Service Rocky Mountain Research Station. General Technical Report No. RMRS-GTR-123.

## ***Thesis/dissertation.***

Author(s). Date. Title of dissertation or thesis [content designation]. City of publication (State Abbreviation and/or Country): Publisher. Extent.

Dettmers JM. 1995. Assessing the trophic cascade in reservoirs: the role of an introduced predator [dissertation]. Columbus (OH, USA): Ohio State University. 112 p.

## ***Web publications.***

Title of Homepage. Date. Edition. City of publication (State Abbreviation and/or Country): Publisher. [Date updated; date accessed]. URL

Emerald Ash Borer (EAB). Columbus (OH, USA): Ohio Department of Natural Resources, Division of Forestry. [Accessed 2007 Jul 24].  
<http://www.dnr.state.oh.us/forestry/health/eab.htm>