

February 10, 2005

Dear Speakers and Poster Presenters:

During the planning phase of the Sudden Oak Death Second Science Symposium, the organizers decided that we would publish the proceedings. This was met with some resistance, but a compromise was reached. Speakers presenting results of their research could either submit a full-length paper or an expanded, 2-page abstract. Instructions (see below) were given to all presenters; virtually no one met these requirements by the start of the symposium.

We want to try this again. We have modified the instructions and extended the deadline for submission of the final manuscript and two peer reviews to March 15, 2005. The revised instructions follow:

Speakers have two options for printed papers in the proceedings of the 2nd SOD Science Symposium. You can submit a full-length paper to be published in the proceedings; in that case you would follow the instructions for Option 1 below. The second option would be to submit an extended abstract; for this please follow the instructions for Option 2 below. If you presented a poster you may submit an extended abstract; for this please follow the instructions for Option 2

Option 1: Please provide me with a CD (or e-mail attachment) version of your manuscript prepared according to the guidelines below. In addition provide me with copies of two peer reviews (you get to choose the reviewers). Send these materials to: Michael Haverty, Pacific Southwest Research Station, USDA Forest Service, PO Box 245, Berkeley, CA 94701, or [mhaverty@fs.fed.us](mailto:mhaverty@fs.fed.us) no later than March 15, 2005. If you miss this deadline your manuscript may not be included in the symposium proceedings.

Option 2: Please provide me with a CD (or e-mail attachment) version of your manuscript prepared according to the guidelines attached. In this case, an extended abstract cannot exceed two pages, including one figure and references cited.

If you have any questions on this, please feel free to contact me or Pat Shea at [pjshea@davis.com](mailto:pjshea@davis.com).

MICHAEL I. HAVERTY  
Chief Research Entomologist and Project Leader  
Chemical Ecology of Western Forest Insects

## SUDDEN OAK DEATH TEMPLATE

Accompanying this note is a template for the article (or abstract) that you are contributing to the Sudden Oak Death Second Science Symposium. Please read the instructions through *before you begin*. Our intention is to make the instructions and template as hassle-free as possible. If you find them frustrating or run into problems, contact Joan Cravens via e-mail ([jcravens@fs.fed.us](mailto:jcravens@fs.fed.us)) or at 510-559-6326. She will try to address whatever muddles and miseries you uncover.

Keep in mind that this is a work in progress; your contribution is appreciated. By formatting your text right from the beginning you are saving all of us time and money. Calling with your questions will enable us to fine-tune the formats and instructions, making them easier to use the next time around.

Formats are already in place—everything from page margins to font faces and sizes and paragraph spacing. **Please use the template to input text.** You will find not only headlines (the title plus 3 levels that correspond to the basic learned-them-in-junior-high-school outline levels), but body text formats as well:

- I      Here's a #1-level headline, perhaps the Introduction
  - A      Here's a #2 level headline, and
  - B      And another #2 level headline
    - 1      And now we're at the #3 level, and
    - 2      Again at the #3 level
- II     And then start again at the #1 level . . . etc, etc.

In addition, there are formats for figures and tables and for the citations that follow at the end of your article.

When placing figures or tables in the text, try to put them at the *top or bottom* of a page. They should *follow* rather than precede the paragraph in which they are mentioned. Note: References to them with the text should be italicized; abbreviate "figure" except when it begins a sentence: *table 1, table 2, fig. 1, fig. 2, etc. Figure 6...*

We suggest that before you begin typing in your article, you make a copy of the template *as a template* and store it on your desktop so it is easy to get to.

The reason for making a copy of the template is that you are sure to have more than a single block of text that calls for a level 1, 2, or 3 head + text. If you replace the text in the accompanying (original) template with your text, you'll want a similar text block (hence the copy!) available to use the next time you need it. Highlight the appropriate part of the copied template and paste it into place in your MS and you are ready to roll.

**If you have questions about formatting, please call or e-mail Joan Cravens for help at 510-559-6326 or [jcravens@fs.fed.us](mailto:jcravens@fs.fed.us).**

# Type the Title Here<sup>1</sup>

Add Author(s) Name(s) here, using a comma between each one; add a different footnote number for each author's location<sup>2</sup>

## Abstract

Type the abstract here, in a single paragraph. Text will be Times New Roman 9 pts., line spacing will be 1.5. Do not input the abstract in bold. Fp npy jabe comyinpid vsmp[y vpbrt. Wmd brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/ Yjr jryrtphrmpid vpmfoyopmd pg ,oc vpmogrt ertr sms;uxrf yp frdvtotr oyd foggrtrmy [syvj vpmfoyopmd/ Nsdrf pm v;idyrt sms;udod pg yjr fsys gtp, yjr 5-7 hto[[pdyd eoyjom yjr 28 [:pyd dr;rvyrf gpt yjr sms;udod pg yjr fsys gpt Yrslryy;r rc[rto,rmy. Er gpimf hpit fodyomvy [syvj yu[rd/. Fp npy jabe comyinpid vsmp[y vpbrt. Wmd brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/ Yjr jryrtphrmpid vpmfoyopmd pg ,oc vpmogrt .

**Add a line space here; hit the Enter/Return key.**

*Key words:* Replace this text with 3-6 retrieval terms; separate them using commas and omit ending punctuation

**Replace this text with a level 1 heading [e.g., Introduction]. Type in upper & lower case [u/c], avoid punctuation at the end of the line [except a question mark when appropriate], and keep the head to a single line if possible**

Begin the body copy here. Text will be 10-point Times New Roman; 1.5 line spacing, with 6 pts of space following each return (the end of each paragraph). Paragraphs are not indented.

This is just nonsense copy to give you a sense of how your copy may look (if you squint at it). Fp npy jabe comyinpid vsmp[y vpbrt. Wmd brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/ Yjr jryrtphrmpid vpmfoyopmd pg ,oc vpmogrt ertr sms;uxrf yp frdvtotr oyd foggrtrmy [syvj vpmfoyopmd/ Nsdrf pm v;idyrt sms;udod pg yjr fsys gtp, yjr 5-7 hto[[pdyd eoyjom yjr 28 [:pyd dr;rvyrf gpt yjr sms;udod pg yjr fsys gpt.Yrslryy;r rc[rto,rmy. Er gpimf hpit fodyomvy [syvj yu[rd/. Fp npy jabe comyinpid vsmp[y vpbrt. Wmd brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/

***Replace this text with a level 2 heading***

Type body text here. Again, it will be 10 pts with 1.5 line spacing and 6 pts following each paragraph end. Avoid indenting

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<sup>1</sup> Explain the title *or* where this paper originated.

<sup>2</sup> Author footnote style: use different footnote numbers for authors at different locations; identify the corresponding author and include his/her email address.

paragraphs. md brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/ Yjr jryrtphrmpid vpmfoyo pmd pg ,oc vpmogrt ertr sms;uxrf yp frdvtotr. Hywb leen fping ymyqr you eon ptr if z'qbs.

Oyd foggrtrmy [syvj vpmfoyo pmd/ Nsdrrf pm v;idyrt sms;udod pg yjr fsys gtp, yjr 5-7 hto[[pdyd eoymom yjr 28 [;pyd dr;rvyrf gpt yjr sms;udod pg yjr fsys gpt.Yrslryy;r rc[rto,rmy. Er gpi

### Replace this text with a level 3 heading

Type body text here. Again, it will be 10 pts with 1.5 line spacing, 6 pts following each paragraph end, and no paragraph indents. md brhrysyopm od johj;u bsyosn;r svtpdd d,s;; fodysmvr/ Yjr jryrtphrmpid vpmfoyo pmd pg ,oc vpmogrt ertr sms;uxrf yp frdvtotr.

**Table 1**—Type the title of the table here along with any caption information; end statements with periods only when they are complete sentences.

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#### Type headline in each column

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Words and numbers in the table can be 9 or 10 pts, whichever fits better (10-pt. Preferred). Use pct or % for *percent* (be consistent). Any acronyms or abbreviations should be footnoted<sup>1</sup> and explained in text under the table.

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<sup>1</sup> Replace this text with an explanation of any footnotes for the table text above.

Resume regular text here, flush left and without that extra line space beneath the table text.

**Figure 1**—Type Figure title and caption here (position beneath the figure); end statement with period only when it is a complete sentence.

Resume regular text here, flush left and without that extra line space beneath the table text.

### References (Heading 1 style)

Replace this text with alphabetized references. Cite author(s). Date. **Name of article.** In: author(s). Book title. Location of publishers; name of publisher; page numbers.

For examples of ways to cite a variety of sources in accordance with GPO style, see “Sample References” at [http://www.fs.fed.us/psw/publications/proceeding\\_template/](http://www.fs.fed.us/psw/publications/proceeding_template/).