

NRESI Occasional Papers: Instructions to Authors

Intent: NRESI *Occasional Papers* are intended to complement NRESI *Research Extension Notes* in providing a way for NRESI members to publish regionally relevant information freely available and accessible format. NRESI *Occasional Papers* are more position, idea, concept and opinion oriented while *Research Extension Notes* are more data oriented.

Guidelines for authors:

1) **Authorship:** Occasional Papers must have an NRESI member or associate member as author or co-author. Contributions may be submitted by members, associate members or NRES graduate students, but may also include other non-member authors.

2) **Submission and Review process:** Occasional Papers should be submitted electronically as Word files to **nresi@unbc.ca** or the **NRESI Director** in the format specified below. Occasional Papers will be peer-reviewed with the review process overseen by members of the NRESI Steering Committee, and typically returned to the lead author within 30 days of submission. Rejection of submissions can occur, particularly if the work is poorly written or conceived. When author(s) are notified of an Occasional Paper's provisional acceptance, minor or major revisions will be indicated. Once the Occasional Paper has been satisfactorily revised and accepted for publication, the Occasional Paper will be published on-line at the NRESI url. Authors and others should cite NRESI Occasional Papers in the following way:

Natural, R.E.S.I. 20XX. The importance of the NRESI Occasional Paper series. Natural Resources and Environmental Studies Institute, Research Occasional Paper No.#. University of Northern British Columbia, Prince George, British Columbia, Canada. <http://www.unbc.ca/nres/>

3) **Content:** Submissions should be worded in plain English, double spaced, and ideally, with minimal jargon so that Occasional Papers are understandable to a broad readership.

3.1) **Format:** The note must begin with a title, followed by authors name(s) and affiliations. Section titles are encouraged where they can improve organization and

readability. All submissions must be double space and have numbered lines to facilitate the reviewers' work. Figures and tables should not be placed in the text, but appear at the end of the manuscript in the order of Tables, Figure Captions, and Figures.

3.2) Length: Occasional Papers are not limited in length, but preference will be given to concision as opposed to length.

3.3) Figures, Diagrams, Tables: All figures and diagrams must be clear, succinct, and self-explanatory when in combination with their respective titles.

4) Publishing: NRESI Occasional Papers will be published electronically on the NRESI website in pdf format. In addition, pdf versions may be printed for hardcopy dispersal, and text versions of Occasional Paper titles, author names, affiliations and summary sections may also occur on the NRESI website for informational or promotional purposes.

5) Copyright: If the manuscript contains material (figures, tables, etc.) that is protected by copyright, it is the obligation of the author to secure written permission from the copyright holder to reproduce the material for the NRESI Occasional Paper. Authors retain the copyright to all materials presented in Occasional Papers, and can resubmit Occasional Papers for publication elsewhere.

6) Permission to Reproduce

Except as otherwise specifically noted, NRESI Occasional Papers will be made available for reproduction in part or in whole and by any means, without charge or further permission, provided that:

- due diligence is exercised in ensuring the accuracy of the information reproduced,
- that the authors are identified,
- NRESI Occasional Papers are identified as the source, and
- If less than the full Occasional Paper is reproduced, that this is explicitly stated.

For permission to reproduce the information in an NRESI Occasional Paper for commercial redistribution, please e-mail: nresi@unbc.ca.