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Natural, R.E.S.I. 20XX. The importance of publishing technical reports. Natural Resources and Environmental Studies Institute, Technical Report No.#. University of Northern British Columbia, Prince George, British Columbia, Canada. <http://www.unbc.ca/nres-institute/>

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### ***Specific Formatting***

- Submissions should be as Word Documents.
- All text should be double spaced and the entire submission should not exceed 15 pages.
- Line numbers should be used to facilitate the reviewers' work.
- Text should be set in **Times New Roman** or equivalent script, **12 point** font size.
- The submitted text should be continuous in fashion and in a single column spanning the breadth of the page.
- Justification should be set to the left margin only.
- Margins should be set at 1" (2.5 cm) on all sides.
- There should be **no double returns** between paragraphs. Paragraphs should be either indented on the first line, or the author should use the paragraph function to set a **6pt return after** each paragraph.
- Footnotes should begin renumbering on each page, and the text for the footnote should be in Arial, 10pt.
- Quotations of less than one sentence that are intended to integrate with the text should be contained within quotation marks, and the source of the quotation cited immediately following the citation itself.
- Longer quotations (1 sentence or more), should be indented slightly on both margins and should be in *italics*. These quotations will be immediately followed by the source of the quotation, which should appear within parentheses and be non-italicized.
  - For example

*"In the long run, our community is interested in being more self-sufficient than we are now. We have a tremendous amount of dependence on government grants. ...this dependency is not helpful to our communities in the long run. What we need to do is to continue to work with what resources we have to establish viable enterprises that can help build our own nation back to where it was once ... to survive into the future as a people."*  
(Tl'azt'en political leader 1997)

### **Tables and figures**

- All lines and text within Figures/tables should be clear and non-pixelated.
- Tables and Figures should be placed at the end of the documents following the reference section. Each Table and Figure should be on an independent page, and the caption should be included with the table/figure. Table captions appear above tables, figure captions below figures.
  - Examples of Tables and Figures are given at the end of this document.

- The captions associated with tables should be set in Arial, 10pt font, and the table/figure title and number should be in bold. If Figures are inserted as objects, then all objects within the figure must be grouped. The body of tables should be inserted using the Table function within the word processor, rather than being set using tabs.
- The approximate position of tables or figures should be marked in the text by placing a note to the Copy Editor following the first paragraph in which reference is made to these. An example follows this paragraph.

*[place Figure/Table 1 approximately here]*

#### **Sequence of material**

These should contain a **Title Page** (follow instructions above), **Abstract** (250 words), **Introduction**, **Methods**, **Results**, **Discussion**, **Acknowledgements**, and **References** sections. Methods and Results, or Results and Discussion can be integrated. A section on Further Readings can be submitted in addition to the references directly cited in the paper. ***Total length of the submission must not exceed 15 pages.***

- **Major section headers** (e.g. “Introduction”) should be in **Arial, 14pt bolded**
- **Secondary section headers** (e.g. “study site” within the Methods) in **Arial, 12 pt bolded and in italics**

#### **References**

In the text, use the following styles:

##### ***Single Author:***

Gillingham (2000) stated ....

The study found..... (Fredeen 2002)

##### ***Multiple authors:***

Gillingham and Fredeen (2004), or (Gillingham and Fredeen 2004)

Arocena et al. (2005), or (Arocena et al. 2005)

##### ***Author lists:***

Chronological, then alphabetical, separated by commas

(Gillingham 2000, Fredeen 2002, Arocena et al. 2005, Lewis et al. 2005)

In the References section at the end of the article, use the following formats:

##### **Journal article**

Author, I.A.M., M.E. Too, and M.E. Aswell. 2000. Title of article. *Journal Name in Full*.  
Volume: pp-pp [if continuous page numbering within volumes]

Author, I.A.M., M.E. Too, and M.E. Aswell. 2000. Title of article. *Journal Name in Full*.  
Volume (issue): pp-pp [if page numbering restarts at one for each issue]

Author, I.A.M., M.E. Too, and M.E. Aswell. 2000. Title of article. *Journal Name in Full*.  
Volume (issue): doi: 10.1029/2006GL025677 [if pre-publication before pages assigned]

e.g.

Seabrook, L., C. McAlpine, and R. Fensham. 2006. Cattle, crops and clearing: Regional drivers of landscape change in the Brigalow Belt, Queensland, Australia, 1840-2004. *Landscape and Urban Planning* 78: 373-385.

Seitz, N.E., C.J. Westbrook, and B.F. Noble. 2011. Bringing science into river systems cumulative effects assessment practice. *Environmental Impact Assessment Review*, doi:10.1016/j.eiar.2010.08.001.

### **Chapter in Edited Volume**

Author, I.A.M., M.E. Too, and M.E. Aswell. 2000. *Title of chapter*. Pp. XX-XX in I.E. Ditor and A. Gain, editors. *Title of the Book or Volume*. Publisher, City, Province.

e.g.

Logan, B. and R. Ferster. 2002. Cumulative environmental effects assessment and management: The Cheviot Mine experience. Pp. 377-393 in A. Kennedy, editor. *Cumulative Environmental Effects Management: Tools and Approaches*,. Alberta Society of Professional Biologists, Calgary, AB.

### **Book**

Author, I.A.M., M.E. Too, and M.E. Aswell. 2000. *Title of the Book*. Publisher, City, Province. pp.XXX

e.g.

Noble, B.F. 2010. *Introduction to Environment Impact Assessment: A Guide to Principles and Practice*, Oxford University Press, Don Mills, ON. 288 pp.

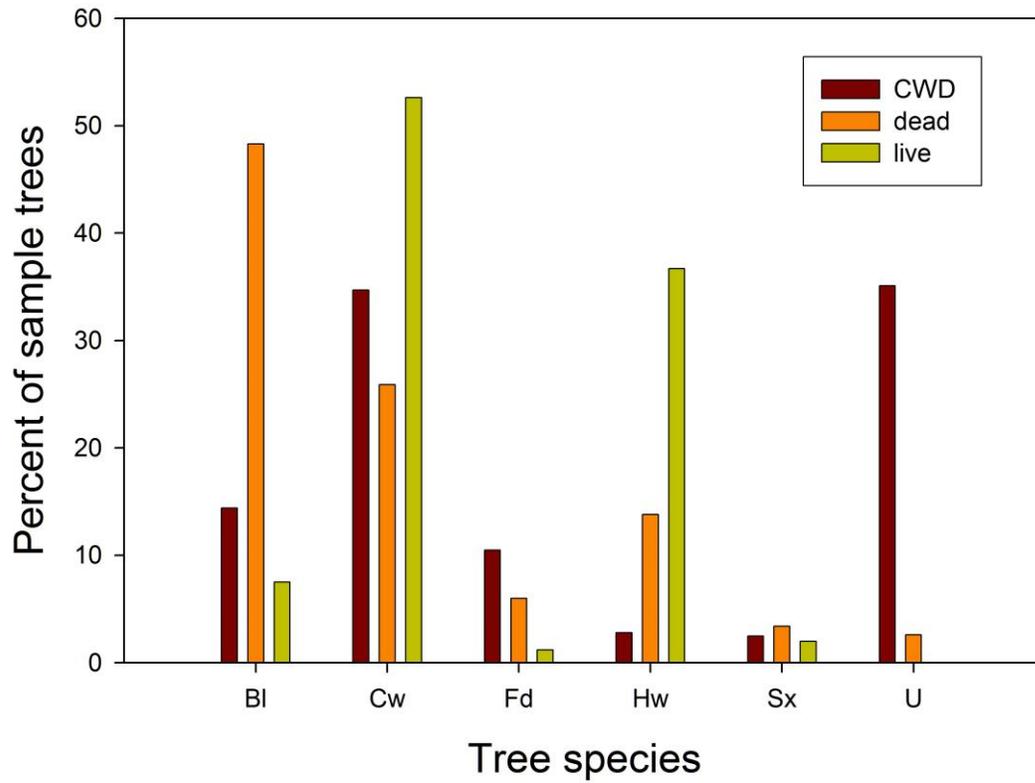
### **Website**

WWF. 2006. *Living Planet Report 2006*. Worldwide Fund for Nature International, Gland, Switzerland. Available at [http://www.panda.org/news\\_facts/publications/living\\_planet\\_report/lp\\_2006/index.cfm](http://www.panda.org/news_facts/publications/living_planet_report/lp_2006/index.cfm)

### Examples of Tables and Figures for formatting

**Table 1.** Occurrence of wildlife tree types and coarse woody debris types (after Keisker 2000) in standing trees and coarse woody debris in the pre-harvest stand at Isaiah Creek. Species abbreviations as in Figures 2 and 3.

Wildlife Tree Types in standing trees									
Type	Description	% occurrence by species							
		All	Bl	Cw	Fd	Hw	Sx	U	
		n	913	122	445	17	305	21	3
WT1	Hard outer wood surrounding decay-softened inner wood	4		3	<1	0	9	0	0
WT2	Outer and inner wood decayed	<1		2	0	6	0	0	0
WT3	Small excavated or natural cavities	<1		2	<1	0	0	0	0
WT4	Large excavated or natural cavities	<1		0	<1	6	<1	0	0
WT5	Very large cavities; hollow trees	2		0	4	0	0	0	0
WT6	Cracks; loose or deeply furrowed bark	11		10	18	23	<1	5	0
WT7	Witches' brooms	0.2		0	0	1.8	0	0	0
WT8	Large branches, multiple leaders, or broken tops suitable for large nests	1		<1	1	6	2	0	0
WT9	Concentration of arthropods in wood or under bark	<1		1	0	18	0	0	0
WT10	Open-structured trees in or adjacent to open areas; hunting perches	0		0	0	0	0	0	0



**Figure 3.** Species composition in each of CWD (n = 285), standing dead (n = 131), and standing live (n = 782) tree bole categories in the pre-harvest stand at Isaiah Creek. Tree species abbreviations as in Figure 2, plus U = unknown.