

Authors' Guidelines for International Oaks

General Policies

The International Oak Society will accept articles for *International Oaks* from members or non-members as long as the material presented is pertinent to the genus *Quercus*. Written contributions may be scientific/technical papers, historical, horticultural, instructional or general interest material (stories/articles of a particular tree, event, place, person, etc.) or letters to the editor; a mix of categories is accepted and encouraged.

Material may be previously published or unpublished. The author's name, title, postal address, telephone and/or fax number, and e-mail (if available) should be provided and should include all information as intended for publication. Any contributions longer than 7500 words must be approved in advance by the editors.

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Format

Contributions will be accepted in legible format in English only. Text should be restricted to a single, standard font, preferably Times New Roman. No more than two levels of subheadings should be used. Electronic files written in WordPerfect or Microsoft Word are preferred and generally should be accompanied by a paper copy. Text may be submitted via e-mail or on CDs or DVDs. Do not add page numbers, borders, headers, or footers. Use no indents or other margin or spacing shifts, and avoid bold type, custom margins, and other optional format codes. Authors submitting papers in other formats must pay \$10 US per manuscript page, in advance, to help defray the additional costs of reformatting for publication. Style, citation methods, and abstracts are left to the reasonable discretion of the author. Refer to the current Council of Biological Editors (CBE) Style Manual for Biological Journals for general guidelines.

Illustrations, tables, and charts

Illustrations and photographs should be sharp and compatible with monochromatic reproduction. They may be submitted via postal mail on CDs or DVDs (no zip disks or older disk formats please) in IBM-compatible TIFF or high-resolution JPEG format. Do not send GIF files downloaded from internet sources, as these do not provide sufficient quality for print reproduction. PowerPoint images also are not acceptable because of incompatibility for printing. The minimum size for images is 5 inches (13 cm) at no less than 300 DPI resolution for digital art. All artwork, tables, and charts should be submitted separately, not as part of the body of the work. Include full but concise captions and credit lines, exactly as they are intended to appear in publication. Drawings, slides, or photos may be mailed to be scanned, and these will be returned upon request if you provide a return label and postage.

Tables and charts which are not submitted in camera-ready form (or in an electronic format approved in advance by the editors) may be rejected, or subjected to a minimum US\$30 production fee. Patterns rather than colors should be used for purposes of clarity in monochromatic reproduction. All measurements should be expressed in metric units, or in metric followed (in parentheses) by English.

Nomenclature

Scientific names, with authority or with reference to the treatment in a specified standard taxonomic manual, must be included for each taxon discussed in scholarly papers. In names of nothotaxa, the multiplication sign is inserted with no space between the symbol and the initial letter of the name of the epithet. A space is used on both sides of the symbol in cases of formula names. If the mathematical symbol is not available, a lower-case Arial "x" may be used, with the same space suggestions. The "x" is neither italicized nor underlined. Inclusion of synonyms, formula names, and trade names in parentheses is encouraged where confusion may result from their omission. Cultivar names are capitalized and placed in single quotes and are not set in italics. Trade names are to be identified as such by the applicable standard symbols.

Review

The editorial committee and editors reserve the right to edit all contributions for grammar, correct English translation, current nomenclature, generally accepted taxonomic concepts, scientific accuracy, appropriateness, length, and clarity, but assume no responsibility to do so. If such review results in significant disputes of factual material, the author will be contacted if possible for approval before final publication, or the paper may be rejected. Every effort will be made to retain the original intent of the author. Graphics may be reconstructed or edited for clarity in publication, without altering their intent.

Submissions

Please send disks or hard copy material before 1 December of the year prior to publication to:

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12000 Boy Scout Trail, Petersburg, IL 62675 USA

Text files or graphics smaller than 1 MB may be e-mailed to
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The International Oak Society is a nonprofit organization dedicated to encouraging the study and cultivation of oaks (genus *Quercus*). Begun in 1985 to facilitate seed exchange, the Society has grown into a worldwide group bringing together oak lovers from nearly 30 countries on six continents. Being a member you will:

- receive a yearly membership directory, an invaluable network of contacts
- receive *International Oaks* (journal) and *Oak News and Notes* (newsletter)
- receive special offers on books, publications and oak-related items
- be able to participate in the triennial conferences and unique seed exchange
- be able to participate in many oak-related events all over the world such as the Oak Open Days and others
- have open access to the IOS website

For more information on becoming a member,
check out the **International Oak Society website:**

<http://www.internationaloaksociety.org>