Authors’ Guidelines

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 encouraged. Material may be previously published or unpublished. The author’s name, title, address, telephone and/or (fax) number, and e-mail (if available) should be included. Any contributions longer than 7500 words must be approved in advance by the editor.

Copyrights

*International Oaks* is not copyrighted, but authors, photographers and artists may claim copyrights on their work. Anyone wishing to use portions of *International Oaks* for other publications should secure permission from the author, photographer or artist, and include a credit line indicating *International Oaks* as the source of the material. All contributors submitting work thereby release their contribution for publication under the terms stated herein. Authors take full and sole responsibility for securing releases for use of material obtained from other sources, and agree to indemnify the International Oak Society against any claim of plagiarism involving their contribution.

Format

Contributions will be accepted in any legible format, in English only. Text should be restricted to a single, standard font, preferably Times or Times New Roman. No more than two levels of subheadings should be included. Electronic files written in WordPerfect or Microsoft Word are preferred and must be accompanied by a paper copy. Text may be submitted via e-mail (ddmccreary@ucdavis.edu) or on a floppy disk. Do not add page numbers, borders, headers or footers. Single space between sentences, and avoid bold type, custom margins, and other optional format codes. Authors submitting papers in other formats must pay US $10 per manuscript page, in advance, to help defray the additional costs of reformatting for publication.

Illustrations and photographs can be submitted in a high resolution format as jpegs if digital art is sent. Do not place art in the body of the work. Drawings, slides or photos may be mailed to be scanned; the art work will be returned upon request. Illustrations and photos should be sharp and compatible with monochromatic reproduction.

Style, citation methods, and abstracts are left to the reasonable discretion of the author. Refer to the current Council of Biological Editors (CBS) style Manual for Biological Journals for general guidelines. Tables and charts which are not submitted in camera-ready form (or in an electronic format approved in advance by the editor) may be rejected, or subjected to a minimum $30 (US) production fee. Do Not place tables or charts within text files. All measurements should be expressed in metric units, or in metric followed (in parenthesis) by English. Scientific names, with authority or with reference to the treatment in a specified standard taxonomic manual, must be included for each taxon discussed if there is any possibility for confusion.

Review

The editorial committee and editor 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, or the paper may be rejected. Every effort will be made to retain the original intent of the author.