

R E P O R T S P E C I F I C A T I O N S

**FOR REPORTS PUBLISHED UNDER THE
CANADA - SASKATCHEWAN
PARTNERSHIP AGREEMENT IN FORESTRY**

**L. WORSTER / J. DOORNBOS
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Project No. 8009

ABSTRACT

All reports published under the Canada-Saskatchewan Partnership Agreement in Forestry must be produced to a consistent standard with respect to format. The approved format is provided and demonstrated in the layout of this report.

ACKNOWLEDGEMENTS

The work done in a similar report (Report Specifications Pursuant to the Canada/Alberta PAIF) was used in part as the basis for this report.

TABLE OF CONTENTS

| | |
|--|---|
| Introduction | 1 |
| Typescript | 1 |
| Order of Pages | 1 |
| Order of Elements | 1 |
| Style | 3 |
| Conclusion | 3 |
| Appendix I Samples of References..... | 5 |
| Appendix II Approval Procedure..... | 7 |
| Appendix III Manuscript Routing Form | 9 |

REPORT SPECIFICATIONS FOR REPORTS PUBLISHED UNDER THE CANADA-SASKATCHEWAN PARTNERSHIP AGREEMENT IN FORESTRY

Introduction

Contractors and Canadian Forest Service authors are responsible for providing a full report of a study's results. In some cases, a shorter, results-oriented summary report may be required by the contracting authority. The following standards must be met to the satisfaction of the contracting authority.

Typescript

Unstapled and unpunched, original typescripts (not copies) must be provided to the contracting authority. Dot matrix type is not acceptable. Final reports must be in a form that is suitable for photocopying or quick-printing. The document should also be provided on disk in WordPerfect 5.1. or 5.0 using the Times Roman 11 point.

The typescript must be printed on only one side of the page on white paper (minimum 9-kg or 20lb stock). The page should have 2.54-cm (1-inch) margins on the top, bottom and both sides. The final text must be singlespaced, with double spacing between paragraphs. Draft text should be double-spaced while undergoing review.

Order of Pages

All pages must be numbered. Introductory pages must have lower-case roman numerals (ii,iii) centered 1.27 cm (1/2 inch) from the bottom of the page. Main text pages, starting on the page with the introduction, must have arabic numerals (1,2) situated 1.27 cm (1/2 inch) from the top of the page. They can either be centered or at the left margin for even-numbered pages, and at the right margin for odd-numbered pages. First page numbering of the report must be suppressed (ie. page 1, Introduction)

Tables and figures in the report must be placed on the page immediately following their reference. These pages must also be numbered.

Editing

Editing of the report is the responsibility of the author(s). Correct spelling and proper grammar must be used. Consistency throughout the report is essential.

Photographs

Two sets of unstapled, unpunched, clean, black-and-white halftone photographs shall be provided to the contract authority.

Black and white printer pattern graphics are preferred.

Order of elements

Every report must have a title page, disclaimer statement, abstract, and table of contents, as well as copyright information and the addresses for Canadian Forest Service and Saskatchewan Environment and Resource Management. If the report is also available in French, there should be a statement that indicates this. The elements of the report should appear in the page order indicated below. Some reports may not

necessarily include all of the following elements:

| | |
|---|--|
| Cover: | Supplied by Canadian Forest Service |
| Title page | Use this report title page as a sample |
| Disclaimer, copyright, etc. | This page includes disclaimer statement, copyright, ISBN number and addresses of Canadian Forest Service and SERM. Canadian Forest Service will supply copyright. Also includes a statement regarding the availability of the publication in French (if applicable). Use this report disclaimer as a sample. |
| Abstract | 200 words maximum. (may be required in both of Canada's official languages) |
| Acknowledgements | |
| Executive summary | |
| Table of contents | Includes lists of figures and tables. |
| Introduction | Contains terms of reference or study objectives. |
| Main text with tables | |
| Conclusions or recommendations | |
| References, bibliography or literature cited | |
| Appendixes | |
| Glossary | |
| Index (es) | |

Style

The **Canadian Forestry Service Style Guidelines for Authors and Editors** is the basic reference and can be obtained from the contract authority. **Webster's Third New International Dictionary** (1981) is the source for preferred spelling.

Metric units should be used, although Imperial units can be followed but should be in parentheses. Consult the **Canadian Standard Associations Canadian Metric Practice Guide** for correct uses and symbols in the metric system. Note that metric symbols do not have periods (54 m, 2 156 kg), are not pluralized, and have a full space between them and the affiliated numeral (85 m). An exception is °C (32° C).

Latin names must be in italics (e.g. *Pinus barksiana*) or underlined (e.g. Pinus contorta Dougl. var. latifolia Engelm). The names of trees and plants are not capitalized, unless they include a proper name (Engelmann spruce, lodgepole pine).

References may either be written out in full or abbreviated, following the BioSciences Information Service's Serial Sources for the BIOSIS Data Base, which is available in the reference section of libraries. Samples are shown in Appendix I.

Approval Procedure

see Appendix II.

Conclusion

This report is intended to guide contractors and authors in the preparation of reports for publication under the Canada-Saskatchewan Partnership Agreement in Forestry. It does not cover all possible circumstances. Common sense in conjunction with the listed references and communication with the authors should minimize confusion.

Appendix I Sample References

Canadian Forest Service Publications:

De Franceschi, J.P.; Bell, F.W. 1990. Labor productivity and costs of motor-manual release of spruce from hardwoods in Manitoba. ForCan., North. For. Cent., Edmonton, Alberta. Inf. Rep. NOR-X-312.

Journal Article:

Hall, R.J.; Crown, P.H.; Titus, S.J. 1984. Change detection methodology for aspen defoliation with LANDSAT MSS digital data. Can J. Remote Sensing 10(2): 135-142.

Symposium/conference proceedings article:

Zalasky, H. 1985. Bud defects in winter-damaged Colorado spruce. Page 110 in W.G. Thesis, compiler. Proceedings of the 33rd annual western international forest disease work conference, Olympia, Washington, September 24-27, 1985. U.S Dep. Agric., ForServ., Pac. Northwest For. Range Exp. Stn., Corvallis, Oregon.

Appendix II Approval Procedure

A) Reports written by Canadian Forest Service authors will be reviewed according to the following procedures:

1. District Manager approves the report.
2. Report (with the attached manuscript routing form) is submitted to a review committee. The committee will consist of
 - one person from NoFc
 - one person from the Saskatchewan District Office
 - the Communications Officer from the Saskatchewan District Office.

The committee reviews the report for its scientific or technical contents, and also for spelling, grammar, style, etc. It then recommends the necessary revisions.

3. Author makes revisions.
4. Review committee approves revised version of the report.
5. Program Director at NoFC approves report.

B) Reports written by contractors will be reviewed according to the following procedures:

1. District Manager approves the report.
2. Report is reviewed by the Canadian Forest Service contract authority, and the Saskatchewan District Office Communications Officer reviews and edits the report for grammar, spelling, style, etc.
3. Author makes the necessary revisions.
4. Contract authority and the Communications Officer approve the revised version.
5. Program Director at NoFC approves the report.

MANUSCRIPT ROUTING FORM

FOR REPORTS UNDER
THE CANADA-SASKATCHEWAN PARTNERSHIP AGREEMENT IN FORESTRY

AUTHOR(S) _____

TITLE _____

AUDIENCE Scientific _____ Technical _____ Other _____

RELEASE STRATEGY TO BE PREPARED yes ___ no ___

NUMBER OF COPIES _____

SPECIAL FUNDING OR DISTRIBUTION _____

PRELIMINARY APPROVAL BY DISTRICT MANAGER _____ Date: _____

REVIEW COMMITTEE _____

Signature

Date

FIRST REVIEW

SECOND REVIEW

FINAL APPROVAL

Program Director
