**Guidelines for Authors**

Irish Forestry publishes high quality articles and reviews covering all aspects of research, practice, history, policy and related areas of interest primarily to forestry in Ireland. Since the readership is largely composed of professional foresters, the Journal particularly welcomes general and review papers covering topical issues of relevance to Irish forestry. The Journal also welcomes papers from international authors. The aim of the journal is to provide information that promotes the sustainable development of forests and woodlands. The Journal also seeks to foster tree cultures and traditions. Only original scientific papers, unpublished elsewhere, will be considered for publication in Irish Forestry. However, the editorial board may consider reprinting (if the copyright holder permits) a previously published review or general paper, if the contents merit it, especially if the original article is not readily accessible to the majority of our members.

Authors must indicate if the material has been submitted for publication elsewhere in the past. Authors should use the following guidelines when submitting material for publication in Irish Forestry. Authors are advised to consult a recent issue of the Journal to become familiar with layout and conventions. Please refer to The CSE Manual for Authors, Editors, and Publishers 7th Edition (Published by the Style Manual Committee, Council of Science Editors; ISBN 0-9779665-0-X) for general advice on the formatting of scientific papers for publication.

The majority of our readers are professional foresters, so it is important to prepare your paper with this readership in mind. The consensus is that most readers prefer short, focussed papers (about 5,000 words or fewer). Papers should be written in a clear and concise style that is easy to read and comprehend by the general reader. Sentences should be as short and simple as feasible, logically structured and not convoluted. The use of uncommon terminology, flashy “buzz” words, non-essential or pretentious professional jargon should be avoided. Unusual or newly created terms must be adequately defined / explained. Try to use the active voice rather than passive voice as much as possible and avoid the use of first-person pronouns. Use double quotation marks, except where a quotation is within a quotation. The quoted text should be worked into the body of the paper. If the quotation is longer than 40 words, quotation marks should not be used. Instead the text should be presented as a block of lines, indented six spaces from the left margin. Quotations should not be italicized.

The recommended format and layout is designed primarily for scientific articles. The authors of reviews and general papers are advised to conform to the format outlined insofar as is possible.

**1. General format and layout**

For the original submission, authors are asked to submit one file only, containing figures, tables etc. Following acceptance of the paper in principle, usually following revision(s), you may be asked to submit some or all of the figures in a different format (see no 4 below).

* Microsoft Word is the preferred software program. If using another program, authors are asked to convert their files to Word before submission. PDF files will not be accepted.
* Use Times New Roman 12 size font for all text.
* Manuscripts should be double-spaced throughout (including title page, abstract, text, references, tables, and legends).
* Margins 2.5 cm all around.
* Include page and line numbers (consecutive from beginning of document) for the convenience of the reviewers.

Order of sections within scientific papers: (1) title page, containing full email and institute address for first author, and (a) the total number of words in article excluding tables and figures/schemes and (b) the total number of words including word equivalents for tables, figures/ schemes (see below); (2) abstract page, providing a maximum of five keywords below the abstract, avoiding general and plural terms and multiple concepts; (3) introduction; (4) materials and methods; (5) results; (6) discussion; (7) conclusions (and practical applications, if applicable); (8) references. Tables (prepared using MS Word or similar editor only, not with a spreadsheet) and figures (as pictures only; not as files) can be embedded in the text.

Some papers may not contain one or more of these sections.

**2. Word and reference limits**

Title

* The title should not contain more than 150 characters and should reflect the general content of the paper.

Scientific articles

* 8,000 words maximum, including title, tables, figures, acknowledgements and references. Small figures/ schemes and tables (up to half of a page) will count as 250 word equivalents; large ones (more than half a page) will count as 500 word equivalents;
* Maximum 50 references;
* Abstract no more than 250 words;
* Conclusions, no more than 400 words.

Review articles

* 10,000 words maximum, as per information above for Scientific Articles;
* Maximum 70 references;
* Abstract no more than 400 words;
* Conclusions, no more than 600 words.

Other articles

* 4,000 words maximum;
* Maximum 30 references;
* No abstract;
* Papers longer than 4,000 words may be permitted, if the Editorial Board believes that the contents merit this.

3**. References**

The following formats are recommended:

Gallagher, G. and Gillespie, J. 1984. The economics of peatland afforestation. In *Proceedings of 7th International Peat Conference, Dublin*. Vol. 3: 271-285.

Kerruish, C.M. and Shepherd, K.R. 1983. Thinning practices in Australia. *New Zealand Journal of Forest Science* 47: 140-167.

Lavender, D.P. 1984. Plant physiology and the nursery environment: interactions affecting seedling growth. In *Forest Nursery Manual: Production of Bareroot Seedlings*. Eds. Duryea, M.L. and Landis, T.D., Martinus Nijhoff/Dr W. Junk Publ., The Hague/Boston/Lancaster, pp 133-141.

Malone, J. 2008. Factors Affecting Afforestation in Ireland in Recent Years. Available at [www.agriculture.gov.ie/media/migration/forestry/malone.doc](file:///C:\Users\Conor\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Dropbox\Irish%20Forestry\www.agriculture.gov.ie\media\migration\forestry\malone.doc) [Retrieved[[1]](#footnote-1) September 2010].

For those using a reference management software system (e.g. EndNote), you are advised to use the *Forestry* (Oxford) style. Unpublished results and personal communications should not be included in the reference list, but may be mentioned in the text. Field-codes generated by reference management software should be removed from manuscripts prior to submission.

**4. Figures, Tables and measurement units**

Figure and table captions and general style should follow recent editions of Irish Forestry. The captions should contain sufficient detail to be understandable without reference to the text.

Tables should be submitted in the same format as the article (MS Word; MS Excel files are not acceptable). Use the “Insert Table” function when creating tables. Spaces or tabs may create problems when the table is typeset.

For the original submission, picture versions of figures are acceptable as part of the single Word file. After the paper has been provisionally accepted for publication, you may be asked to submit the figures in other formats, preferably saved as graphic files (.eps, .wmf where possible). To permit reduction, the height of all lettering on figures should be at least 3 mm while symbols should measure at least 2 mm.

The Journal insists on the use of metric units of measurement, specifically SI units (e.g. Table 1).

**Table 1.** *The names and symbols for the SI base and supplementary units.*

|  |  |  |
| --- | --- | --- |
| **Quantity** | **SI unit name** | **Symbol** |
| length | metre | m |
| mass | kilogram | kg |
| time 1 | second | s |
| electric current | ampere | A |
| thermodynamic temperature | kelvin | K |
| amount of substance | mole | mol |
| luminous intensity | candela | cd |

1 The abbreviation sec should not be used to denote a second of time.

**Non-SI units:** It is recognised that some units that are not part of the international system will continue to be used in appropriate contexts. Such units are listed in Table 2; they are either defined exactly in terms of SI units or are defined in other ways and are determined by measurement. Other non-SI units, such as Imperial units should not normally be used.

**Table 2:** *Non-SI units that are recognised for use in IF, as attached to units or rates, as required by context.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Quantity** | **Unit name** | **Symbol** | **Value** |
| time | minute | min | 60 s |
| time | hour | h1 | 3,600 s = 60 min |
| time | day | d | 86,400 s = 24 h |
| time | year (Julian) | a | 31.5576 Ms = 365.25 d |

1 Not hr.

**5. Review process**

Scientific and review papers are normally evaluated in a two-stage process. A preliminary stage will involve an evaluation of the manuscript by the Editors to assess its suitability for the Journal and for review. This examination may result in a “Revision prior to Review” decision. Thereafter (assuming that the paper is deemed acceptable for review), one or more independent international referee(s) will assess the paper. The author(s) will be asked to consider the comments of the reviewer(s) and to revise the paper accordingly, or provide a reason if not. In submitting a revised manuscript, authors are asked to include a separate document providing a response to every review comment, as well as assurance that co-authors are in agreement with responses to the comments of the reviewer(s). The second stage commences after the revised paper is received. The Editorial Board may request further major or minor revisions. A final decision on acceptance will be made after the Editorial Board has been satisfied that the required changes have been implemented.

Non-scientific papers will be reviewed by the Editorial Board only, although an external review may be requested if deemed necessary.

The Journal’s Editorial Board does not enter into negotiations concerning a manuscript. The Editor’s decision is final.

Papers accepted for publication become the copyright of Irish Forestry, but author(s) will be allowed to use the material for scholarly communication and to be posted on their institutional or professional website.

**6. Submissions**

Authors should provide the names and full contact details of three potential reviewers, two of which should be based outside Ireland. Submissions, including these contact details, should either be sent electronically to: [info@soif.ie](mailto:info@soif.ie?subject=Submission%20to%20Irish%20Forestry) or online from the *Irish Forestry* [website](https://journal.societyofirishforesters.ie/index.php/forestry/login).

1. If a webpage is being referenced, then an “Accessed” date instead would be given. [↑](#footnote-ref-1)