

Notice to Contributors

I. General

1. The *Taiwan Journal of Forest Science* is an academic publication that welcomes contributions from around the world. The journal covers all aspects of forest research, both basic and applied, including Forest Biology and Ecology (tree breeding, silviculture, soils, etc.), Forest Management (watershed management, forest pest and disease, forest fire, wildlife, recreation, etc.), Biotechnology, and Wood Science. Manuscripts acceptable to the journal include (1) research papers, (2) research notes, (3) review articles, and (4) monographs. A research note differs from a research paper in its scope which is less-comprehensive, yet it contains important information. In other words, a research note offers an innovative perspective or new discovery which is worthy of early disclosure.
2. This journal is published quarterly every March, June, September, and December. Each manuscript should be sent by online submission in Microsoft Word format (e-mail: tjfs@tfri.gov.tw). However, original high-quality photos should be sent by mail. Manuscripts are limited to original work previously unpublished in any other journal.
3. The length of a submitted manuscript, including figures, tables, and references, should not exceed 12 printed journal pages (or 6000 words) for a research paper and 5 pages (or 2500 words) for a research note. A review article should be limited to 15 pages (or 7500 words), whereas a monograph should be no less than 20 printed pages (or 10,000 words).
4. The journal is published in English. The format, wording, spelling, and figures and tables must carefully follow the rules set out in this notice. Otherwise the manuscript will be returned to the author(s) for correction.
5. The submitted manuscript will be sent to at least 2 scholars or scientists in the field for peer review and comments. The reviewed paper will be reexamined by the Editorial Board. Authors are responsible for proofreading the galley (printer's copy) to ensure accuracy. Free copies of reprints will not automatically be sent to the corresponding author upon publication in the journal. The full contents of the *Taiwan Journal of Forest Science* are available on the website of the institute at www.tfri.gov.tw. Authors can access the contents by clicking on the library and publication section of the website if desired.
6. For manuscripts submitted for publication in the journal, a copyright assignment must be signed by the corresponding author, authorizing the transfer of the copyright to the journal in accordance with copyright laws and international conventions.

II. Structure of the manuscript

1. The first page should contain the English Title, Author(s), Summary, Key words, a short running title, affiliations and addresses, corresponding author, and the dates of peer review and acceptance, as well as the full title of the author's organization(s) and address(es). From the second page on, the paper should be organized in the sequence: INTRODUCTION, MATERIALS AND METHODS, RESULTS, DISCUSSION, CONCLUSIONS, ACKNOWLEDGMENTS, LITERATURE CITED and APPENDIX. A note only includes: TEXT and LITERATURE CITED.
2. The journal discourages serial-titled publications. Titles should be limited to 30 words. The first letter of each word of the title except articles, conjunctions, and prepositions should be capitalized. An author's full name should be given, with first name followed by the surname (a middle initial can be included if that is the normal way an author presents his or her name). If the manuscript has 2 or more authors, the names should be separated by commas.
3. The summary of an article should not exceed 500 words. No more than 5 phrases are suggested for the list of key words.
4. Rules for citing literature are as follows:
 - (a) Citation in the text should list the surname(s) and the year of publication for references with 1 or 2 authors; otherwise list the first author's surname and et al. with the year of publication. If 2 or more reference are cited together, list them sequentially by publication year. List more than 1 reference with the same publication year in alphabetical order (Smith 1979, Jones and Smith 1980, Jones et al. 1980, Albert 2000).
 - (b) The LITERATURE CITED should follow these rules:
 - i. The citation should be listed in this order: authors' names (if there are more than 6 authors, list the first 6 authors and et al.), year of publication, title of the work, name of the journal, volume, issue, and page numbers. For example:

Nishikado Y. 1921. On a disease of the grape cluster caused by *Phyalospora baccae* Cavara. *Ann Phytopathol Soc Jpn* 1(4):20-42. [in Japanese with English summary].
 - ii. When citing from books, the editor(s)/author(s) and page numbers should be noted. If citing from conference papers, proceedings, meeting notes or reports, then the name of the conference or meeting, the organizer, location and date should be included. For example:

A. **Schwartz RJ. 1955.** The complete dictionary of abbreviations. New York: Thomas Y Crowell Co. 211 p.

B. **Link GKK. 1928.** Bacteria in relation to plant diseases. In: Jordan EO, Falk JS, editors. The newer knowledge of bacteriology and immunology. Chicago, IL: Univ. of Chicago Press. p 590-606.

C. **Meyer B, Hermanns K. 1985.** Formaldehyde release from pressed wood products. In: Turoski V, editor. Formaldehyde: analytical chemistry and toxicology. Proceedings of the symposium at the 187th meeting of the American Chemical Society; 1984 Apr 8-13; St Louis, MO. Washington, DC: American Chemical Society. p 101-16.

- D. Hamrick JL, Godt MJW, Murawaki DA, Loveless MD. 1991. Correlation between species traits and allozyme diversity: implications for conservation biology. In: Falk DA, Holsinger KE, editors. Genetics and conservation of rare plant. New York: Oxford Press. p 75-86.
- iii. When citing from doctoral or master dissertations, the name of the university should be included. If government publications are cited, the name of the offices involved should be included. For example:
Ritzmann RE. 1974. The snapping mechanism of *Alpheid* shrimp [dissertation]. Charlottesville, VA: Univ. of Virginia. 59 p. Available from: Univ. Microfilms, Ann Arbor, MI; AAD74-23.
- iv. Citation of a webpage should also include the web address and the date accessed. For example:
TFRI. 2010. Taiwan Forestry Research Institute. Available at http://www.tfri.gov.tw/enu/about_history.aspx/ Accessed 2010 June 24.
- v. The name of the journal cited should be abbreviated. The manner of abbreviation should be preferentially in accordance with that listed on the website <http://home.ncifcrf.gov/research/bja/>. If the site hasn't got the particular journal you're inquiring, then the website <http://library.caltech.edu/reference/abbreviations/> should be consulted and followed.
5. Construction of tables and figures:
- (a) Tables should be prepared on separate sheets of A4 paper and attached to the end of the manuscript.
- (b) Tables should consist of only horizontal lines; all vertical partitions should be eliminated. If remarks or notes are required in the table, marks should be placed on the upper right corner with small ^{1,2)} ... etc. These should be listed in the sequence of appearance under the table.
- (c) Tables should be limited in size to what can be printed on 1 page. If exceeding 1 page, then a note indicating continuation of the table is required on the next page with the item headings delineated again. When the tabular materials cross 2 printed columns, the contents in words and spaces need to be planned carefully before making the table.
- (d) Figures should also be drawn on separate A4 pages. The maximum size, including labels for the axes should be 22 × 14 cm. Please also note the number (single or double) of printed columns the figure will occupy after reduction for typesetting. The letters for axes labels should be adjusted in accordance with the ratio of reduction. Figures after reduction in relation to the originals are shown in table below:

| Original size | Reduction ratio | Reduced size |
|---------------|-----------------|-----------------------|
| width: 14 cm | 50% | single column (7 cm) |
| width: 22 cm | 40% | double column (13 cm) |
| 22 × 14 | 100% | whole page |

- (e) Original figures should be drawn with black ink on white tracing paper. Computer graphs are also acceptable, provided they are done with a laser printer.
- (f) Photographs should be clearly legible after reduction. Micrographs should include bars indicating the scale of magnification.
- (g) All axis labels should be in capital letters, whereas units are in lowercase letters. The ordinate label should read from bottom to top and that of the abscissa should read from left to right; both should be centered. Symbols used in the graphs should have legends explaining them. All fonts in the graphs should be the same.

III. Format

- The journal is computer typeset and typed using Microsoft Word. The manuscript must be in computer-printed form of A4 (30 × 21 cm) paper. The printed page must be double-spaced, and there should be 3-cm margins on the top, bottom, left, and right of the text. Page numbers should be on the bottom right-hand corner of the page.
- Submitted manuscript should be printed in uniform character sizes. There is no need to differentiate paragraph, title, subtitle or contents by using large or small characters, blanks, or centering.
- When citing figures and tables in the text, use sequences such as "Fig. 1" and "Table 1" or (Fig. 2) and (Table 2). Both graphs and photos use the "Fig." designation.
- When the subject of study is an animal or plant, the first appearance of its name should be accompanied by the scientific name in italics.
- Years in the text and in cited references should universally use the Julian calendar.
- Expressions of numbers, units and symbols should follow the rules below:
 - All numerals and quantities should be expressed in Arabic numbers, except as the first word in a sentence.
 - Length, area, volume, and weight should be expressed in customary cgs units or in accordance with SI (Système Internationale) units.
 - Statistical symbols should follow conventional abbreviations. Chemical symbols with sub- or superscripts should be noted in a blank space in the context of the manuscript.
 - When a string of data or expression of ranges is presented, units should only be added at the end: 3, 6, and 8 cm.