

# Notice to Contributors

## I. General

1. The Taiwan Journal of Forest Science is an academic publication that welcomes contributors around the world. The journal covers all aspects of forest research, both basic and applied, including Forest Biology and Ecology (tree breeding, silviculture, soil, and etc.), Forest Management (watershed management, forest pest and disease, forest fire, wildlife, recreation and 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 incomplete, yet it contains important information. In other words, the 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 WORD format (e-mail: tjfs@tfri.gov.tw). However, the original high quality photos should be mailed. The manuscript shall be limited to original work previously unpublished in any other journal.
3. Length of the submitted manuscript, including figures, tables, and literature cited, should not exceed 10 printed pages of the journal for a research paper, and 4 pages for a research note. Review article should be limited to 14 pages, whereas monograph should be no less than 19 printed pages.
4. The journal is published in English. The format, wording, spelling, and figures and tables must carefully follow the rules set out by this notice. Otherwise the manuscript will be returned outright to the author(s) for corrections.
5. The submitted manuscript will be sent to at least two scholars or scientists in the field to peer review and comment. The reviewed paper will be reexamined by the Editorial Board. Author(s) are responsible for proofreading the galley (printer's copy) to ensure accuracy. Upon publication by the journal, free copy of reprints will not be sent automatically to the corresponding author. Specific request for reprint free of charge will be limited to 50 copies.
6. For manuscripts submitted to be published in the journal, in accordance with the copyright law and international conventions, a copyright assignment must be signed by the corresponding author, authorizing the transfer of copyright to the journal.
7. The original photos should be sent to the Division of Forestry Extension, Taiwan Forestry Research Institute, 60 Nanhai Road, Taipei 10066, Taiwan, ROC. State clearly on the envelope that the contents include a manuscript intended for the journal.

## II. Structure of the manuscript

1. The first page should contain the English Title, Author(s), Summary, Key words, 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, ACKNOWLEDGEMENTS, LITERATURE CITED and APPENDIX.
2. The journal discourages serial-titled publications. Titles should be limited to 30 words. Titles should capitalize the first letter of each word except articles, conjunctions and prepositions.  
The author's name should not be abbreviated, with first name in front followed by the surname. If the manuscript has 2 authors or more, the names should be separated by commas.
3. The summaries of the article should not exceed 500 words. The list of key words is suggested to be no more than 5 phrases.
4. Rules for citing literature are as follows:
  - (a) Citation in the text should list the surnames and the year of publication. If more than one reference are cited, list them in the sequence of publication years. For more than one reference in the same publication year, list them in alphabetical order.
  - (b) The pattern of citing should follow these rules:
    - i. The citation should be listed in this order: authors' names, year of publication, title of the work, name of the serial, volume and issue, and page numbers. For example:  
Nishikado Y. 1921. On a disease of the grape cluster caused by *Physalospora 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): University of Chicago. 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: American Chemical Soc. 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 shall be noted. If government

- publications are cited, the name of the offices involved shall be noted. For example:  
Ritzmann RE. 1974. The snapping mechanism of *Alpheid* shrimp [dissertation]. Charlottesville (VA): University of Virginia. 59 p. Available from: University Microfilms, Ann Arbor, MI; AAD74-23.
- iv. 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 <sup>1), 2)</sup> ... 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 the labels for the axes should be 22 × 14 cm. Please also note the number (single or double) of printed columns it should occupy after reduction for typesetting. The letters for axes labels should be adjusted in accordance with the ratio of reduction.

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

The figures after reduction in relation to the originals are shown in table below:

- (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) Basically, photographs should be glossy black and white shots with sufficient resolution to be clearly legible after reduction. When multiple photos are employed, the author should arrange them in plates. Micrographs should include bars indicating scales of magnification. Photos should be pasted on white A4 paper loosely with figure number clearly marked.
- (g) All axis labeling should be in capital letters, whereas units are in lower case letters. The ordinate labeling 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 for explanation. All fonts in the graphs should be the same.

### III. Format

1. The journal is computer typeset and typed by Microsoft Word. The manuscript must be in computer-printed form, to be printed on a single side of white 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 marked on the bottom right corner of the page.
2. 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.
3. When citing figures or tables in the text, use sequences such as "Fig. 1" or "Table 1" etc. Both graphs and photos use the "Fig." designation.
4. When the subject of study is an animal or plant, the first appearance of its name should be accompanied with the scientific name. The scientific name should be an italicized words.
5. Years in the text and in cited references should use A. D. universally.
6. Expressions of numbers, units and symbols should follow the rules below:
  - (a) Except for wont usage such as "Saturday", all numerals or quantities should be expressed in Arabic numbers.
  - (b) Length, area, volume and weight should be expressed universally in customary cgs units or in accordance with SI (Système Internationale) units.
  - (c) Statistical symbols should follow the conventional abbreviation. Chemical symbols with sub- or super-scripts should be noted on the blank space in the context of the manuscript.
  - (d) When a string of data or expression of ranges is presented, add units only at the end, such as 3, 6 and 8 cm.