

Instructions to authors

General

Silva Fennica publishes research articles, research notes, discussion papers and reviews. The journal only accepts manuscripts that have not earlier been published. A paper printed in Silva Fennica must not be published elsewhere without the permission of the Society of Forestry in Finland.

Submission of manuscripts

Manuscripts should be sent to the editor-in-chief as three full, completely finished copies, including copies of all figures and tables. Original material should not be sent at this stage.

The editor-in-chief will select two or more referees to examine the manuscript (discussion and review papers are exempt from refereeing). The author must take into account any revision proposed by the referees or the editorial board. Revision should be made within a year from the return of the manuscript. If the author finds the proposed changes unacceptable, he can inform the editor-in-chief of his differing opinion, so that the matter may be reconsidered if necessary.

Decision whether to publish the manuscript will be made, on the basis of the referees' recommendations and other considerations, by the editorial board. Decision will be made within three months after the editors have received the revised manuscript.

Following final approval, no fundamental changes may be made to the manuscript without the permission of the editor-in-chief. Major changes will necessitate a new submission for acceptance.

Sending final version for printing

The author should forward the final manuscript and original figures to the editors

within two months from acceptance. The covering letter must clearly state that the manuscript is the final version ready for printing.

The manuscript should be arranged as follows: title, abstract, main text, references, tables, legends to figures, figures, appendices.

The text is best submitted on a floppy disc, together with a printout. On the disc, words should not be divided nor lines justified. Any special signs which may require manual typesetting should be clearly marked on the printout. Names of files contained on the disc and the text processing system used should be indicated.

Form of manuscript

Lay-out

Manuscripts should be typed on A4-sized paper, on one side only, leaving a 40 mm margin on the left. Sufficient space should be left between lines (maximum 35–40 lines per page). Pages should be numbered consecutively, starting with the title page.

Paragraphs should be separated by blank lines. Where a paragraph starts on a new page, this should be indicated on the manuscript. Headings are preceded by two blank lines.

Equations and the like should be separated from the general text by two blank lines.

Information presented in a tabular form in the text itself should be of single column width and no more than 10 printed lines in height. Anything more substantial than this should be presented in the form of a table with an appropriate title.

The lay-out (particularly that of the title page and tables) should resemble that used in the journal as closely as possible. However, where smaller type than normal is to be used for particular passages, these should be type-written normal size.

Headings

Headings should be typed in lower case. Headings are numbered as follows: 1., 11., 111.,... Of the first level headings, "References" is not numbered.

Italics

Words eventually appearing in italics should be underlined. Long passages in italics should be marked, however, in the margin, not underlined. Italics are not used in the reference list.

Equations

When preparing equations, authors should bear in mind that these, or integral parts of them, will be printed over a single column width. Equations should be numbered consecutively in parenthesis on the right margin of the page.

Citing references in the text

When citing references in the text, the "name and date system" should be used:

(Allen 1984), Allen (1985a, b), (Allen et al. 1986), (Allen and Jones 1980), (Allen 1978, Smith 1981, Jones 1984), (Smith 1977, 1980, Allen 1978, Jones 1979), (Handbook of forest...1981), "Allen (1985, p. 12) on the other hand has shown that..."

1. If an author has published several papers in the same year, these are referred to alphabetically (a, b, c, ...).
2. Where a publication has two authors, the conjunction 'and' should be used in the language of the manuscript. Where a publication has several coauthors, only the first author should be mentioned and the remainder abbreviated to 'et al.'
3. If in the same connection reference is made to the work of several authors, the references should be given in chronological order. If however, each author has several works referred to, the references should be given in chronological order of the oldest publications of each author.

4. Where a publication has no known author or editor, the first 2-3 words of the title are quoted (followed by three dots), together with the year of publication. The term 'Anonymous' must not be used in references.
5. The use of the word "see" in front of a reference is extraneous, and the abbreviation "cf." should be used only where the publication contains concepts in disagreement with those in the manuscript.
6. When referring to "personal communications" the source and necessary contact details should be given. Personal communications should not be included in the list of references.

References to figures and tables

References to all figures and tables should be made in the text. References are written with an initial capital letter: Fig. 3, Figs. 3-5, Table 2. Terms like "the above", "the below" must not be used.

Footnotes

Footnotes should not be used. If a term requires an explanation, this should be placed in parenthesis after the term. This rule does not, however, apply to tables and tabular information in the text.

Tables

Each table should be placed on a separate sheet. The title of the table should be written above the table. A horizontal line should be drawn above and under the column headings, and at the bottom of the table. In tables neither upper case letters nor vertical lines are normally used. The tables are numbered consecutively.

Figures

Where possible, all drawings should be made to A4 size such that it will be possible to print them over one (68 mm) or two columns (140 mm). For letters and numerals appearing on diagrams, transfers, stencils or high quality computer graphics systems should be

employed. When adding lettering to figures, authors should bear in mind the effect of reduction. Characters should have a height of 1.5-2 mm when printed. Where a figure is made up of several parts, the parts must be numbered (e.g. 5a, 5b, ...) and a sketch included showing the relative position of the parts.

Monochrome prints should preferably be on glossy paper of size approx. 13 x 18 cm (5 x 7 in.) There should be a good range of tones. Colour prints or transparencies (slides) are not acceptable. Any desired cropping of the print should be clearly marked.

The use of colour pictures is generally impossible owing to the high cost of treatment. The best original in this case is a colour transparency, preferably of larger than 35 mm format, with good colour saturation.

All figures should be marked with the author's name and the number of the figure. The figures should be numbered consecutively irrespective of the type of figure.

Legends to figures should be written on a separate sheet. The legends should be self-explanatory and independent, so that reader need not refer to the text.

Where the copyright to a figure is held by someone other than the author, the copyright holder's name should be published with the figure. In matters of copyright, strict adherence to the law must be observed.

Title and abstract

Special attention should be paid to formulating the title and writing the abstract, as their role in scientific communication has been greatly enhanced by modern information technologies.

Title

A good title is one that is brief and informative. Important words indicating the contents of the paper should, as far as possible, be located at the beginning of the title. Words and constructions like "A study of...", "Observations on..." and the like conveying very little to the reader should be avoided.

Abstract

An abstract is a concise, independent résumé of the paper. Its purpose is to assist the reader in deciding whether it is worth reading the entire paper, to provide sufficient information for a reader who is not an expert on the topic involved, and to assist the communication of information. Whatever the language of the paper, the abstract should always be written in English, and its length should not exceed 20 type-written lines. Use of the first personal singular in the abstract, as well as itemised references or quotes, must be avoided. Repetition of information already contained in the title should also be avoided.

The abstract is preceded by bibliographic information necessary for identifying the paper, and followed by 3-5 keywords describing the topics dealt with as fully as possible.

ODC classification is supplied by the editors.

List of references

In the reference list bibliographic information on sources made use of in the study is given to make it possible for the reader to obtain further details or check the validity of quotes. Reference should be made only to published, available material. For sources of low circulation or extreme rarity, the author should indicate where they are available from.

Sources should be original and representative. Reference should not be made to second-hand sources. Unnecessary references should be avoided. Thus, there is no need to quote the laws of nature and ordinary textbook information.

Personal communications are not included in the list of references.

1. Sources are arranged in alphabetical order of their authors. Work by the same author should be listed in chronological order.
2. Where the same author has more than one publication, the author's name should not be repeated, but replaced by a dash. Where there are several authors, only the name of the first author is replaced by a dash.
3. Where a publication has no obvious author or editor, the publication should be listed in

alphabetical order of its own title.

4. Authors' names should be written in lower case. Where a publication has several co-authors, the names should be separated by commas, the final two names by an "&" sign. Only the initial is used for an author's Christian name (forename).
5. The titles of publications are written with lower case initials, except for proper names.
6. The titles of journals should always be written in full, not abbreviated.
7. The volume number of a journal should be given only in numerals. The terms 'vol.', 'no.', etc are not used. The part of a volume is separated from the number of the volume by placing the former in parenthesis; e.g. 20(1), not 20.1.
8. If the title of the journal alone is insufficient to permit the journal to be identified the publisher should also be quoted. Publisher and journal should be quoted in the form in which they appear on the page (or cover) of the journal, and separated from each other by a comma.
9. In the case of congress proceedings in addition to the normal details, the name, venue and date of the congress should be given and the availability of the publication indicated.
10. When referring to a paper included in a collection of papers, after the reference to the author's name and title of the paper, the editor(s) and title of the whole book should be quoted. The first and last page numbers of the paper should be indicated, not the number of pages in the entire book.
11. The edition should always be mentioned when other than the first edition is being referred to.
12. The standard number, ISBN in books, or STRN in reports, should be given for sources of low circulation. The number is placed at the end of the reference.
13. A translation of a publication's title, the name of an author or year of publication missing from the original publication, or other complementary details may be added in brackets.
14. No italics are used in the reference list.
15. Transliteration of cyrillic characters should be in accordance with ISO standards.

Examples:

Order of references

- Smith, C. 1977. Aspen. *Timber* 77(4): 368–384.
– 1978. Silver birch. *Timber* 78(1): 16–20.
– & Harris, B. 1976a. Scots pine. *Forest management* 15(1): 4–8.
– & Harris, B. 1976b. Norway spruce. *Forest Management* 15(2): 13–20.
– Harris, B. & Allen, A. 1969. Sawn goods. *Timber* 69(2): 130–140.

Article in a journal

- Hultén, H. 1980. Fröplantans utveckling under tillväxtfasen (*Pinus sylvestris* L.). Summary: Seedling development during the first growth period (*Pinus sylvestris* L.). Sveriges lantbruksuniversitet, institutionen för skogsproduktion, rapport 2. 134 p. + append.
- Repo, T. 1988. Physical and physiological aspects of impedance measurements in plants. Tiivistelmä: Kasvien impedanssimittauksiin liittyviä fysikaalisia ja fysiologisia ominaisuuksia. *Silva Fennica* 22(3): 181–193.

Article in a book

- Jarvis, P. G., Edwards, W.E. & Talbot, H. 1981. Models of plant and crop water use. In: Rose, D. A. & Charles-Edwards, D.A. (eds.). *Mathematics and plant physiology*. Academic Press, London. p. 151–194.

Monograph

- Cochran, W. G. 1977. *Sampling techniques*. 3rd edition. John Wiley & Sons, New York. 428 p.

Congress proceedings

- Cooper, R. W. 1971. Current use and place of prescribed burning. Proc. Prescribed burning symposium, Charleston, South Carolina, April 14–16, 1971. USDA Forest Service, Southeastern Forest Experiment Station, Asheville, N. C. p. 21–27.

Unpublished source

- Ilvesniemi, H. 1982. Hirvituhot koivun viljelytämikoissa. MSc thesis. University of Helsinki, Department of Silviculture. 53 p.

Scientific names

Scientific names should be according to authoritative contemporary sources. Scientific names (but not the author's name) should be underlined, except in the list of references and in headings. Authors of scientific names should be added only the first time a name is given. They should not be included, however, in the title of the paper or in headings.

Correcting the proofs

Galley proofs (large sheets not yet divided into pages) will be sent to authors, who should

compare the printed version with their original manuscript, clearly mark any corrections required in the printing, and mark the position of figures and tables on the margin of the proof. Proof reading is an important task and at least two people should check each proof. Alterations to the original text may not normally be made at this stage. Corrected galley proofs should be returned to the editors within two weeks.

Authors should remember to check all headings, figure legends and table titles, table column headings and their lay-out, numbers and equations.

Offprints

Authors will usually receive 100 offprints of research articles or notes. They may request extra copies from the Society at a cost based on the number of printed pages. Such extra copies must be ordered from the editors at the latest when the galley proofs are sent in by the author.