

Virginia Forestry Association  
Guidelines for Submission and  
Standards of Style for  
*Virginia Forests Magazine*

**Preparing your submission for publication:**

- Submissions via email or on disk are preferred, but not required.
- Please type all articles, single- or double-spaced on 8 1/2 x 11 white paper.
- Place 2 returns between the headline and beginning of each article.
- Include the author's name at the beginning of the article.
- Include a short paragraph about the author, including his correct title, city of residence, employer, hobbies or volunteer activities.
- Use a single tab indent to begin each paragraph.
- Use only one space between sentences.
- If you cannot type a hyphen; indicate dashes with 2 hyphens in a row (--), with no space before or after each hyphen.
- Use upper/lower case only for all text including headlines, subheads, etc; no ALL CAPS.

**Preparing your photos for publication:**

- Digital images are accepted when they are high resolution (300 dpi or greater). Low resolution digital images will not reproduce in print.
- Black and white or color prints are accepted. Please do not use paper clips to attach photos to your manuscript as they can crease or scratch the surface.
- 35mm slides or other transparencies are accepted.
- Be sure captions are supplied for all photos.

**Electronic submission of text and graphics:**

- Send each item as a separate email attachment. Please note in your email the total number of documents to be transferred.
- Save photos in JPEG format if possible; TIF, EPS or GIF images are also accepted.
- Email to: [lweatherford@vaforestry.org](mailto:lweatherford@vaforestry.org); copy to [lberkel@vaforestry.org](mailto:lberkel@vaforestry.org)

**STYLE NOTES:**

**Commonly used abbreviations:**

- am to designate the time from midnight to noon
- pm to designate the time from noon to midnight
- Before using a technical abbreviation, spell out what it stands for with the abbreviation in parentheses.
- Abbreviate names of states when appropriate; do not use postal abbreviations (e.g., Va.—Virginia; N.C.—North Carolina; Md.—Maryland; Tenn.—Tennessee, etc.)
- Assn.—Association
- BMPs—Best Management Practices
- Co.—County
- Dept.—Department
- U.S.—United States

- USFS—U S Forest Service
- Abbreviate titles before proper names
- Abbreviate Company, Corporation, etc.

## Numbers

- Spell out numbers below ten, use numerals for all other numbers, except at the beginning of a sentence.
- Use a comma to separate thousands, millions, billions, etc.
- Use a dash to separate the area code and phone number (e.g., 804-278-8733)
- Dollar amounts should be indicated as \$1.2 million; \$100,000, not “20 dollars”

## Commonly used words and phrases and their usage:

- clearcut—one word
- eastern redcedar
- federal—use lower case unless referring to a specific federal agency (e.g. Federal Bureau of Investigation, Federal Reserve Bank, etc.)
- forest land—always two words
- floodplain
- landowner
- sawmill
- State—capitalize when referring to “the” state as a particular political division; use the same criteria for county, nation, territory, etc. However, when referring to two or more places use lower case (e.g., Louisa and Albemarle counties)
- timberland
- Tree Farmer—capitalized when a landowner is a certified Tree Farmer through the American Tree Farm System.
- woodland
- Web site—capitalization and spelling for a Web site on the internet
- e-mail – usage for including internet address online
- House Bill 1254—the first time mentioned in an article, after the first time use HB 1254
- 1940s and 1950s—do not use an apostrophe
- adverb phrases—do not hyphenate
- adjectives—hyphenate

Please adhere to these deadlines unless otherwise instructed: **January 1 for Winter; April 1 for Spring; July 1 for Summer, and October 1 for Fall.** Distribution is approximately 6 weeks after submission deadline.

If you have any questions, please call—Lesha Berkel, Editor (804-278-8733, email: lberkel@vaforestry.org).

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