

**Guidelines for Preparation of Manuscripts for the Proceedings of the
5th Symposium on Hemlock Woolly Adelgid in the Eastern United States
Renaissance Hotel, Asheville, NC
August 17-19, 2010**

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Papers for all presentations (both oral and poster) must be submitted to Brad Onken at the above address by no later than August 9, 2010 or turned in at the Symposium. Please provide a hardcopy and a CD in WordPerfect or Microsoft Word for Windows 2000 or higher version. Please label the CD with your name, file names used, and the software and version used to create the files. We recommend that papers not exceed 10 pages in length. Contact Richard Reardon (304-285-1566) or Brad Onken (304-285-1546) if your paper will be longer than 10 pages or if you cannot submit it in one of the above formats. Papers for both oral and poster presentations will not be accepted after the symposium takes place. All presenters are strongly encouraged to provide at least an abstract.

Posters: Please email the **poster title, author names and affiliations** to Bud Mayfield (amayfield02@fs.fed.us) by July 18th to ensure a spot for your poster. Poster abstracts should be submitted to Brad Onken before (or at) the Symposium as described above. Posters dimensions must not exceed 4'x4'. Information about where to display posters will be provided at registration. Poster presenters are responsible for taking down their posters by the end of the Symposium; posters remaining after the symposium will be discarded.

When preparing your paper, please keep in mind that **a primary goal of this symposium is to provide forest resource managers information that can be used to manage HWA**

and reduce its impact to hemlock resources. To the extent possible, discuss how your research or study will lead to making better management decisions.

Format

Single-space all text; double-space between paragraphs, main title to be single-spaced. Common names of species are acceptable, but give the Latin name in italics and authority in parentheses following the first use that is not in the title.

Text should be typed in Times-Roman 12-pt proportional-spaced font on one side of 8½ x 11 inch paper, with left margin 1.25", right, top, and bottom margins 1". Title of the paper is in bold, capitals and lower case, flush left, at the top of the page, single-spaced. Capitalize the first letter of principal words including second part of hyphenated words in title. Author(s) name, institution, address is to follow 3 spaces below title. Begin Abstract and other first line headings (flush left, bold) 3 lines below previous text. Begin text 2 lines down from heading.

To keep printing costs down, please use color graphics only when absolutely necessary. All graphics, including tables and figures, should be separate files on your CD. If tables are used, please DO NOT use the table making utility in your word processing software as this can complicate editing. Create the tables with tabs and spaces. Indicate in the paper where each table (and figure) should appear. For example:

FIGURE 1

Authors are responsible for the content of their manuscript; however, minimal editing will be done if needed.

Keywords section will appear as the first major heading following the Abstract and is limited to 5 words or less.

Hard copy originals (e.g. slides of natural enemies, graphs and figures) need to be provided and labeled.

Please include an Acknowledgment section just before the References section.

Please use References as a major section rather than Literature Cited. A sample of the style to be used for references follows. Indent second and any subsequent lines 2 spaces.

References

- McClure, M.S. 1989. Evidence of a polymorphic life cycle in the hemlock woolly adelgid, *Adelges tsugae* (Homoptera: Adelgidae). *Annals of the Entomological Society of America* 82: 50-54.
- Manly, B.F. 1990. *Stage-structured populations: sampling, analysis, and simulation*. London: Chapman and Hall. 187 p.
- Ralph, C.J.; Geupel, G.R.; Pyle, P.; Martin, T.E.; DeSante, D.F. 1993. *Handbook of field methods for monitoring landbirds*. Gen. Tech. Rep. PSW-GTR-144. Albany, Calif.: U.S. Department of Agriculture, Forest Service, Pacific Southwest Research Station. 41 p.
- Rohfritsch, O. 1990. Aphid stylet movement and host-plant reaction in the case of Adelgidae on spruce. *In* *Aphid-plant genotype interactions*, Campbell, R.K.; Eikenbary, R.D., eds. NY: Elsevier: 101-116.
- Tyrrell, L.E., Crow, T.R. 1994. Structural characteristics of old-growth hemlock-hardwood forests in relation to age. *Ecology* 75(2): 370-386.

Authors, please note: When writing the discussion section of your paper, be sure to discuss how your results can be applied by forest managers. One goal of this symposium is to help build bridges between researchers and managers, so papers should attempt to make this link whenever possible.