

# *PE&RS PEER REVIEW FORMAT INSTRUCTIONS*

## How should manuscripts submitted to *PE&RS* be formatted?

Manuscripts submitted for peer review must be formatted as outlined below. Manuscripts that do not conform to the requirements described below will be returned for format revisions before they are sent for review.

- 1) **TYPING:** All pages must be numbered at the bottom of the page. All lines in each page should be numbered. In addition, manuscripts must be single column and double-spaced. An 11 point font with Arial type is preferred. Authors should use 8.5 by 11-inch or A4 International (210- by 297-mm) paper size with 30-mm (1 inch) margins all around. For review purposes every part of the manuscript must include page and line numbers, and be double-spaced including title page/abstract text footnotes references appendices and figure captions. Manuscripts that are single-spaced or have no page numbers and no line numbers will be returned to authors.
- 2) **MANUSCRIPT LENGTH:** Authors are encouraged to be concise. Published manuscripts are generally 7-10 journal pages. A 27-page manuscript (including tables and figures) when typed as indicated above equals about 7 journal pages. Authors of published manuscripts will be charged \$150/page for each page exceeding 9 journal pages. These page charges must be paid before publication; without exception. Details on page charges are included on the Color, Offprint and Extra Pages Form.
- 3) **TITLE /ABSTRACT:** Authors should strive for titles no longer than eight to ten words. The first page of the manuscript should include the title a one-sentence description of the manuscript's content to accompany the title in the *PE&RS* Table of Contents and the abstract. Following the title and one-sentence and on the same page must be the abstract. All manuscripts submitted for peer review must include an abstract of 150 words or less. The abstract should include information on goals methods and results of the research reported. The rest of the manuscript should begin on the second page.
- 4) **FIGURES AND TABLES:** All figures and tables must be cited in the text. Authors should note that figures and tables will usually be reduced in size by the printer to optimize use of space and should be designed accordingly. For purposes of peer review figures and tables can be embedded in the manuscript. However it should be noted that manuscripts once accepted will require that all figures be included as separate files (see instructions for accepted manuscripts) If the manuscript contains copyrighted imagery a copyright statement must be included in the caption (e.g. ©SPOT Image Copyright [year] CNES).
- 5) **COLOR ILLUSTRATIONS:** Color illustrations in the manuscript will be charged for the cost of color reproduction. These costs must be paid before a manuscript is published. Details on color costs are included on the Color, Offprint and Extra Pages Form. Authors should indicate in the cover letter that they have the funds to pay for any color figures in their manuscript. Color illustrations will appear on the website free of charge.
- 6) **EQUATIONS:** Authors should express equations as simply as possible. They should include only those equations required by an average reader to understand the technical

arguments in the manuscript. Equations must be numbered but unlike tables figures color images and line drawings should be embedded in the text file.

- 7) **REFERENCES:** A complete and accurate reference list is essential. Only works cited in the text should be included. Cite references to published literature in the text in alphabetical order by authors' last names and date as for example Jones (1979) Jones and Smith (1979) or (Jones 1979; Jones and Smith 1979) depending on sentence construction. If there are more than two authors, they should be cited as Jones et al. (1979) or (Jones *et al.* 1979). Personal communications and unpublished data or reports should not be included in the reference list but should be shown parenthetically in the text (Jones unpublished data 1979). Format for references will be as follows:
- a. **BOOKS:**  
Falkner E. 1995. *Aerial Mapping: Methods and Applications* Lewis Publishers Boca Raton Florida 322 p.
  - b. **ARTICLES (OR CHAPTERS) IN A BOOK:**  
Webb H. 1991. Creation of digital terrain models using analytical photogrammetry and their use in civil engineering *Terrain Modelling in Surveying and Civil Engineering* (G. Petrie and T.J.M. Kennie editors) McGraw-Hill Inc. New York N.Y. pp. 73-84.
  - c. **JOURNAL ARTICLES:**  
Meyer M.P. 1982. Place of small-format aerial photography in resource surveys, *Journal of Forestry* 80(1):15-17.
  - d. **PROCEEDINGS (PRINTED):**  
Davidson J.M. D.M. Rizzo M. Garbelotto S. Tjosvold and G.W. Slaughter 2002. *Phytophthora ramorum and sudden oak death in California: II. Transmission and survival, Proceedings of the Fifth Symposium on Oak Woodlands: Oaks in California's Changing Landscape* 23-25 October 2001 San Diego California (USDA Forest Service General Technical Report PSW-GTR-184 Pacific Southwest Forest and Range Experiment Station Berkeley California) pp. 741-749.
  - e. **PROCEEDINGS (CD-ROM):**  
Cook J.D. and L.D. Ferdinand 2001. Geometric fidelity of Ikonos imagery *Proceedings of the ASPRS 2001 Annual Convention* 23- 27 April St. Louis Missouri (American Society for Photogrammetry and Remote Sensing Bethesda Maryland) unpaginated CD-ROM.
  - f. **THESIS AND DISSERTATIONS:**  
Yang W. 1997. *Effects of Spatial Resolution and Landscape Structure on Land Cover Characterization* Ph.D. dissertation University of Nebraska-Lincoln Lincoln Nebraska 336 p.
  - g. **WEBSITE REFERENCES:**  
Diaz H.F. 1997. Precipitation trends and water consumption in the southwestern United States USGS Web Conference URL:  
<http://geochange.er.usgs.gov/sw/changes/natural/diaz/> U.S. Geological Survey Reston Virginia (last date accessed: 15 May 2002).
- 8) **ACKNOWLEDGMENTS:** In keeping with the process of blind reviews authors are asked not to include acknowledgments in manuscripts submitted for peer review. An

acknowledgment may reveal a considerable amount of information for reviewers that is not necessary or desirable for their evaluation of the manuscript. After a manuscript is accepted for publication the lead author will be encouraged to insert appropriate acknowledgments.