



The American Chestnut Foundation

Writing Guidelines

Revised May 2005

Authors and researchers are invited to submit manuscripts of historic or scientific interest relating to the American chestnut. All Submissions must conform to the following guidelines and formats.

- Manuscripts and papers must be clear, concise, accurate and interesting. First-person, active voice is preferable. Submissions to ***The Journal*** are limited to 1,500 words of text plus tables, figures, and references, and to ***The Bark***, 500 words of text, plus tables, figures, and references. All submissions are reviewed by TACF Editorial Board, and are subject to editing and published at the discretion of Editorial Staff.
- Please submit manuscripts and images electronically via e-mail, or on a 3x5 floppy disk formatted for PC, or burned to a CD, using either MS Word or WordPerfect. TACF is not responsible for errors in transmission.
E-mail to lou@acf.org.
- Please format photos, original art and drawings as “.jpg” files, at least 300 dpi (dots-per-inch), and send electronically to **lou@acf.org**.

● GENERAL FORMAT ●

- Unfamiliar or new terms, as well as abbreviations, acronyms, and symbols, should be defined at first mention
- **RESEARCH ARTICLES** — Please divide and subtitle as follows:
 - Title Page* — Include the title of the article, the author's name(s) and affiliation(s) with complete mailing addresses, phone/fax numbers, and E-mail addresses.
 - Introduction* — What was studied
 - Methods* — How the study was conducted
 - Results* — The findings of the study
 - Discussion* — What the study and the findings mean
 - Conclusion* — Summary of the study, implications for future use of findings and further studies
- **RESEARCH DATA** — Present research data only once, either within the text, in a table, or in a figure.
- **FIGURES: PHOTOS, IMAGES, ORIGINAL ART AND DRAWINGS** — Please format as “.jpg” files, 300 dpi, and send electronically. (*see instructions above*). Figures should be referenced in the text with successive numbers (Fig. 1, Fig. 2, etc.). Put a place-holder for figures on a separate line within the manuscript, with a caption typed below it.
Example 1 — ***Place holder can be a small version of the image pasted into the text.***



Fig. 2. Identification of American chestnuts remaining in native forests is important of TACF's regional breeding program.



Example 2 — Place holder can be text only, with figure submitted as a separate document.

PLACE FIGURE 2 HERE

Fig. 2. Identification of uninfected American chestnuts remaining in native forests is important of TACF's regional breeding program.

TABLES

Cite tables in text by successive numbers (Table 1, Table 2, etc.). Use Arabic numerals within tables. Mark explanatory material within table as footnotes labeled alphabetically in order of appearance as the table is read horizontally. Place footnotes immediately below the table. Insert tables on separate pages in your document using either single line entries with tabbed text for columns, or MS Word or WordPerfect tables. MS Excel tables may be submitted as a separate document, with a note in the text indicating placement and name of table.

Example 1 — Inserted table into document, on a separate page, using tabbed text to format columns.

Table 3. Two years of diameter and height growth for best and worst treatments compared with control.

Species	Height*			Diameter		
	Control	Best treatment	Worst treatment	Control	Best treatment	Worst treatment
	----- cm -----			----- mm -----		
Seed chestnut	16.4 ± 4.8	38.4 ± 13.2	12.5 ± 12.0	2.7 ± 0.6	5.7 ± 2.5	2.6 ± 0.7
Planted chestnut	12.4 ± 0.8	75.8 ± 39.2	6.6 ± 14.8	3.0 ± 1.0	15.3 ± 5.2	3.8 ± 2.1

*Mean growth ± standard deviation

**Best and worst treatment based on total height growth of seedling.

Example 2 — Indicate a place holder for table within text, and submit table as a separate document.

PLACE TABLE 3 HERE

NOMENCLATURE

Use standard scientific nomenclature according to Council of Biology Editors Style Manual

SCIENTIFIC NAMES — should follow the first mention of each common name in the manuscript and be set off by parentheses. The genus, species, and variety names should be in italics. Common names or scientific names can be used subsequently.

AUTHOR'S FULL NAMES — Place author's name(s), followed by professional affiliations, below the paper's title.

STATES — Spell out the names of all states when they stand alone in a sentence. Use official US Postal Service abbreviations, without periods, when the name of a state is used in conjunction with the name of a village, town or city. USPS state abbreviations are available on their website: http://www.usps.com/ncsc/lookups/usps_abbreviations.html.

Example —

The map indicated that my destination in Kentucky was 550 miles from Philadelphia, PA.



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- **COUNTRIES** — Spell out the names of all countries. United States may be abbreviated as US, without periods.

Example —

The research on that disease was begun in China, but in the US it was expanded to include the subspecies previously mentioned.

- **SEASONS** — Winter, spring, summer and fall, and derivatives such as springtime: all lower case unless part of a formal name, *Winter Olympics*. No comma after season with year, *The event began in spring 2005*.

● NUMERICALS ●

- **MEASUREMENTS CITED** — Use metric measurements (or other research data-based format) followed by conversion to English common-style in parentheses when English common-style exists.

- **DECIMAL PLACES** — Use a consistent number of decimal places appropriate to research presented.

- **WHOLE NUMBERS** — Spell out whole numbers below 10, use figures for number 10 and above. Avoid beginning a sentence with a number. If such use is unavoidable, spell the number out at the beginning of a sentence. One exception is a numeral that identifies a year.

Example —

Last year only seven students completed the program, although 14 were registered. 1995 was a better year, with five percent of the student body participating and 90% successfully completing it.

- **ORDINAL NUMBERS** — For ordinal numbers, spell out *first* through *ninth*. Starting with 10th, use numerals. Use numerals below 10 (1st, 2nd, 3rd, etc.) only to indicate an assigned sequence: 4th district, 2nd edition.

Example —

His third failed attempt led his professor to recommend seeking a 12th person to participate. The elected representative of the 3rd Congressional District agreed that the solution was to find another participant.

- **DATES** — For dates, use numerals only, not ordinals. Months may be abbreviated when used in a complete date. For seasons, see above, nomenclature.

Example —

Please submit all requests by February 10 to ensure proper processing. The last message will be mailed on Jan. 3, 2006.

- **PERCENTAGES** — Use numerals only. The exception is at the beginning of a sentence. Use decimals, not fractions: *Forty percent of the students passed the exam, but 15 percent were absent; 3.5 percent failed*.

● ACKNOWLEDGEMENTS, REFERENCES, FOOTNOTES ●

- **ACKNOWLEDGEMENTS** — Place acknowledgements at the end of paper, before *References* section.

Example —

Joe J. Ready, MD, Administrator of Support Research Center, edited this manuscript . Robert T. Friendly, DVM, provided the images of raccoons.

- **REFERENCES** — List all references in alphabetical order in a *References* section at the end of text. Check text against *References* to ensure all references are cited properly and all citations appear in the text, tables or figures.

Formatting References for Scientific Articles

Within the text — Format references in text as (last name(s) of the author(s) and the year of publication) e.g. (Francis, 1978). Citations with two authors should be formatted as (Hacsckaylo and Gerdemann, 1971). Use the first author's name and "et al." when there are more than two authors as (Vance et al., 1992). The order for references within parentheses in the text should be by year of publication. For works by the same author(s) in the same year, append a lowercase a, b, c, etc., to the year of publication.



Within the References section —

Journal article (two authors)

Shi, Y. and F.V. Hebard. 1997. Male sterility in the progeny derived from hybridization between *Castanea dentata* and *C. mollissima*. *J. Amer. Chestnut Found.* 11(1):38-47.

Journal article (three or more authors)

Burnham, C.R., P.A. Rutter, and D.W. French. 1986. Breeding blight-resistant American chestnuts. *Plant Breeding Reviews* 4:347-397.

Paper in conference proceedings

Payne, J.A. 1978. Oriental chestnut gall wasp: new nut pest in North America. pp. 86-88. *In* W.L. MacDonald, F.C. Cech, J. Luchok, and C. Smith (eds). *Proceedings of the American Chestnut Symposium*. Morgantown, WV.

Book

Mayr, E. 1970. *Populations, species, and evolution*. Cambridge, MA: The Belknap Press of Harvard University Press.

Thesis or Dissertation

Carey, W.A. 1985. The virulence of *Endothia parasitica* (Murr.) And. & And. associated with large American chestnuts in North Carolina. Ph.D. Dissertation. Duke University, Durham, NC, 168 p.

Formatting References For Historical or Narrative Articles

Within the text — Format as described above for scientific references. References containing multifaceted information from numerous historical or narrative sources may be cited in the text as sequential numbers within parentheses, and listed in the *References* section in the same numerical order.

Example — A 1909 store accounts book shows that customers received two or three cents per pound at the beginning of October (1,2).

Within the References section —

1. Josie G. Thomas interview with Ralph Lutts, PCP, Tape 1, Side 2, 154/91; Helms interview, /175; Robert Samuel and Sally Slate interview, PCP, Tape 3, Side 1, 200/166.
2. Cockram Store Accounts Book: 30 lbs accepted for \$0.90 credit, Sept. 30, 1909; 64 lbs accepted for \$1.28 credit, 2 October 1909.

● **FOOTNOTES** — Use superscript numbers within text to designate footnotes that reference information other than literature cited. List complete footnote(s) at the end of paper. Footnote(s) will be published in the *Journal* at the bottom of appropriate page(s).

Example —

Details about raccoon eating habits within this range are largely unknown.¹

¹ For more information about raccoon eating habits, contact Grange Botanical Orchards, 333 North Road, Sometown, South Carolina. Phone: (555) 111-4545.



● **WRITING ABOUT THE AMERICAN CHESTNUT FOUNDATION** ●

Style guide for reference to *The American Chestnut Foundation* and related science

The American Chestnut Foundation — The first letter of each word is capitalized, including “The,” to conform with our legal name. Use **TACF** as the acronym. **ACF** is trademarked by The Association of Consulting Foresters and should not be used.

American chestnut — “A” is capitalized, “c” is lower case

Blight-resistant — is hyphenated, as in “blight-resistant chestnut” or “the tree will be highly blight-resistant”

Blight resistance — is not hyphenated, as in “The tree will have sufficient blight resistance.”

Bur — is preferred rather than **burr**

Backcross (single word) **breeding** — The process used by TACF. Selected offspring of the first cross between Chinese and American chestnut are crossed with, or “back to” American chestnut only in subsequent generations.

Cross breeding — should be avoided because it implies multi-generation crosses between species, varieties or breeds. In cross breeding, selected offspring of the first cross may again be crossed with other species, varieties or breeds in subsequent generations.

Breeding — may be used, as it refers more generally to crossing within species, varieties or breeds.

Escaped infection — preferred usage for uninfected wild-growth trees, rather than “survived” infection.

Seed Distribution — **TACF** *expects* to have limited quantities of a highly blight-resistant hybrid available by 2006, with wide-scale planting expected in the next 5 to 15 years. Seed quantities will be limited at first, growing in number in each subsequent year. Initial seed production will be dedicated to forest testing and research, prior to wider distribution.

Tree’s Population — The American Chestnut comprised an average of 25% of the hardwood tree population within the heart of its range. In a few areas, pure stands of American chestnut could be found.

Scientific Names

Cryphonectria parasitica — The scientific name of the blight fungus. “C” is capitalized, the “p” of the second word is not. Both words are italicized.

Phytophthora cinnamomi* and *Phytophthora cambivora — both incite *Phytophthora* root rot (known as ink disease in Europe); the former is seen more often in the southeastern U.S., while both species are found in Europe.

Castanea dentata — American chestnut

Castanea pumila — Allegheny chinkapin (or chinquapin) sometimes ***C. pumila var. pumila***

Castanea ozarkensis — Ozark chinkapin (or chinquapin) sometimes ***C. pumila var. ozarkensis***

Castanea sativa — European chestnut

Castanea mollissima — Chinese chestnut

Castanea crenata — Japanese chestnut