

Instructions for Using the Templates when Submitting a Manuscript

Wood and Fiber Science has prepared five templates for your use when submitting a manuscript. The first template is the *Initial Upload File*. This is a Microsoft WORD template document. It contains the Title, Abstract, Keywords, Body, References, Tables, List of Figures and Figures. Each table and figure is a separate page and is in the back of the initial document behind the References. DO NOT PLACE TABLES AND FIGURES within the text. The layout editor will place them within the document for conserving space and ensuring efficiency. The *Initial Upload File* does not contain authors or acknowledgements. This *Initial Upload File* becomes the version that is submitted to reviewers; therefore it should not contain any identification of the authors to ensure a blind review. Please include page numbers and line numbers (see PAGE LAYOUT tab in WORD). Everything in the template is left justified as required by W&FS. Line spacing is single-spaced and font is Times New Roman, 11 pt. Please do not indent any paragraphs. SI units shall be used and abbreviated according to the use of International System of Units SI (<http://physics.nist.gov/cuu/pdf/sp811.pdf>). All equations not within the text must be numbered consecutively. Citations within the text are by author and year of publication. For three or more authors, cite the first only and use et al. Use standard symbols and abbreviations. More detailed information on references, figures and tables as well as examples can be found at <http://www.swst.org/publications/wfs/authors/ForSWSTAuthors.pdf?ts=1023345707>.

Template 2 is Supplemental File 1 and needs to be uploaded as a supplemental file. This is a Microsoft Word document and it contains the Title and the name, title, affiliation and email address for each author. For each author include the name, his/her title or position, affiliation and email address. Use the special * symbol behind the author who is the primary corresponding author (only one author please). We use the special † symbol behind the name to indicate all authors who are members of SWST.

Template 3 is Supplemental File 2 and needs to be uploaded as a supplemental file. Again this is a Microsoft Word document and it contains the Title, Abstract, and Keywords. This file is included in the email message when the editors are recruiting reviewers.

Template 4 is Supplemental File 3 and contains any Acknowledgements, if there are some. This is optional. After the reviews are complete, this acknowledgement will be inserted into the copyedited file.

Template 5 is Supplemental File 4 and contains the certifications. Again this is a Microsoft Word document and it ensures W&FS that the manuscript has not been submitted to another publication for publishing and that the authors understand the page charge requirements. You may put your three suggested reviewers in this file (Name, Affiliation, Email address).

After all the documents have been prepared then the directions for uploading the files are as follows:

1. Proceed to Wood and Fiber Science Journal at wfs.swst.org
2. Click the Register button on the top and register to be an author, reviewer, or both. If already registered, you should be able to log into your *Wood and Fiber Science* account. If you don't remember your log in information, please contact Vicki Herian at Vicki@swst.org.
3. Once you are registered, you can click on *New Submission*.
4. Under *Start*, you must scroll through the Checklist and check to see if all requirements have been met. At the bottom, there is a Save and Continue button, click on that button for continuing the submission process.
5. The system will now take you to step 2 where you upload the *Initial Upload File and only the Initial Upload file*. Later on in the process it will ask you to upload the supplemental files. At the bottom is the Save and Continue button, please click on this to proceed to the next step.
6. The system will take you to step 3 where you enter the metadata. The metadata contains the title, authors, abstract and keywords, and indexing information. This is where you put in the **Classification Codes** that can be found when you click on the Classification Listing below the box. These are the disciplines that W&FS uses to identify research areas of interest. There is also a place for adding agencies that have provided support. Finally there is a place to list the references. An important note is that this metadata file might have to be updated if references are changed during the review and revision process. **THIS IS IMPORTANT FOR THE AUTHORS TO REVIEW THIS FILE PERIODICALLY.** This metadata file is used when the final publication is put on the SWST website. Again, click on Save and Continue.
7. The system will take you to set 4 where you upload the supplemental files prepared using the templates. Again click save and continue.
8. The final step is a confirmation by clicking save; the manuscript will be uploaded into the pkp system.

At any time during the process, if you have questions or concerns, please contact Vicki Herian at Vicki@swst.org.