NOVA SCOTIA DEPARTMENT OF NATURAL RESOURCES AND RENEWABLES
BIODIVERSITY CONSERVATION AND FORESTRY TECHNICAL REPORT SERIES

Instructions for Authors

The ***Biodiversity Conservation and Forestry Technical Report Series*** (TRS) was established by the Nova Scotia Department of Lands and Forestry (now Natural Resources and Renewables, or NRR) as a means for disseminating peer-reviewed scientific research findings, along with associated conclusions and recommendations, and technical information on subjects pertaining to biodiversity conservation and forest management in Nova Scotia. This document is intended to provide guidance on the submission process and formatting requirements for prospective authors.

Types of Technical Report Series Reports

The TRS includes five types of reports; as the submission and formatting requirements differ among the report types, authors are urged to consider which category is most appropriate for their submission:

1. *Research Reports*

A detailed scientific report which documents primary research methods, findings, and conclusions. A Research Report may also consist of a third-party scientific review of published research findings or technical information.

2. *Technical Notes*

A brief written summary on a new technique(s), narrow research topic, or small research project.

3. *Information Bulletins*

A short overview of technical information, scientific evidence, guidelines, or procedures; for example, background information and explanatory material on emerging biodiversity and forestry issues or topics.

4. *Report of Activities*

A summary of project, program, department, branch, or division activities. May include project progress reports, summaries (final or interim) of activities, or program updates.

5. *Reference Guides*

A detailed guide or manual for application of scientific techniques or management practices. This guide may include text, photographs, maps, and/or summary tables, serving as a reference for field, office, and/or laboratory use.

All documents submitted for consideration as a TRS Research Report, Technical Note, or Reference Guide must undergo peer review. Information Bulletins and Reports of Activities do not require peer review.

Submission Process

Information Bulletins and Reports of Activities

1. Submitting author(s) must demonstrate that the submission has been reviewed by the Manager(s) / Supervisor(s) / Team Lead(s) of the report author(s). While peer review is not a requirement, it is suggested that authors seek a colleague to review their manuscript for clarity and grammar prior to submitting to their supervisor for review.

2. The TRS Coordinating committee (hereafter 'Committee') decides whether the submission is a candidate for publication and meets formatting requirements.
    a. Reports will be evaluated based on several criteria, including relevance to the TRS mandate, practical or scholarly application, and adherence to technical writing conventions.
    b. For those deemed acceptable for publication, the Committee prepares a recommendation to publish which is submitted to the relevant NRR Director.

Research Reports, Technical Notes and Reference Guides

1. Submitting author(s) must demonstrate that the submission has been reviewed by the Manager(s) / Supervisor(s) / Team Lead(s) of the report author(s). It is suggested that authors seek a colleague to review their manuscript for clarity and grammar prior to submitting to their supervisor for review.

2. The TRS Coordinating committee (hereafter 'Committee') decides whether the submission is a candidate for publication and meets formatting requirements.
    a. Reports will be evaluated based on several criteria, including relevance to the TRS mandate, practical or scholarly application, and adherence to technical writing conventions.
    b. For those deemed candidates for publication, the Committee appoints at least two reviewers. Ideally, at least one reviewer will be external to NRR. Peer review is not anonymous, and the Committee, at its discretion, may request authors to suggest suitable reviewers.

3. Reviewers are given a maximum of four weeks to conduct their review. If a reviewer has not completed the review within four weeks, the Coordinating Committee may select another reviewer.

4. Following receipt of review comments, submitting authors have a recommended 4 weeks to incorporate required revisions and re-submit. Responsibility for revising a document based on peer review lies with the author(s). Where the author(s) disagree with changes proposed through peer review, inquiries can be made with the TRS Coordinating Committee. Along with the revised document, authors must submit a response table summarizing each of the review comments and how they have been addressed, or a justification as to why a comment was not addressed.

5. The Committee confirms whether the revised document achieves technical writing standards.
   a. The Committee may:
      i. accept the document without incorporating all, or some, of the reviewer's recommended changes,
      ii. require the changes to be made as a condition of publishing through the TRS, or
      iii. engage one or more additional reviewers to obtain further input.
   b. The Committee prepares a recommendation to publish which is submitted to the relevant NRR Director for approval.

6. After receiving a recommendation to publish, the relevant Director and Executive Director review the document and grant final approval to publish the document through the TRS.

Technical Writing Standard and Document Format

Reports submitted to the TRS must conform to an editorial standard consistent with provincial government conventions for technical writing. Please note that a dedicated editor does not exist for the *Biodiversity Conservation and Forestry Technical Report Series*. Editing for content and clarity is the responsibility of the author(s) and their Manager or Supervisor. The TRS Coordinating Committee may request that authors revise their submissions to improve spelling, grammar, and/or clarity.

Please format your manuscript document according to the following standards. We also recommend authors look at previously published reports for examples of formatting.

General

- The manuscript should be submitted as a Word document (.doc or .docx file).
- The text should be grammatically correct and with Canadian spelling and using sans serif Calibri font, 12pt.
- Pages should be numbered consecutively at the bottom right of the page.
- Use The International System of Units (SI) for all measurements. If other units must be included, please include their equivalent in SI.

- Scientific names should be written in italics and placed in brackets after their first mention in the text. Where possible, please include genus and species along with the authority (e.g., *Picea rubens* Sarg.).
- Please avoid the use of footnotes.

Document Organization

- Please include a separate title page as the first page of the manuscript file that includes:
    - The study title.
    - Study authors with affiliations, mailing addresses, and email contact information.
    - The identification of the author for correspondence.
- The second page should include only the abstract and a maximum of 5 keywords; note that an abstract and keywords are only required for research reports.
- Primary headings (e.g., Introduction, Methods) should be centre justified, title case, and in bold. Secondary headings should be left justified, title case, and in bold and italics.
- Any acknowledgements and/or sources of funding external to the Department of Natural Resources and Renewables can be acknowledged on a separate page, after the manuscript text and before the references.
- References should be at the end of the manuscript and begin on a new page with the primary heading 'References.'

Tables and Figures

- Every figure and table should be referenced in the manuscript text at least once at an appropriate location and should be numbered sequentially.
- Please include images of sufficient resolution embedded in the manuscript document. Higher resolution images can be submitted as separate files if needed due to file size.
- Every figure should have a figure caption below the figure on a separate line that begins with Fig. (e.g., Fig. 9. Study area…).
- Tables should have only horizontal rules. Column headers should be centre justified. Numeric table columns should be right justified, except for the header.
- Every table should have a table caption above the table on a separate line that begins with Table (e.g., Table 2. Results from the analysis of…).
- The text within tables and figures (not in the captions) should be the Calibri sans serif font.

Reference Formatting

- In general, the formatting of the references should follow the American Psychological Association (APA) Formatting and Style Guide. An online reference can be found here: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
- In-text references must be included for all references included in the reference list. The author(s)' name can be integrated into the sentence with the publication date in

brackets (e.g., the study by Smith (2020) found that…) or both author and year can be included in brackets (e.g., the study (Smith, 2020) found that…).

- In-text references for publications with two authors should separate the authors by an ampersand (e.g., Smith & Brown, 2020). In-text references for publications with three or more authors should use et al. (e.g., Smith et al., 2020).
- When citing two or more references, order them alphabetically and separated by a semicolon (e.g., Smith, 2020; Brown, 2018).
- If you have two sources by the same author(s) in the same year, use lower-case letters (a, b, c) with the year to order the entries in the reference list (e.g., Smith et al., 2020a).
- The reference list should only include publications that are directly cited in the manuscript.
- The reference list should be alphabetized by first author. Where multiple publications from the same author(s) exist, they should then be listed chronologically.
- Reference entries should be formatted as hanging paragraphs.

Please refer to the following reference examples, taken from the University of Purdue's Online Writing Lab. For reference types not listed below, refer to the APA Formatting and Style Guide linked above.

Journal Article

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages. https://doi.org/xx.xxx/yyyy (if DOI available)

Scruton, R, Baniya, S., & Weech, S. P. (1996). The eclipse of listening. *The New Criterion, 15*(3), 5–13.

Book

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle*. Publisher Name. DOI (if available)

Stoneman, R. (2008). *Alexander the Great: A life in legend*. Yale University Press.

Book Chapter

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of work: Capital letter also for subtitle* (pp. pages of chapter). Publisher. DOI (if available)

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory* (pp. 144-163). D. S. Brewer.

Report

Author, A. A. (Year of publication). *Title of work: Capital letter also for subtitle* (report series number, if available). Publisher Name. Retrieved date from URL (if available)

Nova Scotia Department of Lands and Forests. (1987). *Site index curves for hardwoods in Nova Scotia* (No. 1). Nova Scotia Department of Natural Resources. Retrieved December 16, 2021, from https://novascotia.ca/natr/library/forestry/reports/REPORT1.PDF

Distribution and Depository

TRS publications are given unique tracking numbers issued by the Coordinating Committee and NRR library staff. All reports will be stored electronically on a shared server and in the NRR library. TRS documents will be listed on, and available from, the NRR website, distributed digitally via the NRR library, or may be obtained by contacting the report authors and their colleagues. Except in special circumstances, paper copies will not be issued.