

Forest Insect and Disease Leaflets (FIDLs)

Guidelines for Authors

Overview

Authors are responsible for writing the new or revised FIDL, sending the FIDL manuscript to peer reviewers (and revising it if appropriate), providing the final text and publication-ready photos and graphics to the national FIDLs Coordinator, and reviewing page proofs.

For FIDLs sponsored by their region/area/IITF, **FIDL Contacts** are responsible for securing funds for publishing the FIDLs, notifying the national FIDLs Coordinator when work begins on a new or revised FIDL, transmitting the final text and images to the national Coordinator, working with the national Coordinator to distribute paper copies, and providing suggestions and feedback regarding FIDLs to the national Coordinator.

The **National FIDLs Coordinator** is responsible for assigning new FIDL numbers and tracking planned revisions, providing a logo and formatting standards, maintaining the FIDLs website (www.fs.usda.gov/goto/fhp/fidls), coordinating the layout, proofing, and printing of FIDLs, working with the regional/area/IITF Contacts to distribute paper copies, and addressing concerns related to the FIDLs.

Initial Planning

- Check the list of planned FIDLs (www.fs.usda.gov/goto/fhp/fidls/planned) to see if someone else is already working on a new or revised FIDL that covers your intended subject.
- If your subject is not already claimed, work with your region/area/IITF FIDL Contact (www.fs.usda.gov/goto/fhp/fidls/contacts) to secure funding for the FIDL, identify potential co-authors &/or reviewers, etc. The regional/area/IITF FIDL Contacts will notify the national FIDL Coordinator when a region/area agrees to sponsor a new or revised FIDL. For new FIDLs, the national FIDL Coordinator will assign the next available FIDL number.

FIDL Content

Each FIDL should cover one forest insect or pathogen, a group of closely related organisms (ex: #147 – Mistletoes on Hardwoods), or a group of organisms affecting a common host (ex: # 13 – Heart Rots of Appalachian Hardwoods).

The major sections of a FIDL usually are:

- Introduction
- Distribution and Hosts
- Life History -- or -- Life Cycle
- Evidence of Infestation -- or -- Symptoms and Signs of Infection
- Impacts
- Management
- Assistance
- Literature Cited
- Acknowledgements

Additional sections may be included at the author's discretion, such as "Spread and Intensification", "Description of Life Stages", "Natural Enemies", "Stand Conditions Conducive to Infestations", etc. As a USFS publication, standard statements regarding pesticide use (if appropriate) and non-discrimination will be included in each FIDL.

Peer Review

Authors work with the regional/area/IITF FIDL Contacts to identify potential peer reviewers. Authors send draft FIDLs to reviewers, and may modify draft FIDLs in response to feedback and suggestions provided by reviewers.

Publication Logistics

Number of paper copies: The sponsoring region/area/IITF determines the number of paper copies to be printed. In recent years, 2,000 to 5,000 paper copies have been printed for FIDLs likely to be of interest within one to four regions/area/IITF. FIDL Contacts have provided default numbers of paper copies desired by their FHP offices and state partners – usually two different numbers, depending on whether or not the subject of the FIDL applies to their Region. Occasionally the national FIDLs Coordinator queries the regional Contacts regarding the number of copies wanted for FIDLs currently in the pipeline for printing.

Estimated publishing costs: Currently, the PNW Region's Public and Legislative Affairs staff has agreed to handle layout and contracts for printing of FIDLs at no cost, so the sponsoring region/area only pays for the printing costs. Printing costs are highly variable, depending on the number of pages (usually 8 or 12), the number of copies, and whether printers are busy when the printing contract is advertised; in recent years, printing costs generally ranged from \$1,500 to \$3,500. Several regions/area/IITF may contribute funds to publish a given FIDL. In the future, the PNW Region may charge for layout and contracting services.

Images: Please submit photos as individual files in .jpg format with the highest resolution possible. At a minimum, photo resolution must be 266 ppi at the publication size. Graphs, charts, and line drawings may be either .jpg format or .gif format, as long as they are high resolution.

Submitting a new/revised FIDL:

1. Authors send completed, peer-reviewed FIDL manuscripts and images in electronic format to the regional/area/IITF FIDL Contact.
2. Assuming the region/area/IITF agrees to sponsor the FIDL, the Contact forwards the new or revised FIDL to the national Coordinator along with information about funding (job codes and override codes) and paper copies for the Region (number to be printed, who is to receive the paper copies, delivery addresses).
3. The national FIDL Coordinator works with PNW Region staff to layout the FIDL using a standard template, then sends a manuscript proof to the authors. The authors review the manuscript proof, and identify typographical errors or other minor changes.
4. The PNW Region staff handles the contract for printing the FIDL. A .pdf version will also be posted on the FIDLs website by the national FIDL Coordinator.
5. Newly printed FIDLs are delivered to the recipients specified in step 2. The national FIDL Coordinator distributes FIDLs to forest health specialists (FS, state, research) in other Regions.