

**Forest Service Handbook
National Headquarters - Washington Office
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Forest Service Handbook 1609.11 – Publications Management Handbook

Chapter 40 - Manuscript Preparation

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This chapter offers guidelines of special applicability to Forest Service publications, including the minimal requirements for the preparation of publications and administrative documents by contract. Follow the directions in this handbook when submitting manuscripts to the WO.

40.3 - Policy

1. The 1984 U.S. Government Printing Office Style Manual (GPO Style Manual) is the Forest Service standard for capitalization, spelling, word compounding, punctuation, abbreviations, numerals, tables, signs and symbols, italics, leaderwork, and footnotes in publications. Follow the GPO Style Manual unless there are compelling, justified, and documented reasons for deviation or exception. Deviations and exceptions must be consistent throughout a publication.

2. Where a ruling on a particular matter cannot be found in the GPO Style Manual, first consult this handbook for preferred usage for Forest Service publications. If the handbook does not address the matter, consult one of the style guides or reference books, or the authorities listed in section 01.

41 - Style Guides and Reference Books

Authors and editors may use the following guides and references to supplement this handbook. Use these references in conjunction with FSM 1630 and the external authorities cited in FSM 1630.1.

1. Current editions of college-level dictionaries. Such as:

The American Heritage Dictionary of the English Language, new college edition.

1982. Boston: Houghton Mifflin Co.

Funk and Wagnalls standard college dictionary.

1977. New York: Funk and Wagnalls.

Webster's new dictionary of synonyms.

1984. Springfield, MA: G. & C. Merriam Co.

Webster's new world dictionary of the American language.

1982. New York: Warner Books.

Webster's ninth new collegiate dictionary. 1985. Springfield, MA: G. & C. Merriam Co.

Webster's third new international dictionary unabridged.

1986. Springfield, MA: G. & C. Merriam Co.

2. Style manuals and publications guides.

Council of Biology Editors. 1983. CBE style manual: a guide for authors, editors, and publishers in the biological sciences. 5th ed. Bethesda, MD. 324p. American Society for Mechanical Engineers. 1972. Abbreviations for use on drawings and in text. New York. 158p. American National Standards Institute. 1977. American national

standard for bibliographic references.

ANSI Z39.29-1977. New York. 92p.

American National Standards Institute. 1976. American national standard for metric practice. ANSI Z210.1-1976. New York

Mechtly, E.H. 1977. The International System of units. Champaign, IL: Stipes Publishing Co.

Miller, Casey; Swift, Kate. 1981. The handbook of nonsexist writing. New York: Harper & Row. 144p.

Perrin, Porter G. 1968, Writer's guide and index to English. 4th ed. Glenview, IL: Scott, Foresman. 912p.

Towell, Julie E.; Sheppard, Helen E. 1985, Acronyms, initialisms, and abbreviations dictionary 1986-87, Vol 1. 10th ed. Detroit, MI: Gale Research Co. 2400p.

University of Chicago Press. 1982. The Chicago manual of style. 13th ed. Chicago. 752p.

U.S. Department of Agriculture, Economic Research Service. 1972. Preparing statistical tables. Agric. Handb. 433. Washington, DC: U.S. Department of Agriculture. 126p

U.S. Department of Agriculture, Economic Research Service. 1973. Tips on preparing chart roughs. Washington, DC:

U.S. Department of Agriculture.

Willson, Robert Frank; Kierzek, John M.; Gibson, Walker W. 1982. The Macmillan Handbook of English. 7th ed. New York: The Macmillan Co. 586p.

3. Technical subject references:

Fowells, H.A., comp. 1965. Silvics of forest trees of the United States. Agric. Handb. 271. Washington, DC: U.S.

Department of Agriculture. 762p.

Furniss, R.L.; Carolin, V.M. 1977. Western forest insects.

Misc. Pub. 1339. Washington, DC: U.S. Department of Agriculture. 661p.

Hawley, Gessner G. 1984. The condensed chemical dictionary.

10th ed. New York: Van Nostrand Reinhold Co. 1150p.

Helsey, Harlan P.; Dayton, William A., eds. 1942.

Standardized plant names. Harrisburg, PA: J. Horace McFarland Co. 677p.

Hepting, George H. 1971. Diseases of forest and shade trees of the United States. Agric. Handb. 386. Washington, DC:

U.S. Department of Agriculture. 675p.

Hitchcock, A.S.; Chase, Agnes. 1951. Manual of the grasses of the United States. Misc. Publ. 200. Washington, DC: U.S. Department of Agriculture. 1051p.

Little, Elbert L., Jr. 1979. Checklist of United States trees (native and naturalized).

Agric. Handb. 541. Washington, DC: U.S. Department of Agriculture. 375p.
 McGraw-Hill Dictionary of scientific & technical terms.
 3rd ed. 1983. Colorado Springs, CO: Shepards-McGraw-Hill. 1814p.
 Merck & Co. 1983. The Merck index: an encyclopedia of chemicals and drugs. 10th ed.
 Rahway, NJ. 2164p.
 Schopmeyer, C.S., tech. coord. 1974. Seeds of woody plants in the United States. Agric.
 Handb. 450. Washington, DC:
 U.S. Department of Agriculture. 892p.
 Snyder, E.B. 1972. Glossary for forest tree improvement workers. New Orleans, LA: U.S.
 Department of Agriculture, Forest Service, Southern Forest Experiment Station. 22p.
 Society of American Foresters. 1983. Terminology of forest science, technology, practice, and
 products. rev. ed.
 Washington, DC. 370p.
 Society of American Foresters. 1980. Forest cover types of the United States and Canada.
 Washington, DC. 152p.
 Terrell, Edward E. 1986. A checklist of names for 3,000
 vascular plants of economic importance. Agric. Handb. 505.
 Washington, DC: U.S. Department of Agriculture. 203p.
 U.S. Department of Agriculture, Soil Conservation Service.
 1982. National list of scientific plant names. Vol. 1,
 List of plant names. SCS-TP-159. Washington, DC: U.S.
 Department of Agriculture. 421p.
 U.S. Department of Agriculture, Soil Conservation Service.
 1965. Soil taxonomy: a basic system of soil classification for making and interpreting
 soil surveys. Agric.
 Handb. 436. Washington, DC: U.S. Department of Agriculture. 760p.
 U.S. Department of Agriculture, Forest Service. 1985. Insects of eastern forests. Misc. Publ.
 1426. Washington, DC:
 U.S. Department of Agriculture. 608p.
 Werner, Floyd G. 1982. Common names of insects and related organisms. College Park, MD:
 Entomological Society of America. 132p.

42 - Typing Requirements

Before beginning to type a manuscript, the typist should study the instructions and suggestions in this section and then study the material to be typed, to see if there will be any problems in complying with requirements. When typing, freely consult the GPO Style Manual and an up-to-date desk dictionary. Make sure that all drafts are checked carefully for completeness and for accuracy in spelling, punctuation, numerical data, unusual names, and bibliographic references. For preparing camera copy, follow the typing instructions outlined under "Strike-on typing" in Part V of the USDA Visual Management Manual.

The following requirements must be met in manuscripts submitted to the Washington Office for typesetting.

42.1 - Paper

Use white or yellow paper, 8-1/2 x 11 inches for drafts. Type only on one side of each page.

42.2 - Copies

Do not make carbon copies: prepare electrostatic copies for review. Send the original and two copies of the manuscript to WO to facilitate reviews.

42.3 - Margins

Leave about 1-1/2 inches of space at the top, bottom, and sides of each page.

42.4 - Spacing

Double space everything--contents, citations, table titles, figure legends, and so forth.

42.5 - Paragraphing

End each paragraph on the same page that it begins, and indent the first line of each paragraph five spaces.

42.6 - Quotations

Type short quotations (fewer than five lines) as part of the text and enclose them in quotation marks. Block indent long quotations six or eight spaces from each margin and omit quotation marks.

42.7 - Headings

Use a consistent system of headings, so that the organization of the text is easy to follow and understand: a first-degree heading should be more important than a second-degree heading, and so forth.

42.8 - Contents Page

Prepare a contents page with entries that agree exactly in wording and grade with the headings in the text. Capitalize only the initial letters of the first word of each entry and proper names. Indicate the degree of heading by indentation: type first-degree headings flush left, indent second-degree headings four spaces, and indent third-degree headings an additional four spaces. Lower grades of headings shall not be shown on the contents page.

42.9 - Tabular Work

42.91 - Tables

In designing and typing tables, follow the guidelines in chapter 13 of the GPO Style Manual and in other guides listed in this handbook.

1. Type each table on a separate page, indicate the placement of each table on the manuscript page on which the table is first mentioned, and assemble the pages of tables at the end of the manuscript, preceding the figures.

2. Number footnotes to each table independently. Place them directly beneath or immediately after the table.

42.92 - Leaderwork

Leaderwork is a simple form of tabular work (sometimes called text tabulation) that is unnumbered, and without title, boxheads, or rules (GPO Style Manual, ch. 14). It usually consists of two columns. Type leaderwork as part of the text, indented several spaces from both margins. Footnotes to leaderwork are numbered consecutively with the text footnotes.

43 - Other Considerations

43.1 - Italics

See the GPO Style Manual, paragraphs 11.1-11.15, for a discussion of italics. Underscoring a word or phrase in a manuscript to be typeset indicates to the typesetter that the underscored elements should be set in italics. For this reason, do not underscore text in a manuscript unless italics are desired. Do not indicate italics by underlining when creating a manuscript on a word processor diskette if the diskette will be used in electronic typesetting. Instead, use an asterisk (*) to indicate where italics start and where they end in a text, or underline the italicized part by hand.

43.2 - Punctuation

43.21 - Hyphens and Dashes

See the GPO Style Manual for rules on using dashes (ch. 8, para. 8.61-8.76) and hyphens (8.89-8.93). Mark the manuscript clearly so that the typesetter will know what is wanted.

In typed camera copy, a hyphen is always shown thus: 3-5 (without space). A dash is shown thus: degree--1, 2, 3, 4--or level (two hyphens without spaces).

43.22 - Periods and Dashes

Do not use a period after table or figure numbers or after a run-in heading; a dash (--) alone will suffice.

43.3 - Signs, Symbols, Foreign Languages, Diacritical Marks

Follow the rules in the GPO Style Manual for signs and symbols (ch. 10), foreign languages (ch. 24), and diacritical marks (accents) (ch. 3, para. 3.56; ch. 5, 5.4 and 5.22-5.27). Indicate in the margin of the manuscript exactly what is required.

43.4 - Marking for Headings

If preparing a manuscript that will be typeset, identify grade (or degree) of heading with a circled, penciled Arabic numeral in the left margin--1, 2, or 3, (and so forth)--to indicate a first-, second-, or third (and so forth) degree heading. Printing specialists can then quickly and efficiently mark typesetting specifications on the manuscript.

43.5 - Page Sequence and Numbering

43.51 - Page Sequence

Place all typewritten material in the sequence in which it is to appear in the publication. Place pages or sections of manuscripts in the following sequence:

1. Cover page.
2. Frontispiece (faces title page).
3. Title page.
4. Letter of transmittal.
5. Foreword (written by person other than author).
6. Preface (written by author).
7. Contents.
8. List of figures.
9. List of tables.
10. Text (starting with Introduction).

11. Glossary.
12. Literature cited (or References).
13. Appendix.
14. Index.

Note that some publications required by law must be organized and assembled according to special administrative requirements. For example, Environmental Impact Statements are organized according to regulations of the Council on Environmental Quality (FSH 1909.15).

Place all tables and illustrations, each group numbered consecutively, immediately behind the text. Do not submit separate pages with legends and footnotes.

43.52 - Page Numbering

Insert final numbering of the pages of a manuscript to be sent to a typesetter after the entire manuscript is assembled in the order described in section 43.51. Write and circle the word "cover" on the cover page, write and circle the words "title page" on the title page if there is one, and then number all remaining pages sequentially, starting with Arabic numeral 1. Center and circle the page numbers at the bottom of each page and write "all" on the last page of the manuscript. If a page must be inserted after the pages have been numbered, use the number of the preceding page followed by the letter "a" (then b, c, and so forth). Write "page follows" on each of these inserted pages, as well as on the last regularly numbered page preceding them.

44 - Illustrations

44.1 - Choosing Illustrations

Choose (or order) suitable photographs with sharp detail and a wide range of contrast. Select only illustrations that are needed to illustrate what is being discussed in the text.

Choose photographs without background clutter. Crop each photograph to eliminate irrelevant portions and to emphasize essential portions of the picture. Remove firm or product names by airbrushing, unless such names are necessary to understanding or illustrating the text.

Request "lithographic quality copy" from photo labs when ordering color transparencies and color prints. Many photo labs have control systems to make color corrections when processing transparencies and color prints.

Submit line drawings rather than photographs if much fine detail needs to be shown.

Choose illustrations that require less than 50-percent reduction.

44.2 - Mounting and Marking Illustrations

Mount photographs, except color prints, and other illustrations on mounting board no larger than 8-1/2 x 11 inches. Leave a margin wide enough to permit writing identifying numbers, crop marks, and other instructions. Color prints should be accompanied with mounted photo copies showing the same information. Use adhesive transfer tape for mounting photographs. Do not mount them with paste, glue, or rubber cement. Paste and glue will curl and wrinkle prints; rubber cement may discolor them.

Mark illustrations for WO publications sequentially with "a" numbers--the "a" meaning artwork--to facilitate assembling the publication for printing. These numbers do not appear in the printed publication. Assemble the mounted photographs and other illustrations in the sequence in which they are to appear in the publication, beginning with the cover, number them consecutively, and mark their placement with "a" numbers in the text before submitting the manuscript to the WO.

Do not mark on the illustration directly. Show the title of publication, identification numbers and letters, crop marks, and other instructions on the mounting board. If an illustration cannot be mounted, write necessary information on a selfadhesive label and apply it to the back of the photo.

44.3 - Identifying Illustrations

Identify all illustrations--photographs, maps, line drawings, and graphs--if referred to in the text as "figures." Type the figure legend (outline or caption) immediately after the complete line of text in which the figure is mentioned. Type full-width broken lines above and below the legend, to separate it from the text. Call the first-mentioned figure (and figure legend) "figure 1" and number the remaining figures and legends sequentially. Some illustrations might have more than one part, and each part must be identified. For example, figure 1 might consist of two illustrations; identify the parts in the text as 1A and 1B, and as A and B in the legend and on the illustrations themselves.

44.4 - Handling Photographs

Keep photographs free from dirt, creases or wrinkles, and marking impressions. Do not mark them on the back with anything that will show on the front.

Do not use paper clips on photographs. Clips tear the surface of the photograph or leave marks that show in the reproduction.

Do not place tape on the surface of photographs. Tape tears the emulsion when it is removed.

44.5 - Submitting Illustrations to the Washington Office

Submit one complete set of illustrations with each copy of the manuscript. The original of the manuscript should be accompanied with reproducible quality glossy or matte prints (never silk finish prints) or line drawings. Each illustration should be clearly marked and keyed to the text (as specified in 44.3). Credit the source of photographs by non-Forest Service personnel.

Color slides may be used for black and white reproduction as well as color. Slides should be accompanied by a mounted photo copy, numbered, and cropped.

45 - Contracts for Preparing Publications and Administrative Documents

Before entering into a contract that will require a contractor to prepare or produce any material that the Forest Service will use as publications or administrative documents (including directives), refer to FSM 6316.3, FSH 6309.11 (FSPR 4G-5.54).

45.1 - Specifications

Procurement actions that require a contractor to prepare or produce material or data for a Forest Service publication or administrative document must include the following technical specifications (secs. 45.11 through 45.16) in DIVISION 200 of the contract.

45.11 - Performance

1. Require that work is to be performed in accordance with the standards and references for format and style cited in the contract (FSM 1630.1 and sec. 41), professional production techniques and practices, and related instructions provided to the contractor by the Government.
2. Specify that legibility, clarity, and other quality of work factors shall be consistent with the professional and journeyman levels acceptable under contract standards of the U.S. Government Printing Office or applicable commercial standards for preparation of material for printing or other reproduction, writing and editing, and drafting and illustrating.
3. Indicate that the omission of pertinent standards and references shall not be interpreted as a release from such standards or specifications or from provisions of a contract for quality of work.

Specify that no contractor shall become a prime or substantial source of printing; that is, no contractor shall be required to provide typesetting (composition), printing, or binding as defined in Government Printing Regulations, and in FSH 6309.11.

45.12 - Publishing Standards

Standards for contracts for preparing publications and administrative documents are the same as given in chapters 10 and 30 of this handbook. For publication of Forest Service directives material, contractors also must meet the standards set forth in FSM 1104 and FSH 1109.12.

45.13 - Technical Review by the Government

Unless excepted and waived by the Government, the completion/delivery date(s) specified in pertinent work orders shall include adequate time for review and correction by the Government of the technical data, of the preparation-related matters, and of other requirements of a contract, so that work can be accomplished by the completion/delivery date(s).

Require subsequent reviews when the contractor's work is changed by the Forest Service, or when it is corrected or rejected because of errors or unacceptable work by the contractor.

Specify that the contractor shall advise the Government promptly of any queries concerning technical data, preparation of copy, or other requirements identified during performance of work, so as to prevent delays in completion of work.

45.13a - Corrections

Specify that needed corrections identified during review by the Government as resulting from contractor's errors or unacceptable quality in the work shall be performed by the contractor with no costs to the Government.

45.13b - Changes and Author's Alterations

Specify that changes ordered by the Government after the contractor has performed the work and which do not result from contractor's errors or unacceptable quality in the work are chargeable to the Government, provided that additional costs and time required to perform the changes are approved and ordered by an amendment to the work order issued by the Government prior to performing the changes to the work.

45.14 - Ownership of Materials and Rights

The contract must specify that all materials and data first produced by the contractor in performance under a contract, or in work in support thereof, are and shall be the sole property of the United States Government; unlimited rights in ownership, usage, and equity for such materials and data are and shall be transferred without reservation to the United States Government.

45.15 - Definitions

The contract must define the following terms as indicated here:

1. Materials and Data. The terms "materials" and "data" as used in contracts describe all items produced by the contractor in and for preparation, development, review, rework, or production of deliverables and performance of services under the contract and include, but are not limited to, the following:

- a. Writing and Editing. Finished and preliminary typed or written manuscripts, drafts, outlines, abstracts, related manuscript preparation directions, and editorial markings.
- b. Artwork and Graphics. Finished and preliminary sketches, drawings, logos (logotypes), symbols, lettering, graphs, charts, tables; related overlays and scribings; and supporting directions for sizing and other production requirements.
- c. Photography and Reprography. Negatives, transparencies, prints, separations, proofs, dazos, stats, microfiches, and microfilms.
- d. Typing and Recording. Disks, tapes, records, transcriptions, related operators' codes, instructions, and logs for production.
- e. Reproducibles. Camera-ready pages, flats, illustrations, board art, posters, and prints; related art/cut lists, printers' "dummies" or guides, and page-production running sheets.

2. Exclusions. As used in contract specification, the terms "materials" and "data" do not include financial reports, cost analyses, and similar functions or information incidental to administration of this contract.

3. Contractor. The term "contractor" includes organizations and individuals either as "for profit-" or as "not for profit-" entities, acting under contract obligation for performance as described herein.

45.16 - Copyrights, Claims, and Licenses Provisions

A contract for preparation of publications or administrative documents must contain the following verbatim provisions:

1. Copyright by Contractor. The contractor agrees not to assert any rights at common law in equity, or establish any claim to statutory copyright in the data described herein.

2. Publishing by Contractor. The contractor agrees not to publish or reproduce or circulate data described herein in whole or in part, or in any manner or form, nor authorize others to do so, without the written consent of the Government until such time as the Government has released such data to the public.

3. Nonexclusive License. The contractor hereby grants to the Government a royalty-free, nonexclusive, and irrevocable license throughout the world: (a) to publish, translate, reproduce, deliver, perform, use and dispose of, in any manner, any and all data which are or are not first produced or composed by the contractor in the performance of this contract, and which are not furnished by the Government to the contractor, but which are incorporated in the work furnished under this contract; and (b) to authorize others to do so.

4. Defense. The contractor shall indemnify, save, hold harmless, and defend forever the U.S. Government, its officers, agents, and employees acting within the scope of their official duties against any liability, from all actions and suits in law for copyright or trademark infringement resulting from any use, internal or external to the Government, of material, data, or items prepared or produced by the contractor under this contract, and shall indemnify the Government for expenses and losses resulting therefrom, (a) for violation of proprietary rights, copyrights, or rights or privacy, arising out of the publication, translation, reproduction, delivery, performance, use, or disposition of any data furnished by the contractor to the Government under this contract; or (b) based upon any libelous or other unlawful matter contained in such materials and data.

The conditions and constraints of (a) and (b) above shall not apply to material or data furnished by the Government to the contractor for inclusion with the deliverables under this contract.

5. Source of Identification. The contractor shall exclude from the deliverable items all material for which the contractor does not have full, exclusive ownership and unlimited rights in usage and in the transfer of such rights of ownership and usage to the Government.

The contractor shall identify the source of all material and data used in preparation or production of deliverables to the Government of which the source is not the original output and work of the contractor and the contractor's employees, consultants, and subcontractors.

6. Releases. Prior to inclusion in the deliverable items of any material that previously was developed, published, or used by sources other than the contractor (as described above), (a) the contractor shall obtain all necessary releases, permission, and rights for unrestricted usage by the Government of such material, whether or not that material was copyrighted; and (b) the contractor shall deliver to the Government the original documents containing such releases, permission, and rights of usage.

7. Credit Lines and Copyright Notices. If permission to use material is obtained from a source other than the contractor, that material shall be identified in the deliverables with a

credit line or copyright notice subordinate in size of type to that of both the text and the legends or captions used for illustrations.