

INSTRUCTIONS TO AUTHORS

Contributors to papers to this Journal are asked to study these notes with care in order to save themselves and the editor unnecessary work in revision.

1. Manuscripts must be typed double-spaced on one side only of paper of International A4 size. The *Journal's* conventions regarding main and subsidiary headings (which may be observed by perusing this issue) should be followed. Headings should not be underlined. Only words to be set in italics (e.g., botanical names) should be underlined.
2. Only the author's name should be included in the heading; a brief footnote may be used to denote his rank, position or business location.
3. A synopsis, being a concise summary of the paper, should follow the heading.
4. The metric system will be used from the first issue of 1972. Where there is likely to be ambiguity, authors may refer to conversion tables or place imperial equivalents in parentheses after the metric figures.
5. Tabular matter should be kept to a minimum. All tables will be typed on separate sheets, in the form displayed in the *Journal*, and numbered consecutively in arabic numerals. The preferred position in the text should be indicated by a blank space with (Table No.). Tables should be as simple as possible with clear explanatory headings.
6. Text figures may be in the form of line drawings or graphs, not more than three times the size at which they are to be printed. Lines, figures and letters must be in blank india ink, of sufficient size and thickness to be clearly legible when reduced. Shading must consist of lines or dots, not half-tone washes. Figures should be on white drawing paper or draughting film. The author's name and the figure number should be on the back of each.
7. Photographs should be used only to illustrate important points that cannot be conveniently shown in any other way. Unmounted, glossy, black and white prints showing good detail and moderate, but not excessive contrast are required. They should be numbered consecutively with figures. The author's name and figure number should be written on the back with a soft pencil.
8. Legends for all figures and photographs should be typed together, in numerical order, after the list of references, and should include credits (e.g., N.Z. Forest Service photo by J. H. Johns, A.R.P.S.).
9. References should be listed in alphabetical order at the end of the paper in the form: Chandler, K. C., 1968: Climatic damage to forests of the Tapanui District. *N.Z. J For.*, 13 (1): 98-

110. Within the text, sources of references should be stated by author and date — *e.g.*, Smith (1970), *or* (Smith, 1970). Titles of journals, etc., should be abbreviated according to the 1958 edition of the *Guide to the use of Forestry Abstracts*, Commonwealth Forestry Bureau, Oxford.

10. In the use of symbols, signs and abbreviations, the *Style Book* of the N.Z. Government Printing Office should be followed.

11. Galley proofs will be returned to authors for corrections, and must be returned with the least possible delay. The only corrections permitted are of errors made during typesetting and printing. No amendments or additions to the original text are permitted. Particular attention should be paid to checking numerical matter, formulae, tables, lists of names and punctuation.

12. Authors are supplied gratis with 25 offprints of their papers (15 each in the case of co-authors). Additional copies may be purchased if ordered when galley proofs are returned.

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