

INSTRUCTIONS TO AUTHORS

Presentation

The **Revista do Instituto Florestal (Rev. Inst. Flor.)** is a biannual journal that publishes papers on forestry and related sciences in the form of scientific articles, scientific notes and review articles written in Portuguese, English or Spanish.

The manuscript submitted to publication in the periodical must be original, unpublished and not been submitted to other journals. It will be forwarded by the Editor-in-Chief to a subject area editor that will send it to two reviewers. The analysis system used is the double-blind where the author's and analyst's names are kept confidential.

The manuscript will be judged and will receive one of the following assessments: acceptable without changes; acceptable with changes; need to be redrafted and submitted to further analysis; rejected for publication.

Comments and suggestions from the reviewers will be sent to the authors after the analysis for the appropriate changes and corrections to be made. The suggestions not accepted shall be justified. The corrected version should be forwarded to the subject area editor after the changes. Based on the advice of reviewers, it will be the subject area editor for acceptance or refusal of the work after the conclusion of the analysis procedures.

After the acceptance and text formatting phase the paper in PDF format will be sent to authors for final review (restricted to errors and composition), it must be returned within the specified time.

Articles will be published both as printed and on-line version, for on-line version visit the Instituto Florestal website: http://www.iflorestal.sp.gov.br/publicacoes/revista_if/index.asp. Authors receive a hard copy of the periodical in which their articles were published.

When submitting an article for the Revista do Instituto Florestal the authors agree with the exclusive publication in this journal and the automatic transfer of copyrights and permissions to the journal publisher.

Guidelines for Submission of Manuscripts

Manuscripts must be sent by e-mail, accompanied by a letter addressed to the Editor-in-Chief, which should contain: title of the article, author's name, author's affiliation and a statement of original and unpublished character of the paper.

Editor-Chefe da Comissão Editorial

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The files should be sent in Word for Windows, doc extension. They should have the following format: A4 paper (210 mm x 197 mm); 25 mm margins (top, bottom, right, left); double-spaced; font Times New Roman size 11; justified to the right and left; consecutive numbering; not exceed 30 pages to scientific articles (including tables and figures) and 10 pages to review articles and scientific notes, exceptions depend on Editorial Board's decision to be approved.

The title page should contain: title of the manuscript in English and Portuguese, author's full name, footnote with data on institutional affiliation (institution, street, number, zip code, city, state, country), and corresponding author's e-mail address.

The second page should contain: Abstract, Keywords, Resumo, Palavras-chave.

Manuscripts should be prepared according to the following guidelines:

- **Title:** centered, bold capital letters, in English and Portuguese, followed by the running title. It should be clear, concise (up to 20 words) and reflect the content of the article. Abbreviations, parentheses, and formulas should be avoided.
- **Resumo and Abstract:** should have up to 250 words, and highlight what motivated the research, the objectives, the materials and methods, the results and conclusions. There is neither indentation nor numbering. It should begin with the words "Resumo" and "Abstract" in bold capital letters, followed by a dash, and the text should begin in the same line, no paragraphs.
- **Keywords and Palavras-chave:** three to six words, in order of importance, not repeating the title words.
- **Sections:** bold capital letters, left indent; use Arabic numerals followed by a period.
- **Introduction:** should propose the issue, contextualize based on the literature review, explain the objectives and, if necessary, make hypotheses.
- **Material and Methods:** should contain brief descriptions, clear enough to allow the repetition of the study; techniques already published should only be mentioned and not described. Species name(s) should be written in full. Maps can be included if they are extremely important, they should have adequate quality for printing. Geographic coordinates of field studies should be provided. Any comment from a procedure used for data analysis results must necessarily be described in the section Material and Methods. If a subdivision of this section is needed, use bold capital and small letters.
- **Results and Discussion:** the separation of the two items is optional. If a subdivision of this section is needed, use bold capital and small letters.
- **Conclusions:** if any, should appear in this section, they must be clearly related to the objectives and the hypothesis made in the Introduction. If the conclusions are few and there is no need for a particular section they can be added to the previous section.

- **Acknowledgements:** should be brief, names of people and institutions should be written in full, explaining what motivated the acknowledgement. Credits for financing, scholarships and the article connections to broader research programs may be added.
- **References:** should appear at the end of the text, with no indentation, in alphabetical order. To prepare this section, see the *Guidelines for References*.
- **Footnotes:** should be used when strictly necessary. Use consecutive numbering, Arabic numerals and font Arial size 7.
- **Illustrations:** Tables and Figures are considered as illustrations. They must be referred to in the text without abbreviations and the first letter should be capitalized. Illustrations must be placed as close as possible to their reference in the text. The titles of the illustrations must be written in English and Portuguese, be self-explanatory; use not bold font Times New Roman size 10.
 - **Tables:** the title should be inserted in the upper part of the table. The first title line has no indentation; the first letter should be capitalized, followed by the number in Arabic numerals and a period (e.g. Table 1. Title). It is recommended not to use vertical lines separating the columns. Shades of gray may be used when necessary for shading lines and table. Information sources used for the construction of the tables should be placed after the lower trace. Submit tables in Word for Windows files.
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Equations: should be highlighted in the text for easy reading. It is allowed to use larger line spacing to hold their elements (exponents, indices). If an equation must be broken into more than one line, it should be discontinued before the equal sign or after addition, subtraction, multiplication and division signs.

Acronyms and Abbreviations: should be presented in capital letters. Acronyms should be written out the first time they occur in the text, followed by a dash, e.g. Unidade de Conservação – UC. International acronyms should not be translated. Avoid using abbreviations in the Abstract.

Scientific Nomenclature: must be abbreviated when it occurs more than once in the same paragraph. Follow the international rules.

Numbers: write out numbers from one to nine, except when followed by unit and/or measure, or indicating table or figure numbering, e.g. three individuals, 6.0 m, 2.0 to 2.5 μm , Table 1. Use comma for decimal numbers in articles written in Portuguese or Spanish, and a period in articles written in English.

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Guidelines for In-text Citation

The format for in-text citation is author's last name (first letter capitalized) + year of publication.

When there is a citation for two authors use both of their names joined by the word "and". E.g. Chaves and Usberti (2003) or (Chaves and Usberti, 2002).

For three or more authors cite the first author's last name followed by the abbreviation "et al." not italicized. E.g. Gomes et al. (2008) or (Gomes et al., 2008).

For indirect citations use "apud", not italicized. E.g. Oliveira (2002) apud Souza (2009).

For citations of several articles by the same author and same date use small letters a, b, c, etc. E.g. Vrek (2005a, b) or (Vrek, 2005a, b).

Citations of personal communication should be avoided, however, if submitted, must be in parentheses in the text, with the author's full name. Example: (José da Silva, personal communication).

Unpublished data should always be presented as footnote, followed by the word "unpublished" in parentheses.

Citations of dissertations, theses and publications in press should be avoided to the maximum, they may be accepted at the Editorial Board's discretion.

Citations of abstracts, monographs or degree requirement monographs will not be accepted.

Guidelines for References

They should be organized in the author's alphabetical order without numbering. If there is more than one work by the same author, follow the chronological order of publication. If there is more than one work by the same author and the same year use a, b, c, etc., e.g. 200a, 2005b. For works with more than three authors use the first author's last name followed by the abbreviation "et al." not italicized. The authors' names should be separated by a semicolon and the initials of first names should have no space.

Examples:

Book

CARVALHO, P.E.R. **Espécies arbóreas brasileiras**. Brasília, DF: Embrapa Informação Tecnológica, 2008. v. 3, 593 p.

Chapter or Part of a Book

HOBBS, R.J.; NORTON, D.A. Ecological filters, thresholds, and gradients in resistance to ecosystem reassembly. In: TEMPERTON, V.M. et al. (Ed.). **Assembly rules and restoration ecology**. London: Island Press, 2007. p. 72-95.

Dissertation/Thesis

MIGLIORINI, A.J. **Varição da densidade básica da madeira de *Eucalyptus grandis* Hill ex Maiden em função de diferentes níveis de produtividade da floresta**. 1986. 80 f. Dissertação (Mestrado em Ciências Florestais) – Escola Superior de Agricultura “Luiz de Queiroz”, Universidade de São Paulo, Piracicaba.

VEDOVELLO, R. **Zoneamentos geotécnicos aplicados à gestão ambiental a partir de unidades básicas de compartimentação – UBCs**. 2000. 154 f. Tese (Doutorado em Geociências) – Instituto de Geociências e Ciências Exatas, Universidade Estadual Paulista, Rio Claro.

Journal Article

YAMAMOTO, L.F.; KINOSHITA, L.S.; MARTINS, F.R. Síndromes de polinização e de dispersão em fragmentos da Floresta Estacional Semidecídua Montana, SP, Brasil. **Acta Botanica Brasilica**, v. 21, n. 3, p. 553-573, 2007.

Paper Published in Annals

GIANSANTE, A.E. et al. Sensoriamento remoto aplicado à proteção de mananciais: o caso do sistema Cantareira. In: CONGRESSO BRASILEIRO DE ENGENHARIA SANITÁRIA E AMBIENTAL, 17., 1993, Natal. **Anais...** Natal: ABES, 1993. v. 2, p. 657-659.

Law

BRASIL. Lei nº 11.428, de 22 de dezembro de 2006. **Lex**: coletânea de legislação e jurisprudência, v. 70, p. 3145-3166, 2006.

SÃO PAULO (Estado). Decreto Estadual nº 53.494, de 2 de outubro de 2008. Declara as espécies da fauna silvestre ameaçadas, as quase ameaçadas, as colapsadas, sobreexploradas, ameaçadas de sobreexploração e com dados insuficientes para avaliação no Estado de São Paulo e dá providências correlatas. **Diário Oficial do Estado de São Paulo**, Poder Executivo, v. 118, n. 187, 3 out. 2008. Seção I, p. 1-10.

Map

INSTITUTO BRASILEIRO DE GEOGRAFIA E ESTATÍSTICA – IBGE. **Mapa da vegetação do Brasil**. Rio de Janeiro, 1998. Escala 1:5.000.000.

On-line document

CATHARINO, E.L.M. et al. Aspectos da composição e diversidade do componente arbóreo das florestas da Reserva Florestal do Morro Grande, SP. **Biota Neotropica**, v. 6, n. 2, 2006. Disponível em: <<http://www.biotaneotropica.org.br/v6n2/pt/abstract?article+bn00306022006>>. Acesso em: 16 set. 2009.