

## **PUBLIC INFORMATION AND PUBLICATIONS**

**5073**

(May 1988)

If the state forest program is to accomplish the goals for which the forests were established, the results of experiments and demonstrations must be made available to the forestry profession, landowners, timber operators, and the public. The results of department management of forests must be added to the body of knowledge concerning forest management.

Drafts on all California Forestry Notes and Range Improvement Studies, as well as other proposed publications that transmit the results of scientific studies (as opposed to observations), will be reviewed by at least two experts from outside of CDF prior to publication. These experts should be employed by organizations engaged primarily in research activities (e.g., University of California, Pacific Southwest or Northwest Forest and Range Experiment Stations, California State University system, or Cooperative Extension).

The region may recommend reviewers in the letter of transmittal to Sacramento or written reviews may be submitted at that time. Questions raised by reviewers on the validity of such research and/or conclusions drawn from it must be responded to in writing by the author or authors, and satisfactorily resolved before publication will be authorized.

### **CALIFORNIA FORESTRY NOTES**

**5073.1**

(May 1988)

To report the findings of experimental work and demonstration projects, various types of publications can be used. The first series is titled, "California Forestry Notes." This is a mimeograph or multilith publication of a few pages. It is used for reporting results of relatively minor experiments, experiments or demonstrations that can be summarized briefly, or observations on management or forest operations, e.g., results of timber sales, progress reports of preliminary data on projects in progress, or similar material. This series is also used to report results of other work by the department in the field of forest management, reforestation, etc.

### **BOOKLETS OR PAMPHLETS**

**5073.2**

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The second series consists of printed or multilithed publications for work of an especially detailed or lengthy nature, experiments that will receive especially wide distribution, and experiments or demonstrations with high reference value. Booklets or pamphlets constitute this series.

## ARTICLES AND TECHNICAL REPORTS

5073.3

(May 1988)

Employees of the department can prepare articles for publication in various technical, trade, or scientific journals. Reprints of these articles can be made available for use and distribution by the department. These articles should be edited the author is essentially representing the department in the article.

## PUBLICATION STANDARDS

5073.4

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All of these publications would ordinarily be

- Written in the form of scientific or technical reports (see following outline).
- Written by a named author with credit to personnel responsible for project work.
- Subject to editorial review.
- Reproduced and distributed by the department (except for articles in journals).

A suggested outline for technical reports is as follows:

1. Summary
2. Introduction
3. Statement of problem
4. Location and nature of project
5. Presentation and analysis of data may be combined
6. Discussion of results
7. Conclusions

Authors should be guided by the department's style handbook, "A Handbook for Preparation of Technical Reports." A copy of this is on file in the resource management library. It may be helpful also to consult one or more library references on report writing such as:

BARZUN, Jacques, and Henry F. Graff. 1957. The Modern Researcher. 386 pp. Harcourt, Brace and Co., New York.

EMBERGER, Meta Riley, and Marian Ross Hall. 1955. Scientific Writing. 468 pp. Harcourt, Brace and Co., New York.

GUNNING, Robert. The Technique of Clear Writing. 289 pp. McGraw-Hill Book Co., Inc., New York.

KEREKES, Frank, and Robley Winfrey. 1951. Report Preparation, Including Correspondence and Technical Writing. 2nd ed. 448 pp. Iowa State College Press, Ames, Iowa.

TRELEASE, Sam F. 1951. The Scientific Paper. 2nd ed. 163 pp. The Williams and Wilkins Company, Baltimore.

UNIVERSITY OF CHICAGO PRESS. 1949.  
A Manual of Style, with Specimens of Type. 11th rev. ed. 522 pp. Univ. of Chicago Press, Chicago.

NOTE: The classification 808.06 is usually used for references on report writing in libraries.

All personnel, and especially state forest managers, must be alert constantly to the possibilities of disseminating the experience gained in their management and operations. Experiments and demonstrations or special projects should always be assessed as to their value for publication. The results of work accomplished under management plans, inventories, work projects, timber sales, etc., are often sufficiently valuable to be published. The writing and publication of such material should follow generally the outline in this section.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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