



AUTHOR GUIDELINES

Scope

The themes of the submitted article should be on social aspects of forest management, community-based management of forest-related resources, forest governance and policy. Other related themes will be considered on a case by case basis.

Language

The language of the article should be written in English (UK). In the short history of our journal, we have received some valuable submissions which however required time-consuming language editing by our editorial team. Hence, please take the time to ensure that your text is submitted in clear and correct English. While our editors can do a certain amount of language editing, it is unrealistic to expect that linguistically substandard submissions could be completely overhauled.

In our continuing effort to promote new knowledge and ensure a smoother submission process, we encourage authors to use available language editing support services (either from professional, user-pay editing services, or the services of colleagues and friends of the authors) before submission, if so needed.

Professional, user-pay editing services are available from other sources, such as: <http://www.prof-editing.com/index.php?site=OUP>. IJSF does not endorse any such service; we are simply mentioning this as an example of services available. Use of any such service on your own does not guarantee that your manuscript will be accepted for publication, but it should enhance the chances of its timely consideration.

Submissions considered difficult to read and interpret because of language problems might not be considered by the Editors.

Files and Length

The authors should submit the manuscript in two formats: a) A4 default page with double-spaced typescript, not exceeding 10,000 words (including footnotes and references), **and** b) IJSF default page¹ (download it at www.ijsf.org) with single-spaced typescript, not exceeding 10,000 words (including footnotes and references), where both files are written in (Word) .doc or (preferred) .rtf files. If

¹ **Page Setup: Margins** (Top: 2 cm, Left: 2.37 cm, Bottom: 1.9 cm, Right: 2.3 cm, Gutter: 0, Gutter position: Left). **Paper** (Paper Size: Custom size, Width: 17.5 cm, Height: 24.5 cm). **Layout** (Header and footer: √ Different odd and even, √ Different first page, Header: 1.64 cm, Footer: 1.54 cm).

the total pages exceed this maximum preferred length, the author should write first to the Editors with its reasons.

Abstract and Keywords

Total words of abstract are 100-250 words while that of keywords are 3-10 words (Italic, Book Antiqua)

Contents Order

Use the most common contents order of the manuscript, as follows: title; author(s); affiliations and email address (in a footnote); abstract; keywords; introduction; theoretical framework or literature review, methodology (if any), main text/discussion; conclusion; references. If there is an acknowledgement, it should be placed after the conclusion. Tables, Figures, Figure Captions, Map, etc should be embedded in the manuscript (in one file), but they could be placed in the main text or as appendices. For the latter, use a reference style in the main text as follows: (see Appendix 1), (see Table 1 in Appendices), etc.

Fonts and Headings

Use font style "Book Antiqua" for all texts, where the font size of the main text and references is 10.5 point, and that of footnotes is 8.5 point. Use indentation style for paragraphs and hanging style for references. The hierarchy of headings as well as their font size are as follows:

- Title: Capitals, Bold, 14 point.
- Author's name: Title Case, Bold, 12 point (author's affiliations [Title Case] and email address [lowercase] should be placed in a footnote, 8.5 point).
- Abstract: Title Case, Bold, 10.5 point. Content of Abstract: Italic, 10.5 point.
- Main Headings: Title Case, Bold, 10.5 point. Sub-Headings: Title Case, Bold, Italic, 10.5 point (use numerical or alphabetical sequence if necessary).
- Table, Figure: Title Case, 10.5 point (should be placed above the Table/Figure with numerical sequence).

References

References should be mentioned directly in the text using "(Last-name Year)" format; for example (Dougal 2007), (Black & Vaughan 2006), (Henry, Rodds & Kelly 2004). If the authors are more than three, use "*et al.*"; for instance: (Blackburn *et al.* 2007). Add page number for references with citation, for example: (Dougal 2007:114).

Only cited publication in the main text could be placed in the References, with the following styles:

Books

Peluso, Nancy Lee. 1992. *Rich Forests, Poor People: Resource Control and Resistance in Java*. Berkeley, Los Angeles, Oxford: University California Press.

Book Chapters

Lindayati, Rita. 2002. "Ideas and Institutions in Social Forestry Policy." In Colfer, Carol J., and Resosudarmo, Ida Aju Pradnja. *Which Way Forward? People, Forests, and Policymaking in Indonesia*. Washington: Resources for the Future

Journal papers:

Homer-Dixon, Thomas. 1994. "Environmental Scarcities and Violent Conflict: Evidence from Cases." *International Security* 2(2):5-40

Proceedings:

John, B. 2007. "The Management of Forest Resources." Paper presented at the International Conference on Natural Resource Management. Bangkok, University of Chulalongkorn, December 12.

Internet Resources:

Vallejo, Nancy, and Hauselmann, Pierre. 2004. *Governance and Multi-stakeholder Processes*. Winnipeg, Canada: International Institute for Sustainable Development. http://www.iisd.org/pdf/2004/sci_governance.pdf (Accessed on June 18, 2006)

Levy, Marc. n.d. *Environmental Scarcity and Violent Conflict: A Debate*. <http://wwics.si.edu/organiza/affil/WWICS/PROGRAMS/DIS/ECS/report2/debate.htm> (accessed on May 6, 2001).

Submission and Statement

Send the manuscript files as mentioned above via email to editors@ijsf.org with carbon copies (CC's) to other email addresses mentioned in the IJSF website (www.ijsf.org).

Along with the manuscript, the author should fill and send a statement form mentioning the submitted article is an original work of the author(s) and has never been published or is not in the process of its publication. As well, the author(s) should state that he/she/they agree(s) to transfer the copyright to the publisher. The filled form could be scanned, and send its file to the Editors in .jpg or .pdf format.

Procedures, Peer Reviewers, and Letter of Acceptance

The Editors will first check the submitted article whether it fits with the scope or theme of the journal, or whether it is well written. The results could be a rejection of the article at this stage. However, the author could complain the editors' decision, and the complaint will be brought to the Board of Editors. The decision of the Board of Editors is final.

The article will be normally reviewed by two peer reviewers. In certain cases, the member of Board of Editors could become a reviewer.

The result of the reviewed article could be: a) an acceptance without revisions, b) an acceptance with minor revisions, c) an acceptance with major revisions, or d) a rejection of the article. For cases b) and c), a deadline will be given for revisions. For an accepted article (without revisions or after revisions), a Letter of Acceptance will be normally sent to the author(s).

Proofs

Prior to publishing the accepted article, generally, page proofs will be sent to the author for correction, and a deadline will be given in returning such proofs. If the author fails to meet the deadline, the editors have the rights to publish such article without author's correction.

Copyright

The authors are responsible in obtaining permission to publish copyrighted materials. The copyright of the published articles in IJSF is in the hand of the publisher.

Offprint, Published Journal

Offprint or published journal will be sent to or could be accessed by the author(s) for free, either in the form of electronic file or hardcopy. In case of hardcopy, additional copies could be ordered with certain charges.