

INSTRUCTIONS TO AUTHORS

Presentation

The Journal of the Forest Institute (Rev. Inst. Flor.) is a continuous-flow scientific publication that publishes research in forestry and related sciences in the form of scientific articles, scientific notes, and review articles, written in Portuguese, English, or Spanish.

The manuscript submitted for publication in the Journal of the Forest Institute must be original and unpublished, and it should not have been published or submitted elsewhere. The manuscript will be distributed by the chief editor of the Editorial Board to a reviewer in the relevant field, who will then forward it to two specialists in the area. The review process is double-blind, where the names of the authors and reviewers are kept confidential. The manuscript will be evaluated and will receive one of the following assessments: acceptable without revisions; acceptable with revisions; needs to be completely reformulated and resubmitted for new review; rejected for publication. After the review, the reviewers' comments and suggestions will be sent to the authors for necessary revisions. Unaccepted suggestions must be justified. After making the revisions, the corrected version should be resubmitted to the editorial area editor. Based on the reviewers' opinions, the reviewer will decide whether to accept or reject the manuscript after the review process is completed. After acceptance and typesetting, the proofs will be sent to the authors for a final review (limited to errors and formatting) and must be returned within the indicated timeframe.

Articles will be published online on the Journal of the Forest Institute's page on the OJS platform <https://rif.emnuvens.com.br/revista> and on the Environmental Research Institute's website <https://www.infraestruturameioambiente.sp.gov.br/institutoflorestal/publicacoes-if/revista-do-if/>

Authors will be notified as soon as their article is published. By submitting an article to the Journal of the Forest Institute, authors agree to exclusive publication in this journal.

Guidelines for Submission and Manuscript Presentation

Manuscripts should be submitted through the OJS platform of the Journal of the Forest Institute, available at <https://rif.emnuvens.com.br/revista/about/submissions>, accompanied by a letter addressed to the Chief Editor of the Editorial Board, which should include the title, authors, affiliations, and a statement regarding the original and unpublished nature of the work.

Files should be in Word format with a .docx extension. They must adhere to the following specifications: A4 paper (210 mm x 297 mm); margins of 25 mm on all sides; double-spaced; font Times New Roman 11; justified text; pages numbered from the first page of text, not exceeding 30 pages (including tables and figures) for scientific and review articles, and 10 pages for scientific notes, with exceptions accepted if justified by the author and approved by the Editorial Board. The title page should include: the manuscript title in both Portuguese and English or Portuguese and Spanish, a shortened title, full name(s) of the author(s), a footer with institutional affiliation details (institution, street, number, ZIP code, city, state, country), and the email address of the corresponding author. The second page should include: abstract, keywords, abstract in English, and keywords in English. The following standardization must be observed:

- **Title:** centered, in uppercase and bold, followed by the title in English and a shortened title. It should be clear, objective, concise, with up to 20 words, and reflect the content of the work. Abbreviations, parentheses, and formulas that hinder comprehension should be avoided.
- **Abstract and Abstract:** should be up to 250 words and present a concise summary of the research question, objectives, material and methods, results, and conclusions. No indentations or numbering should be used; start with the word in uppercase and bold, followed by a dash, starting the text on the same line.
- **Keywords and Keywords:** three to six, capitalized, in order of importance, not repeating those used in the title.
- **Headings:** in uppercase, bold, left-aligned, numbered with Arabic numerals.
- **Introduction:** present the question, contextualize based on the literature review, state the objectives, and, if necessary, present the hypotheses.
- **Material and Methods:** should contain brief descriptions, sufficiently clear to allow replication of the study. Previously published techniques should be cited but not described. Indicate the complete scientific name of the species. Maps may be included if necessary and must present the cartographic elements required for locating the study area and graphic quality. Provide the geographic coordinates of the study location.

Any commentary on a data analysis procedure in Results must be described in the Material and Methods section. If this section is subdivided, use uppercase/lowercase and bold.

- **Results and Discussion:** separation into two sections is optional. If subdivided, use uppercase/lowercase and bold.

- **Conclusions:** conclusions, if any, should be in this section, clearly related to the objectives and hypotheses stated in the Introduction. If there are few conclusions, they may conclude the previous section.
- **Acknowledgments:** should be concise; names of people and institutions should be written in full, explaining the reasons for the acknowledgments. Credits for funding, grants, and affiliations to broader research programs may be included.
- **Author Contributions:** briefly mention the contribution of each author. Use CREDIT as a reference <https://credit.niso.org/>
- **References:** should be presented at the end of the text, without indentation, in alphabetical order. For this section, refer to the Guidelines for References.
- **Footnotes:** should be minimized but may be accepted exceptionally. Use Arial 7 font.
- **Illustrations:** include Tables, Figures, and Charts. They should be referred to in the text, without abbreviations and with the initial letter capitalized. In the text, illustrations should be inserted as close as possible to the citation. Illustration titles should be in Portuguese and English, self-explanatory, without bold, and in Times New Roman 10 font.
 - **Tables and Charts:** titles should be positioned above the tables and charts. The first line of the title should not be indented, with an initial capital letter, followed by the order number in Arabic numerals and a period (e.g., Table 1. Title.). It is recommended not to use vertical lines separating columns. For shading of table and chart lines, use shades of gray only when absolutely necessary. Sources consulted for constructing tables and other notes should be placed after the underscore. Send tables in a Word file.
 - **Figures:** drawings, maps, diagrams, charts, and photographs are considered Figures. Titles should be positioned above the figures. The first line of the title should not be indented, with an initial capital letter, followed by the order number in Arabic numerals and a period (e.g., Figure 1. Title.). Figures must be of high quality, clear, with a minimum resolution of 300 DPI, a maximum size of 150 mm x 100 mm, and include the author's credit. Scanned images with low resolution will not be accepted. The maximum size for maps, diagrams, drawings, charts, and graphs should be 215 mm x 170 mm, including the title and source consulted (if any).

- **Equations:** should be highlighted in the text to facilitate reading. A larger line spacing is allowed to accommodate elements (exponents, indices, etc.). When fragmented over more than one line due to lack of space, they should be broken before the equals sign or after the addition, subtraction, multiplication, and division signs.
- **Acronyms and Abbreviations:** should be in uppercase. When first used in the text, they should be preceded by their full meaning with a dash, e.g., Conservation Unit – UC. International acronyms should not be translated. Avoid using acronyms in the Abstract.
- **Scientific Nomenclature:** should be abbreviated only when it appears more than once in the same paragraph. Follow international rules.
- **Numbers:** write out numbers one through nine, except when followed by units or indicating table or figure numbering, e.g., three individuals, 6.0 m, 2.0-2.5 μm . For decimal numbers, use a comma in articles written in Portuguese or Spanish, and a period in articles written in English.
- **Units and Measurements:** use the metric system and the International System of Units (SI). Separate units from values with a space, except for percentages, degrees, minutes, and seconds of geographic coordinates. Use abbreviations whenever possible, and for compound units, use exponents instead of slashes. Example: $\text{mg}\cdot\text{day}^{-1}$ instead of mg/day , $\mu\text{mol}\cdot\text{min}^{-1}$ instead of $\mu\text{mol/min}$.

Guidelines for In-Text Citations

In-text citations should follow the format author (initial capital) + year. For citations with two authors, the surnames should be joined by “and”. Example: Chaves and Usberti (2003) or (Chaves and Usberti 2003).

For citations with three or more authors, cite the first author followed by “et al.”, without italics. Example: Gomes et al. (2008) or (Gomes et al. 2008).

For indirect citations, use the Latin expression “apud”, without italics. Example: Oliveira (2002) apud Souza (2009).

For citations of multiple articles by the same author and year, indicate through lowercase letters a, b, c, etc. Example: Vrek (2005a, 2005b) or (Vrek 2005a, 2005b).

Unpublished data should always be presented in a footnote, accompanied by the phrase “unpublished” in parentheses.

Citations of theses and dissertations will be accepted exceptionally. Citations of abstracts, extended abstracts, term papers, or final course projects will not be accepted.

Bibliographic References

References should be listed alphabetically by the last name of the author or first author, without numbering. When there are multiple articles by the same author(s), follow chronological order from the most recent to the oldest. When there are multiple articles by the same author(s) and same date, indicate them with lowercase letters, e.g., 2005a, 2005b, etc. The authors' names should be separated by commas, and the initials of the given names should not have spaces.

Examples:

- **Book**

Carvalho PER. 2008. *Espécies arbóreas brasileiras*. Brasília: Embrapa Informação Tecnológica. v. 3. 593 p.

- **Book Chapter or Part**

Hobbs RJ, Norton DA. 2007. Ecological filters, thresholds, and gradients in resistance to ecosystem reassembly. In: Temperton VM, Hobbs RJ, Nettle T, Halle S (Eds.). *Assembly rules and restoration ecology*. London: Island Press. p. 72-95.

- **Dissertation/Thesis**

Migliorini AJ. 1986. Variação da densidade básica da madeira de *Eucalyptus grandis* Hill ex Maiden em função de diferentes níveis de produtividade da floresta. Master's Thesis, Universidade de São Paulo, Piracicaba.

Vedovello R. 2000. Zoneamentos geotécnicos aplicados à gestão ambiental a partir de unidades básicas de compartimentação UBCs. Doctoral Thesis, Universidade Estadual Paulista, Rio Claro.

- **Journal Article**

Yamamoto LF, Kinoshita LS, Martins FR. 2007. Síndromes de polinização e de dispersão em fragmentos da Floresta Estacional Semidecídua Montana, SP, Brasil. *Acta Botanica Brasilica* 21(3): 553-573.

- **Conference Paper Published in Proceedings**

Giansante AE, Almeida TIR, Branco FC, Almeida FAFM. 1993. Sensoriamento remoto aplicado à proteção de mananciais: o caso do sistema Cantareira. In: 17º Congresso Brasileiro de Engenharia Sanitária e Ambiental. Natal: ABES. v. 2: 657-659.

- **Legislation**

Brazil. 2006. Law No. 11.428, December 22, 2006. *Lex: coletânea de legislação e jurisprudência* 70: 3145-3166. São Paulo (State). 2008. State Decree No. 53,494, of October 2, 2008. Declares threatened, near-threatened, collapsed, overexploited, threatened with overexploitation, and data-deficient wildlife species in the State of São Paulo and provides related measures. *Diário Oficial do Estado de São Paulo, Poder Executivo* 118 (187): 1-10.

- **Map**

Instituto Brasileiro de Geografia e Estatística (IBGE). *Mapa da vegetação do Brasil*. Rio de Janeiro, 1998. Scale 1:5,000,000.

- **Electronic Document**

Catharino ELM, Bernacci LC, Franco GADC, Durigan G, Metzger JP. 2006. Aspectos da composição e diversidade do componente arbóreo das florestas da Reserva Florestal do Morro Grande, SP. *Biota Neotropica* 6 (2). Available:
<http://www.biotaneotropica.org.br/v6n2/pt/abstract?article+bn00306022006>. Accessed: September 16, 2009.