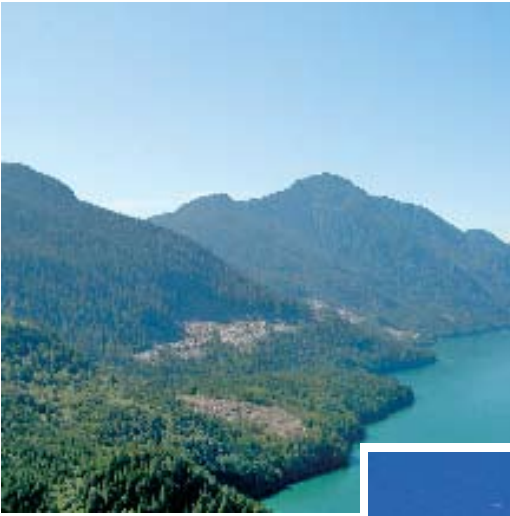


Guidelines for Contributors



Guidelines for Contributors

If you are interested in contributing an article, letter or news item to **BC Forest Professional** (BCFP) magazine, we want to hear from you! Unfortunately, due to space limitations and the interests of our readers, we cannot publish every submission we receive. These guidelines are designed to explain our needs, help you tailor your submission so it will have the best chance of getting published and answer any questions you may have regarding editorial submissions to BCFP.

BCFP is produced on a very tight schedule. Only submissions reviewed by our editorial board, that meets every two months, will be considered for publication. To ensure your submission is considered, you must not miss our deadlines.

Purpose of BC Forest Professional Magazine

BCFP has four major goals:

1. To contribute to our members' continuing professional development.
2. To keep members informed of association business, member news and professional issues.
3. To give members a vehicle to freely express their opinions about the ABCFP and professional issues.
4. To inform non-members about the profession of forestry.

Overview of our Readership

BCFP is circulated to over 5,300 Registered Professional Foresters, Registered Forest Technologists and forest professionals in training. The magazine is also sent to approximately 1,000 interested stakeholders such as key decision makers in the BC forest industry, politicians and schools. BCFP magazine is available to the general public on the ABCFP website.

Submission Categories

1. Viewpoints

Viewpoints articles are generally solicited from subject-matter experts. However, the editor will start a discussion thread on the ABCFP Discussion Forum when each issue is being planned. If a particular theme interests you, you are welcome to volunteer to write an article.

2. Letters

This section is intended primarily for feedback on recent BCFP articles and for brief statements about current ABCFP, professional or forestry issues. The editor reserves the right to edit and condense letters and encourages writers to keep their letters to less than 300 words. Anonymous letters are not accepted.

3. Interest Articles

These articles must be on issues relevant to the profession of forestry and our readers. Priority is given to articles written by ABCFP members. Interest articles should be no more than 750 words and should include a brief biography of the author(s). Accompanying images are highly desirable.

4. Research Updates

Although BCFP is not a technical or scientific journal, we do provide space for articles about research that is relevant to our readers. Submissions should explain the problem and relate it to our readers in non-scientific or technical language. Articles should be no more than 750 words and should include a brief biography of the author(s). Accompanying images are highly desirable.

5. Book Review

If you've uncovered a new book that our readers should know about, please let the editor know. We are always looking for new titles to review.

6. Member News

Did you or one of your colleagues recently change jobs, get promoted or receive an award? Share your news by sending it to BCFP.

7. Obituaries

It is very important to many of our members to receive word of the passing of a colleague. The editorial team relies on our members to provide obituaries of recently deceased members for publication. Please keep them to no more than 300 words and include a photograph.

8. BC Forestry Team in Action

This annual feature runs in the November/December issue of BCFP. It highlights interesting projects involving BC Forest Professionals. See the specific guidelines for making a submission to this feature outlined on page 4 of these Contributor Guidelines.

Submission Format

Submit letters, articles and news items in MS Word (.doc) format or embedded in the body of an e-mail.

Photo Requirements

Please send us your digital, colour photos saved as JPG or TIF files. They must be print quality (at least 300 dpi). Ensure your camera is set on 'high' or 'fine' to ensure the best quality. Send your photos as an e-mail attachment – DO NOT embed them in a Word document.

Editorial Process

All articles and letters are reviewed by an editorial board which is made up of ABCFP members. The editorial board determines which submissions will be printed and which ones have priority in the event the upcoming issue is full. If your submission is approved, the editor will ensure the article flows logically, meets the house style and is the desired length. All articles are returned to the author for a final review before publication.

The editorial board looks for the following criteria when considering an article for publication:

- The topic is relevant and interesting to our readers. We encourage you to contact the editor to discuss your idea before writing the article.
- The article must be well organized, flow logically and offer a unique or interesting point of view. Remember that BCFP is not a scientific journal and our readers don't want to read highly detailed articles. Ensure you present a question or problem, discuss it and then offer a potential solution. Many authors like to include a call to action at the end of their articles.
- Be sure to state your opinion in your article. Our readers value learning about other forest professionals' opinions.

- The article must appeal to a wide range of our members. If your topic is too narrow, it may not be published.
- Readers must benefit from reading your article – they must learn something new to be presented with a different perspective. Self-promotional or marketing pieces will not be accepted. If you are interested in advertising opportunities in BCFP, contact the ad sales manager.
- The article must be timely.
- You must keep to the number of words set by these contributor guidelines. The editorial board will reject a submission that is too long.
- The article should meet one of the magazine's four goals. Review the Purpose of BC Forest Professional Magazine at the beginning of this document to make sure your article meets at least one of the goals.

Writers' Rewards

We are unable to pay authors for the articles we publish; however, all submissions are eligible for the annual Best Article and Best Letter awards which recognize outstanding contributions.

BC Forestry Team in Action

Each year, the Association of BC Forest Professionals asks members to submit photos and short write-ups on forestry projects they coordinate.

These submissions are published in the November/December issue of **BC Forest Professional** magazine in a special full-colour feature called BC's Forestry Team in Action. This showcase of forestry projects covers all disciplines and includes volunteer work and work done outside of BC.

Without your help, we cannot educate the public about the work forest professionals do. We would like to continue the tradition and help raise the profile of the profession. To do this, we need you to make a submission.

Here is the perfect opportunity for you to help spread the good news about the work carried out by British Columbia's forest professionals. We are looking for a broad range of forestry projects, from everyday projects to ones that are interesting, innovative or new.

Making a submission is not difficult. We need four things: (1) a project photo; (2) a short project description; (3) a list of the people and organizations involved; and (4) a contact person.

1. Photo

Provide one or more visually interesting photographs that depict the project. Since this is a full-colour feature, colour photos are preferred. Digital images should be saved as JPG or TIF images and must be print quality (at least 300 dpi). Do not modify the image. If using a digital camera, please make sure it is set to "fine" or "high" resolution. Small and low resolution digital images cannot be used.

DO NOT imbed the image into a Word or PowerPoint document. Send the JPG or TIF file as an e-mail attachment. Original photographs or slides are preferred

over scanned photos/slides, unless they are professionally scanned. Originals will be returned.

2. Project Description

Write a 150 to 200 word description of the project. Be sure to cover the five Ws (Who? What? Where? When? Why?). What was the result? Don't get caught up on the technical details of the project. How were forest professionals involved? What did they do?

Think about what someone else (another ABCFP member, a high school student, your neighbour or the mayor of your community) would want to know about this project. What questions would they have? How would you describe this project to them? Describe the project in terms a non-forest professional will understand. Avoid jargon, technical terms and acronyms.

3. List of the Individuals and Organization Involved in the Project

Provide a list of the natural resource professionals (RPF, RFT, FIT, FP, TFT, RPBio, PAg, PEng, PGeo, etc.), other individuals and organizations involved in the project. Who was the project coordinator? Who funded the project? Who owns the project?

4. Contact

Must be an ABCFP member. Provide name, designation, title, organization, daytime phone number and e-mail address.

5. Publication

November/December issue

6. Need Ideas?

Please refer to past features for ideas. You can find these on our website (www.abcfp.ca).

Submission Deadline

Deadlines will vary from year to year. See the Calendar page of the ABCFP website for exact dates: www.abcfp.ca.

Issue	Deadline
January/February	November 1
March/April	January 3
May/June	March 1
July/August	May 1
September/October	July 3
November/December	September 3

Submissions

Send all submissions by e-mail to the editor at: editor@abcfp.ca