



# International Association of Wildland Fire

**Managing Fire, Understanding Ourselves: Human Dimensions in Safety and Wildland Fire**

*13th International Wildland Fire Safety Summit & 4th Human Dimensions of Wildland Fire Conference*

**Boise, Idaho, USA - April 20-24, 2015**

## Conference Proceedings—Instructions for Authors

For publication in the Conference Proceedings for the **International Association of Wildland Fire (IAWF) 13th International Wildland Fire Safety Summit & 4th Human Dimensions of Wildland Fire Conference** all presenters, both oral and poster, are encouraged to submit one of the following:

1. **Abstract** - Authors will have the opportunity to edit the abstract that was submitted for the program. The technical editor will review, edit and send back to the author for approval.
2. **Extended Abstract** - The extended abstract is a longer version of your original abstract and is generally about 2 pages in length. For the extended abstract you should include references (*see below*). The technical editor will review, edit and send back to the author for approval.
3. **Full Paper** - For full papers the author must clear all third party intellectual property rights and obtain formal permission from their respective institutions, where necessary. The technical editor will review, edit and send back to the author for approval.

Authors must also warrant that their work:

- Has not been published before
- Is not presently being considered for publication elsewhere
- Does not violate any intellectual property right of any person or entity
- Does not contain any subject matter that contravenes any laws (including defamatory material and misleading and deceptive material) and
- Meets ethical research standards.

### Submitting your abstract, extended abstract or paper

Please use our [template, which can be reached directly through this link](#) or on the IAWF conference page – [www.iawfonline.org](http://www.iawfonline.org).

A cover letter must accompany the submission and should include the name, address, and telephone numbers, and email address of the corresponding author. If submitting a full paper, the letter should also contain a statement verifying that the manuscript has not been published or simultaneously submitted for publication elsewhere.

Please submit your abstract, extended abstract or paper and cover letter via the [online submission form](#) we are providing. If you encounter any difficulties, or you have any questions, please contact Mikel Robinson at [execdir@iawfonline.org](mailto:execdir@iawfonline.org) or call +01 406-531-8264.

**Deadline for submission is June 1, 2015.**

## **Preparing your paper**

### *General presentation*

Write your paper in clear and concise English. Papers featuring numerous spelling errors, ambiguous expression, or lack of a clear focus will be returned for reworking prior to any assessment. Either 'English' or 'American' English is acceptable, as long as it is used consistently.

Papers with numerous spelling errors, ambiguous expression, or lack of a clear focus will be returned for reworking prior to any assessment.

Please single space all text, including references and figure captions, and number each page. There are no arbitrary limits on the length of manuscripts, but we stress the need for length to be commensurate with message. We encourage you to include detail in discussion of methods, to avoid jargon, and to explain terms carefully for our broad readership.

We advise you to consult the [sample paper](#) for details of layout.

For the text, use only Times New Roman and Symbol fonts.

Use 1 inch margins.

Please list the scientific name and authority with the common name of species at the first occurrence and then use either name consistently for the remainder of the paper. We encourage authors to log fire history studies with the [International Multiproxy Paleofire Database](#).

### *First page*

The first page should include the title of the paper, name of author(s) in the exact way that the authors wish them to appear, each author's organization, plus the email address of the corresponding author, who should be identified as such. Authors of multi-authored papers may wish to assign relative values to their contributions, or to indicate that two or more authors contributed equally to a paper. This can be done in a note at the end of the address field on the paper. Keywords that do not appear in the title may be listed as 'Additional keywords', for example geographic locations and major plant and animal species studied.

### *Abstract*

A scientific abstract in English of no more than 200 words must be provided; it should be informative but not include details. Avoid acronyms and references in the abstract.

### *Acknowledgements*

Place Acknowledgements after the Discussion and before the References.

### *References*

In the text, cite references chronologically by author and date; do not number them. Check that all references cited in the text are listed in the References list, and *vice versa*. Use 'and' to link the names of two authors in the text, and use '*et al.*' where there are more than two.

In the References list, list references in alphabetical order, and check them carefully for accuracy. Do not include papers that have not been accepted for publication; cite them as

‘unpublished data’ or ‘personal communication’ if they must be included at all. Please provide proof of acceptance for any paper cited as ‘in press’.

Give titles of books and names of journals in full. Include the title of the paper in all journal references, and provide first and last page numbers for all entries.

Examples of common references are:

- *Journal paper*  
Hess JC, Scott CA, Hufford GL, Fleming MD (2001) El Niño and its impact on fire weather conditions in Alaska. *International Journal of Wildland Fire* **10**, 1-13.
- *Book*  
Cary G, Lindenmayer D, Dovers S (Eds) (2003) ‘Australia burning: Fire ecology, policy and management issues.’ (CSIRO Publishing: Melbourne)
- *Book chapter*  
Gill AM, Bradstock R (2003) Fire regimes and biodiversity: a set of postulates. In ‘Australia burning: Fire ecology, policy and management issues’. (Eds G Cary, D Lindenmayer, S Dovers) pp. 15-25. (CSIRO Publishing: Melbourne)
- *Report*  
Finney MA (1998) ‘FARSITE: Fire Area Simulator-Model development and evaluation.’ USDA Forest Service, Rocky Mountain Research Station Research Paper RMRS-RP-4. (Ogden, UT)

### *Units*

Use the SI system, especially for exact measurement of physical quantities. If it is a convention to use non-SI units in a particular discipline, then give the equivalent SI values in parentheses.

Do not use the double solidus in complex groupings of units; use the negative index system instead, for example  $\text{mg m}^{-2} \text{s}^{-1}$ .

### *Mathematical formulae*

Avoid two-line expressions in the running text. Display each long formula on a separate line with at least two lines of space above and below it. Set up complex mathematics using an equation editor using Times New Roman, Arial and Symbol fonts only.

### *Tables*

Refer to every table in the text. Number each with an Arabic numeral and supply a concise title. Provide explanatory material relevant to the whole table in a separate head note, which should start on a separate paragraph from the title. Use footnotes to refer to specific elements in the table. Use superscript capital letters for table footnotes, and use asterisks only for probability levels. Use only horizontal rules in tables; do not use vertical rules.

If using Microsoft Word (preferred), please use Table Formatting (i.e. use table cells, but do not use hard returns within them). In column headings, include the symbols for the units of measurement in parentheses, and use standard SI prefixes to avoid an excessive number of digits in the body of the table.

## **Illustrations**

All illustrations (photos, tables, line diagrams) should be embedded in the papers. Please avoid using landscape tables that require a landscape page orientation, as the page numbers will be displaced.

### Checklist for preparation of manuscripts

1. Submit your paper in electronic format only.
2. Type the title and all headings with only the first initial letter upper case, except for proper nouns.
3. Align headings at the left. Main headings (Introduction, Materials and methods, Results, Discussion, Acknowledgements, and References) are set in bold roman type. Minor headings are set in light italic type.
4. Use the following conventions: 'from x to y', 'between x and y', 'range x-y'; use L for litre (hence mL, etc.); use single not double quotation marks; abbreviate the units hour(s) as h, minute(s) as min, second(s) as s, e.g. 4 h, 5 min, 3 s.
5. Check that all references mentioned in the text are listed in the References, and *vice versa*.
6. List references in the text in chronological order, separated by semicolons except references by the same author, where they are separated by commas. List references in the Reference list in alphabetical order. In the text, do not use a comma between the author's name and the date. Italicize *a, b, c* etc. where several references are the same year.
7. In the References, use italic type for the journal name and use bold roman type for the volume number.
8. Give full journal names and book titles in the References list.
9. Spell out numbers lower than 10 unless accompanied by a unit, e.g. 2 mm, 15 mm, two plants, 15 plants, but 2 out of 15 plants. Do not leave a space between a numeral and the unit % or °C.
10. Prepare figures with symbols and letters appropriate for the size at which the figure is intended to be reproduced.
11. Type the title of each table as a separate paragraph from the table. Put explanatory text referring to the table as a whole in the head note, which should be a separate paragraph from the table title.
12. File naming: save and name your files using the first author's family name followed by F1, F2, etc. for figures, T1, T2, etc. for tables. For example. Smith.doc = text document; smithF1.eps = Figure 1, smithT1.doc = Table 1.
13. Suggest a running head for the paper of about eight words.
14. Provide the postal address, telephone number, facsimile number and email address of at least the corresponding author; we may need to contact you urgently.